

REMINGTON COLLEGE'S HOUSTON SOUTH CAMPUS

ADDENDUM TO CATALOG/VOLUME N-1812 DATED 12/27/2018

Revised: 3/27/20

TUITION SCHEDULE

DIPLOMA IN DENTAL ASSISTING.....	\$16,685.00
DIPLOMA IN MEDICAL ASSISTING (9-MONTH)	\$16,685.00
DIPLOMA IN MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)	\$21,210.00
DIPLOMA IN MEDICAL OFFICE ADMINISTRATION	\$16,685.00
ASSOCIATE OF APPLIED SCIENCE IN COSMETOLOGY	\$28,085.00
ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY	\$34,590.00

ADMINISTRATORS AND FACULTY

ADMINISTRATORS	TITLES
Jarad Held	Director of Campus Administration
Trina Collins	Campus Dean
Georgia Jordan	Director of Career Services
Rhoda Hamilton	Area Director of Student Finance
Christina Caul	Registrar
Kem Dunbar	Allied Health Chairperson
Lachaya Wright	Cosmetology Chairperson
Curtis McBride	Process Technology Chairperson
Julie Weathersby	Externship Coordinator

COSMETOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Christina Henry	AAS, Cosmetology.....	Houston Community College
	Operator Instructor License.....	Texas Dept. of Licensing & Regulation
Karla Marling.....	AAS, Instructor.....	San Jacinto College South
	Operator Instructor License.....	Texas Dept. of Licensing & Regulation
Lachaya Wright.....	AAS, Cosmetology.....	San Jacinto College
	Operator Instructor License.....	Texas Dept. of Licensing & Regulation

DENTAL ASSISTING

FACULTY	CREDENTIALS	INSTITUTIONS
Kathleen Franks (Lead Instructor).....	Registered Dental Assistant.....	Texas State Board of Dental Examiners
Kelly Martin.....	Registered Dental Assistant.....	Texas State Board of Dental Examiners
Mohanned Neamah	Registered Dental Assistant.....	Texas State Board of Dental Examiners

MEDICAL ASSISTING AND MEDICAL ASSISTING WITH X-RAY TECH (LIMITED SCOPE)

FACULTY	CREDENTIALS	INSTITUTIONS
Diane Gerald.....	AAS, Medical Assisting	Robert Morris University
Francisco Rengifo.....	Doctorate, Clinical Pathology	University of Cartagena
	Doctorate	Metropolitan University School of Medicine
Julie Weathersby	AS, Radiology	San Jacinto College
	Certified Medical Radiologic Technician.....	Texas Department of State Services
Rita Brown	Master's Degree in Business Admin.	Northcentral University
	with Specialization in Healthcare Admin	
	Bachelor's Degree in Radiologic Tech. ..	Midwestern State University
	Associate's Degree in Radiologic Tech. ..	Houston Community College
Sharaun Mannery	Diploma, Medical Assisting	Southern Career Institute
Teri Johnson	BS, Nursing.....	Troy University

MEDICAL OFFICE ADMINISTRATION

FACULTY	CREDENTIALS	INSTITUTIONS
Adrienne Neff.....	Bachelor of Science.....	Clark Atlanta University
	Certified Healthcare Access Associate ..	National Assoc of Healthcare Access Mgmt
	Certified Healthcare Education Specialist	National Comm. for Health Edu. Credentialing
Angela Sams	Master of Health Care Administration	Kaplan University
	Bachelor of Professional Studies	University of Memphis

PROCESS TECHNOLOGY

FACULTY	CREDENTIALS	INSTITUTIONS
Curtis McBride	BS, Technical Management	Wayland Baptist University
Don Fitzgerald	Process Operator.....	18 years of Plant Operator experience
	AA, Social Science.....	San Jacinto Community College

GENERAL EDUCATION

FACULTY	CREDENTIALS	INSTITUTIONS
Donald Fox	Master of Fine Arts.....	University of North Carolina
Robert Cloud.....	Masters of Arts.....	University of Houston – Clear Lake Sam
	Bachelors of Arts	Houston State University

ADDITIONAL MODIFICATIONS

- Table of Contents, Pages 7 & 72: The references to GI BILL® found in the Table of Contents and on Pages 7 and 72 have been amended to include the registered trade mark symbol.
- Page 3: The Admissions Requirements and Procedures section of the Catalog has been amended to include the following Non-Degree/Diploma Seeking Enrollment policy.
- Non-Degree/Diploma Seeking Enrollment***
The non-degree/diploma seeking status is designed for part-time students who do not seek an academic degree at Remington College. This can include students completing courses that may or may not include a credit hour basis. Enrollment as a non-degree/diploma seeking student does not guarantee automatic admission to Remington College as degree/diploma seeking student. Individuals who wish to apply for non-degree/diploma seeking status must complete the application for admission. Acceptance as a non-degree/diploma seeking student is not automatic. Applicants must be 18 years old or have parental/guardian approval to enroll. Students enrolled as non-degree/diploma seeking are limited to 30 attempted Quarter Credit Hour courses. Enrollment in non-credit courses is unlimited. Credit earned as a non-degree/diploma student cannot be considered for credit at Remington College until the admission criteria has been met by the student for the declared program.
- Non-degree/diploma seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree/diploma seeking students who do not enroll in one or more consecutive courses must reapply for non-degree/diploma admission. Non-degree/diploma seeking students are not eligible for financial aid. Non-degree/diploma students must pay for courses prior to starting class using non-Title IV funds. Tuition and fees are the same for degree seeking and non-degree/diploma seeking students and can be found in tuition and fees section of the catalog addendum. Non-degree/diploma students will be held to the same code of conduct, attendance, refund policies, and all other guidelines as set forth in the campus catalog. Enrollment for non-degree/diploma seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). Non-degree/diploma seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).*
- Page 3: The last paragraph in item 2 of the Admissions Requirements and Procedures has been amended to read as follows:
- 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. The Provost, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.*
- Page 3: Item 3 of the Admissions Requirements and Procedures has been amended to include the following requirement.
- The required passing score for the Wonderlic exam will be 17 or higher for the Database Management and Administration associate degree program.*
- Page 3: The last sentence in item 3 of the Admissions Requirements and Procedures has been amended to read as follows:
- The Wonderlic exam is not required for student entering a program who can show proof of an associate's degree or higher from a college accredited by an agency recognized by the U.S. Department of Education.*
- Page 3: Item 5 of the Admissions Requirements and Procedures has been amended to read as follows:
- For programs that include distance education components, applicants must complete the Wonderlic Admissions Risk Profile Survey. Remington College also provides enrolling students with a non-credit, online orientation to become acquainted with the virtual classroom environment in which courses will be delivered. The asynchronous online orientation is available to applicants once Remington College has received an Application for Admission executed by the applicant.*
- Page 4: Item 8 of the Admissions Requirements and Procedures has been amended to read as follows:
- 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 first attending a scheduled class of the program for which the applicant is applying, and the applicant must be able to meet the applicable attendance requirements for activation.*
- Page 6: The Transfer Credit for Programs other than Cosmetology Courses policy has been renamed Transfer Credit for Courses other than Cosmetology and Nail Technician Courses.
- Page 9: In item 4 of the Academic Criteria section of the Re-Enrollment and Re-Entry Policy, President has been changed to Provost. 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 Provost of Remington College.

- Page 11: The Transcript Fee policy has been replaced with the policy below.
- Transcript Fee: Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, or has other remaining obligations to Remington College, in which case they will receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law. Any additional transcript requests will be charged \$45.00 per transcript for official transcripts and \$25.00 per transcript for unofficial transcripts.*
- Page 14: The following policy has been added to the Veteran's Benefits section of the Types of Financial Aid Available to those who Qualify.
- The Campus will not impose on any Covered Individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds because of a Covered Individual's inability to meet his or her financial obligations to the Campus due to the delayed disbursement of funding or payment to be provided by the U.S. Department of Veterans Affairs provided the Covered Individual: (1) furnishes the Campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill no later than the first day a Covered Individual starts his/her program of study for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance; (2) submits a written request to use such entitlement; and (3) provides additional information necessary for the proper certification of enrollment by the Campus. For purposes of this section, Covered Individual means any student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill benefits.*
- Page 13: The following program has been added to the Types of Financial Aid Available to Those Who Qualify.
- Economic Hardship Grant*
The Economic Hardship Grant is available to new students enrolling on or after March 26, 2020 in one of the programs designated for participation in the Economic Hardship Grant for a class start occurring in April or May 2020. The Economic Hardship Grant is not available to re-enrolling or re-entering students. The amount of an Economic Hardship Grant is \$1,000, which will be applied to an eligible student's account as a tuition credit after the student has been activated. For a list of the programs designated for participation in the Economic Hardship Grant program or to obtain additional information, contact the Student Finance Department.
- Page 15: The Academic Achievement Scholarship eligibility criteria has been updated to reflect that the student will need to have graduated high school in 2014 or later.
- Page 15: The Campus High School Scholarship has been discontinued.
- Page 15: The Financial Need definition within the New Career Success Scholarship criteria has been revised. Financial Need means the Total Income reflected on the student's Institutional Student Information Report (ISIR) is less than or equal to the most recent National Median Household Income as published by the U.S. Census Bureau.
- Page 22: The Campus is no longer enrolling students in the Cosmetology Diploma Program.
- Page 25: The Campus is no longer enrolling students in the Medical Billing and Coding Diploma Program.
- Page 30: The first paragraph of the program description for the Medical Assisting Associate of Applied Science degree program has been amended to read as follows:
- The Medical Assisting Degree Program provides training in both administrative and clinical procedures, including the basic elements of coding for the healthcare and insurance industries. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry-level, or advancement in, 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.*
- Page 31: The first paragraph of the program description for the Medical Assisting with X-Ray Tech (Limited Scope) Associate of Applied Science degree program has been amended to read as follows:
- The Medical Assisting with X-Ray Tech (Limited Scope) Degree Program provides training in administrative and clinical procedures, including limited radiography. The Program also provides training on commonly utilized office software and leadership in a healthcare environment. The objective of this Program is to prepare graduates for entry level, or advancement in, positions such as medical assistant, medical administrative assistant, or clinical medical assistant in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies. The Program may lead to entry-level positions as limited x-ray technicians.*
- Page 33: The Campus is no longer enrolling students in the Pharmacy Technician AAS Degree Program.
- Page 35: The course description for BSN1108 Packaged Applications has been amended. Please see the course description on page 12 of this Addendum.

Page 54: The Leave of Absence policy has been amended. The amended policy is provided below.

Leave of Absence

Remington College will allow a student enrolled in a program to request a leave of absence ("LOA") from his or her program of up to one hundred eighty (180) calendar days from the student's last date of attendance prior to the commencement of the LOA. A student must be meeting Satisfactory Academic Progress standards at the time of the LOA request. Acceptable reasons for leave of absence include, but may not be limited to: Medical (self or care for others/family), Financial/Work Related, Military, Childcare, Personal (must be approved by the Provost or designee), or other reasons as mandated by federal or state agencies, laws, or guidelines. Documentation may be required for approval of the LOA.

At Remington College an LOA, when approved, will last for no less than one academic quarter. An LOA may only start at the beginning of a Quarter. A written request for a LOA must be submitted by the student on an LOA Application Form which may be obtained from the Campus Dean or Administrator. An LOA will not be granted unless Remington College's Provost (or designee) 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 Provost (or designee). If a medical emergency prevents the student from applying in writing in advance, the Provost (or designee) may approve an exception, in his/her sole discretion, based on the individual circumstances. Documentation may be required to substantiate the inability to request the LOA in advance.

A student can request an extension to his or her leave of absence, not to exceed a combined total of 180 days, by submitting the LOA application and any supporting documentation that would warrant an extension. The LOA request will be reviewed by the Provost (or designee). The extension, if approved, must be for the consecutive academic quarter. The request must be made prior to the scheduled return date of the original LOA. A student who fails to return from a Leave of Absence on the first available course following their return date will be withdrawn from the program. 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.

Page 54: The Academic Standards section of the Catalog has been amended to include the following Non-LOA Temporary Leave policy.

Non-LOA Temporary Leave

In some cases, a Non-LOA Temporary Leave may be requested by students attending module-based courses within an academic quarter. Students can, in lieu of being temporarily dropped from the program, request a temporary leave. This amount of time cannot exceed one module within an academic quarter. In rare circumstances, a student may need a course that is not being offered in a specific module within a quarter. The college will make reasonable efforts to ensure the courses needed are offered and will work with each student to create a completion plan in situations where the student has failed courses or dropped and re-entered into the program. The request for temporary leave can only be approved for a single module within a quarter for situations where a course is unavailable or one of the qualifying LOA conditions noted above are presented. The student must make the request no later than the last date of the student's current module. Students can request this temporary leave by completing the Leave of Absence form with a reason of Course Not Offered or Temporary Leave with Intent to Resume. The leave must be approved by the Provost or designee. A student who fails to return from a Non-LOA Temporary Leave on the first available course following their return date will be withdrawn from the program. A student's failure to return from a Non-LOA Temporary Leave may impact the loan repayment terms of a student's Title IV program loans including the exhaustion of the student's entire grace period.

Page 59: The last paragraph of the Graduation Requirements has been amended as follows:

A graduate who has any outstanding financial obligation to Remington College, including but not limited to graduates on a payment plan, will not be eligible to receive their graduation certificate but may receive an unofficial transcript only. This applies to all graduates unless exempted elsewhere in this Catalog or exempted under applicable state law.

Page 59: The Attendance Policy for Courses other than Residential Cosmetology Courses has been renamed Attendance Policy for Courses other than Nail Technician and Residential Cosmetology Courses. The policy has also been modified to include the following requirements:

METHOD OF RECORDING ATTENDANCE IN CAMPUS-BASED HYBRID COURSES

Students enrolled in courses that are delivered via a combination of residential and distance education ("Online") do not "attend" classes in the same way as residential students whose programs are delivered in the classroom. The courses in campus-based hybrid programs are conducted partially as synchronous (in class) and partially asynchronously (online).

The residential portion is scheduled at the campus. Each course's residential schedule may be different. Students must attend the residential portion to receive attendance as outlined in the "Method of Recording Attendance in a Residential Courses" policy.

The distance education portion of a campus-based hybrid course is taught asynchronously, meaning that not all students in a particular course are online at the same time. Instead, students "attend" on their own schedule by interacting with the instructor and other students through a variety of online methods, such as bulletin boards, e-mails, etc. Students will receive attendance in this portion of the course according to the "Method of Recording Attendance in Online Courses" policy.

ATTENDANCE REQUIREMENTS IN CAMPUS-BASED HYBRID COURSES

A student enrolled in a campus-based hybrid course who fails to attend on-campus and online courses for 14 consecutive calendar days will be dropped.

Page 61: Independent Study has been amended. The amended policy is provided below.

Independent Study

Remington College reserves the use of Independent Study to rare or mitigating circumstances presented by the student. In situations where students have mitigating circumstances, the Dean may authorize a student, on a voluntary basis, to take a course as an Independent Study. Unless approved by the Provost, the total amount of independent study should not exceed 10% of the total program credits required for graduation. Students should not be granted an Independent Study for a course previously attempted.

Situations that merit the use of Independent Study are rare. (For example, when the Campus is no longer enrolling students for a particular course or program and the student needs only a relatively small number of credits to complete the program.) The Campus Dean is authorized to approve an Independent Study for a student. The Campus Dean must submit a request for an Independent Study to the Registrar for final approval and scheduling. An approved Independent Study must be supervised by a dedicated faculty member and credit hours for the Independent Study will be the same as the credit hours normally earned in the course.

To qualify for Independent Study, students must:

- *Be actively pursuing a program of study,*
- *Be in good standing with the Satisfactory Academic Progress and Attendance Policies, and*
- *Have a history of good attendance and academics, and*
- *Make the request to the Campus Dean (signing the Independent Study Contract), and*
- *Must present mitigating circumstances to warrant the need for an Independent Study.*

Page 62: The following Return of Unearned TA Funds policy has been added to the Cancellation, Withdrawals, and Refund Policies section of the Catalog.

Return of Unearned Military Tuition Assistance (TA) Funds

Remington College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. If the student has to withdraw due to military service, Remington College will work with the student to identify solutions so that the student's return of TA funds does not result in a student debt.

Page 69: The first two paragraphs of the Dispute Resolution Procedures and Alternatives policy have been replaced with the terms below.

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 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.

Page 69: The first four paragraphs of the Remington College Grievance Procedures section of the Dispute Resolution Procedures and Alternatives policy have been replaced with the terms below.

A grievance is defined as any dispute between the student and the Campus. Should a student have a grievance concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may then contact the Program Chair or Academic Dean for assistance in resolving the grievance. If a solution satisfactory to the student is not reached with the Program Chair or Academic Dean, the student may submit his or her grievance, in writing, to the Director of Campus Administration, clearly describing the grievance.

The Director of Campus Administration will review the grievance, seek resolution, and notify the student of the remedy within ten business days of receipt of the grievance, unless it is determined more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the student will be notified of that fact by the Director of Campus Administration. In the event the student is not satisfied with the resolution provided by the Director of Campus Administration, the student may appeal to the Senior Regional Vice President of Educational Support & Campus Administration in writing within ten days of receiving the decision of the Director of Campus Administration.

The Senior Regional Vice President of Educational Support & Campus Administration will notify the Department of Student Affairs of the appeal and will review the pertinent facts and evidence presented. The Senior Regional Vice President of Educational Support & Campus Administration will formulate a resolution within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Senior Regional Vice President of Educational Support & Campus Administration. Students who wish to contest the Senior Regional Vice President of Educational Support & Campus Administration resolution may submit a written appeal to the Remington College Department of Student Affairs as the final entity seeking a resolution to a reported grievance.

The Department of Student Affairs will review the facts and evidence presented and, if necessary, will conduct additional investigation into the allegations raised in the grievance. The Department of Student Affairs will formulate a resolution, within ten business days of receipt of the student appeal, unless it is determined more time is necessary to perform a thorough and objective review of the pertinent facts and evidence presented, in which case the student will be notified of that fact by the Department of Student Affairs. Once the review is complete, the Department of Student Affairs will promptly inform the student of the decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance. At any time in the grievance process, the student may contact the Remington College Department of Student Affairs for additional support via email at student.affairs@remingtoncollege.edu.

Page 71: The link to the Texas Higher Education Coordinating Board's Student Complaint policy has been changed to <http://www.theccb.state.tx.us/studentcomplaints>.

Page 72: The process for submitting a complaint to the Attorney General of Texas, Consumer Protection and Public Health, has changed. Complaints may be submitted using one of the following three options:

- Completing the online consumer complaint form available at <http://txoag.force.com/CPDOnlineForm>, which allows supporting documentation to be uploaded after completing the form.
- Downloading, printing, and mailing the complaint form and any documentation to the address below. The form can be downloaded at <https://www.texasattorneygeneral.gov/consumer-protection/file-consumer-complaint>.

Office of the Attorney General
Consumer Protection Division
PO Box 12548
Austin, TX 78711-2548

- Calling the Texas Attorney General's Consumer Protection Hotline at (800) 621-0508.

Page 72: The Alternative Dispute Resolution for Programs other than the Cosmetology and Nail Technician Diploma Programs policy has been replaced with the policy provided below.

Remington College nor anyone else will stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained ("Borrower Defense Claim"). You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. Only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

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 the Accrediting Commission or State Board, pursuant to the terms of the Enrollment Agreement, any "Claim", as hereinafter defined, except for a Borrower Defense Claim, brought 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 Remington College 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").

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. 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). 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 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, except for a Borrower Defense Claim as defined above.

The arbitration shall be governed by the Federal Arbitration Act ("F.A.A."), 9 U.S.C. Sections 1-16 and the AAA's Consumer Arbitration Rules ("AAA Rules") (collectively the "Arbitration Rules"). The arbitrator appointed by the AAA (the "Arbitrator") shall apply applicable substantive law consistent with the F.A.A., 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.

Page 72: The Alternative Dispute Resolution for the Cosmetology and Nail Technician Diploma Programs policy has been replaced with the policy provided below.

Remington College nor anyone else will stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained ("Borrower Defense Claim"). You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. Only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

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 the Accrediting Commission or State Board, pursuant to the terms of the Enrollment Agreement, any "Claim", as hereinafter defined, except for a Borrower Defense Claim, brought 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 Remington College 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 Enrollment Agreement, if the Claim is within the scope of the Small Claims Court's jurisdiction. Pursuant to the terms of the 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 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 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, except for a Borrower Defense Claim as defined above.

The arbitration shall be governed by the Federal Arbitration Act ("F.A.A."), 9 U.S.C. Sections 1-16 and the AAA's Consumer Arbitration Rules ("AAA Rules") (collectively the "Arbitration Rules"). The arbitrator appointed by the AAA (the "Arbitrator") shall apply applicable substantive law consistent with the F.A.A., 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.

Page 75: The Smoke- and Tobacco-Free Campus policy has been replaced with the following policy.

In keeping with the Campus' intent to provide a safe and healthy educational environment, smoking, the use of tobacco products, and use of e-cigarettes/vaping devices are prohibited within any Campus building. This policy applies equally to all employees, students and visitors.

Page 75: The second paragraph of the Legal Sanctions section of the Student Drug and Alcohol Abuse Policy has been amended to read as follows:

The Federal Controlled Substances Act provides penalties of up to life imprisonment and a range of fines based on amount and type of narcotics 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 not less than \$1,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine for the first offense and up to three times the term of imprisonment and fine for the second offense except as otherwise authorized by law.

Page 76: The Cocaine Helpline listed under the Available Drug and/or Alcohol Program Hotlines section of the Student Drug and Alcohol Abuse Policy has need replaced with the following SAMHSA hotline.

*1-800-662-HELP – Substance Abuse and Mental Health Services Administration
The SAMHSA Helpline is a confidential, free, 24-hour-a-day, 365-day-a-year information service, provided in English and Spanish, for individuals and family members facing substance abuse issues. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Callers can also order free publications and other information in print on substance abuse and mental health issues.*

Page 77: The list of Remington College's Directors and Officers has been replaced with the following list.

*Dr. Archie Cubarrubia, Director
Jackson Farrow, Director
Dr. Jerry White, Director
Kevin M. Wilcox, Director
Leah Matthews, Director
Pam Bell, President
Adam Martin, General Counsel / Senior VP of Human Resources / Secretary*

Page 77: Under the Campus History section, in the first paragraph of the history for Remington College's Dallas Campus (Garland), Heathrow Campus has been replaced with Knoxville Campus.

Page 78: Under the Campus History section, the history for Remington College's Heathrow Campus has been replaced with the history for Remington College's Knoxville Campus provided below.

REMINGTON COLLEGE'S KNOXVILLE CAMPUS

Remington College's Knoxville 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. In March of 2019, the Campus relocated from Lake Mary, FL to its present location in Knoxville, TN.

Pages 79-80: The 2019 Calendar has been replaced with the 2020 Calendar found on page 12 of this Addendum.

MEDICAL ASSISTING
DIPLOMA
 9 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures. The objective of this Program is to prepare graduates for entry level positions as medical assistants in a clinical or administrative role, to include insurance billing clerks, medical billers, laboratory technicians, or medical receptionist in work locations such as hospitals, clinics, nursing homes, and home health agencies.

Program completion normally requires 9 months. The Program is divided into 9 monthly academic periods (modules) comprised of 8 months of classroom and laboratory instruction and one externship period. Classroom and laboratory instruction may be delivered residentially or via distance education (i.e., online).

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.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MA160	Introduction to Healthcare Services	65	0	0	4.5
MA161	Health Science Procedures	45	25	0	4.5
MA162	Anatomy and Physiology with Terminology A	60	10	0	4.5
MA163	Anatomy and Physiology with Terminology B	60	10	0	4.5
MA164	Clinical Procedures A	20	60	0	4.5
MA165	Clinical Procedure B	20	60	0	4.5
MA166	Pharmacology	45	25	0	4.5
MA167	Insurance Applications, Billing, and Coding	40	35	0	4.5
MA168	Capstone and Certification	20	0	0	1.0
MA169	Clinical Experience	0	0	160	6.0
Total:		375	225	160	43.0

COURSE DESCRIPTIONS

BSN1108 **6.00 Quarter Credit Hour**
Packaged Applications

This course focuses on technology-related tasks that students can apply immediately in the workplace, the classroom, and at home through the review of practical content, hands-on projects, and coverage of artificial intelligence to provide an engaging learning experience. Learners will be prepared with the skills they need to be digitally literate in their everyday lives and in the workplace.

Prerequisite(s): None

MA160 **4.50 Quarter Credit Hours**
Introduction to Healthcare Services **65/0/0**

This course provides an introduction into the Allied Health career field, to include Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations. This course also covers the profession of Medical Assisting and the venues in which a Medical Assistant can be employed in. Students are also instructed on Medical terminology word structures.

Prerequisites: None

MA161 **4.50 Quarter Credit Hours**
Health Science Procedures **45/25/0**

This course provides the students with the information on how to work with patients in a clinical setting in adherence with the health laws and regulations on federal and state levels. The emphasis is placed on foundational communication skills for healthcare professionals who provide patient care. Students will also focus on the characteristics of professionalism within the healthcare field to include personal presence and interpersonal exchanges.

Prerequisites: None

MA162 **4.50 Quarter Credit Hours**
Anatomy & Physiology with Terminology A **60/10/0**

Coursework introduces students to the terminology and functions of the mechanical structure of the human body to include planes, cavities, and basic units. The systems and terminology associated with this course are the integumentary system, skeletal system, muscular system, and nervous system.

Prerequisites: None

MA163 **4.50 Quarter Credit Hours**
Anatomy & Physiology with Terminology B **60/10/0**

This course instructs students on the structure, function, and terminology of the human body. The systems studied in this course are the endocrine system, circulatory system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisites: None

MA164 **4.50 Quarter Credit Hours**
Clinical Procedures A **20/60/0**

This course focuses on the procedures related to phlebotomy. Students will then focus on applying these skills to the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA) waived testing. Students will become familiar with the use of microscopic materials and complete lab requisitions. The course will also provide information on aseptic techniques, documentation, collecting health history, vital signs, and sterilization techniques.

Prerequisites: MA162, MA163

MA165 **4.50 Quarter Credit Hours**
Clinical Procedures B **20/60/0**

This course introduces basic microbiological procedures associated with urinalysis and other blood testing procedures. Specialty examinations such as obstetrics and gynecology, gerontology, specimen collection, and other examinations of the body will be addressed in this course as well. Quality control, specimen processing, and immunology procedures will also be provided in this course.

Prerequisites: MA162, MA163, MA164

MA166 **4.50 Quarter Credit Hours**
Pharmacology **45/25/0**

This course examines the use of pharmacological skills needed by medical assistants in both ambulatory care and basic pharmacology for the hospital setting. Pharmacology uses, sources, forms, delivery routes, proper medication documentation, and the laws concerning controlled substances are addressed. In addition, the use of a Physician's Desk Reference (PDR) is discussed along with the administration of drugs. Students will learn the performance of basic medical conversions and dosage calculations and measurement conversions.

Prerequisites: MA162, MA163, MA164, MA165

MA167**4.50 Quarter Credit Hours****Insurance Applications, Billing, and Coding****40/35/0**

This course provides students with the basic coding principles and methodologies associated with filing medical claims. Students will also learn the types of health insurance as well as key insurance terminology and definitions. This course is designed to introduce skills required to be knowledgeable of health insurance to include computerized billing and office management techniques. Students will learn how to perform administrative tasks within the healthcare setting to include patient information, operational tasks, and workplace proficiencies.

Prerequisites: MA162, MA163, MA164, MA165

MA168**1.00 Quarter Credit Hours****Capstone and Certification****20/0/0**

This course is designed to review and integrate the medical assisting concepts taught throughout the program and to serve as preparation for the Registered Medical Assistant (RMA) exam from American Medical Technologists. Remington reserves the right to change which National Commission for Certifying Agents (NCCA) accredited examination is used.

Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167

MA169**6.00 Quarter Credit Hours****Clinical Experience****0/0/160**

Upon successful completion of all other courses in the Medical Assisting program, students will be eligible to participate in a 160-hour clinical experience. This clinical experience enables students to work in the clinic, applying principles and practices learned in the program. Students work under the direct supervision of the clinical staff at participating sites. Students must successfully complete their externship to fulfill the necessary requirements for graduation.

Prerequisites: MA160, MA161, MA162, MA163, MA164, MA165, MA166, MA167

2020 CALENDAR

MEDICAL ASSISTING AND MEDICAL OFFICE ADMINISTRATION DIPLOMA PROGRAMS**

<u>Begin</u>	<u>End</u>
March 23, 2020	April 16, 2020
April 20, 2020	May 14, 2020
May 18, 2020	June 11, 2020
June 15, 2020	July 9, 2020
July 13, 2020	August 6, 2020
August 10, 2020	September 3, 2020
September 7, 2020	October 1, 2020
October 5, 2020	October 29, 2020
November 2, 2020	November 26, 2020
November 30, 2020	December 24, 2020
December 28, 2020	January 21, 2021

ALL OTHER DIPLOMA PROGRAMS

<u>Begin</u>	<u>End</u>
March 9, 2020	April 2, 2020
April 13, 2020	May 7, 2020
May 11, 2020	June 4, 2020
June 8, 2020	July 2, 2020
July 13, 2020	August 6, 2020
August 10, 2020	September 3, 2020
September 7, 2020	October 1, 2020
October 12, 2020	November 5, 2020
November 9, 2020	December 3, 2020
December 7, 2020	January 7, 2021

COSMETOLOGY AAS PROGRAM

<u>Begin</u>	<u>End</u>
March 9, 2020	June 4, 2020
April 13, 2020	July 2, 2020
May 11, 2020	August 6, 2020
June 8, 2020	September 3, 2020
July 13, 2020	October 2, 2020
August 10, 2020	November 5, 2020
September 7, 2020	December 3, 2020
October 12, 2020	January 7, 2021
November 9, 2020	February 4, 2021
December 7, 2020	March 4, 2021

QUARTERS

	<u>Begin</u>	<u>End</u>
Winter Quarter	January 13, 2020	April 2, 2020
Spring Quarter	April 13, 2020	July 2, 2020
Summer Quarter	July 13, 2020	October 1, 2020
Fall Quarter	October 12, 2020	January 7, 2021

BREAKS**

	<u>Begin</u>	<u>End</u>
Spring Break	April 6, 2020	April 12, 2020
Summer Break	July 6, 2020	July 12, 2020
Fall Break	October 5, 2020	October 11, 2020
Winter Break	December 26, 2020	December 31, 2020

HOLIDAYS

Dr. Martin Luther King Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Columbus Day	October 12, 2020
Veterans Day	November 11, 2020
Thanksgiving Day	November 26, 2020
Friday After Thanksgiving Day	November 27, 2020
Christmas Day	December 25, 2020
New Year's Day	January 1, 2021

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

**The calendars for the Medical Assisting and Medical Office Administration programs do not include breaks.