

Main Campus  
2942 Route 611  
P.O. Box 294  
Tannersville, PA 18372

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## WELCOME TO

### CDE CAREER INSTITUTE

You have made a smart decision by choosing CDE Career Institute for your educational needs. Always prominent is our intention to make your learning experience both enjoyable and effective.

CDE Career Institute offers Diploma programs in the career fields of Computerized Office Administration and Medical Office Administration, as well as individual courses geared toward personal enrichment or professional development. Admission to CDE is open to High School graduates or those holding a GED. CDE offers scheduling that includes day or evening classes on a full time basis. Classes are held Monday through Thursday from 9 am until 10 pm and Friday 9 am-9 pm. Make up classes can be can be scheduled on Friday at no extra charge.

CDE Career Institute offers graduates job placement assistance. We are committed to helping you reach your career goal by offering relevant training. Relationships with local employers keep us alert to developments in the labor force that include the jobs and skills that are most in demand.

Investing in your education is investing in your future. Financial Aid is available for those who qualify. Start by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or CDE's Financial Aid office is happy to assist you in completing the application. Financial Aid staff can be reached at (570) 409-9023. CDE's school code is **041275**. Whether you have recently finished high school or are training for a new career, we are here to help! Call us at (570) 629-2690 or visit our web site at [www.cde.edu](http://www.cde.edu) for more information on how you can begin building a better future today.

### OUR HISTORY

During the last two decades, a growing disparity has developed between the technology skills required by employers and the number of qualified job applicants with those skills. In order to respond to this growing need, CDE Career Institute was founded in 1996. CDE Career Institute has since experienced phenomenal

growth, due to its reputation for quality, fairness, and professionalism.

### FACILITIES AND EQUIPMENT

CDE Career Institute's facilities are designed to make learning a pleasure. We are conveniently located in Northeastern Pennsylvania in Tannersville. In our training center facility, we offer an environment that is comfortable and accessible to the physically challenged. Classroom facilities contain individual student workstations equipped with modern personal computers and software.

### EDUCATIONAL OBJECTIVE

Our educational objective is to prepare students for entry level jobs, career advancement and/or certification. Our programs are designed to plug the gaps between seasoned work experience and missing technology components. We help students develop skills in the field of computerized office and medical office technology. Because the skills taught are diverse, students will be qualified to participate in a number of technical and non-technical positions within the workforce. These skills will provide students with the basis upon which they can work and steadily advance into more demanding jobs. These programs can also assist students in upgrading or improving their existing skills in order to achieve upward or lateral mobility in their current positions.

### SCHOOL MISSION

Our mission is **“We help people build more successful lives through Career Education, Professional Development, and Employment”**.

### SCHOOL VISION

We are dedicated to the belief that all students should have the opportunity to develop technical skills that will enable them to secure and retain productive and rewarding career positions. CDE Career Institute is committed to providing educational offerings that deliver the maximum amount of training in the minimum amount of time. We are dedicated to the overall success of our students and continually strive to maintain our

reputation of delivering the highest training quality training possible through a combination of a qualified, experienced staff, current, well-organized curricula, and industry-standard equipment. At CDE Career Institute, the delivery of instruction is instructor-led lecture with “hands-on” using actual hardware and software used in today’s common offices. CDE Career Institute develops all curricula to relate directly to the needs of local business and industry and copyrights course guides and text materials. Classes are designed to facilitate the development of technical skills that will be required for gainful employment in the area of office technology.

In keeping with its mission and purpose, CDE Career Institute strives to:

1. Educate and train students with current equipment and software applications found in today’s automated offices;
2. Assist students in developing their technical skills to meet industry standards;
3. Provide students with skilled and experienced staff who are devoted to the personal and career development of every student;
4. Offer individualized job placement assistance services\* in the student’s pursuit of securing appropriate employment.

*\*While CDE Career Institute actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.*

### **SCHOOL DESIGN AND LEARNING FORMAT**

CDE Career Institute classes offer an instructor led format that includes hands on skill building labs.

CDE Career Institute’s instructional methodology ensures that students develop the required knowledge and skills necessary before progressing to more advanced levels.

Students may choose day or evening sessions or a combination that fits into their life/work schedule.

This system of training is an integrated approach designed to meet the varying needs of the adult learner. This system is clearly focused on the

development of specific skill competencies within the parameters of the prescribed qualitative and quantitative objectives. In this system, all learning goals, objectives, and activities are pre-planned.

CDE Career Institute currently offers 4 programs:

- PC Applications
- Medical Office Assistant
- Medical Transcription/Insurance Billing
- Computerized Office Assistant

Students interested in developing job skills that will enable them to pursue a better job in the workforce are encouraged to enroll in a program that has specific vocational objectives of interest. All programs are offered during the hours of operation shown on the Campus Schedule. Diplomas are awarded to students meeting the Graduation Requirements of their chosen program.

### **ADMISSION POLICY/PROCEDURE**

The Admissions Office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. They can be reached at (570) 629-2690 or (570) 977-5675. Individuals interested in learning more about the school and its programs or Continuing Education courses should contact the school to schedule an appointment to meet with Admissions staff and visit the school.

All applicants are required to complete a personal interview with Admissions staff in order to mutually determine what educational offering best meets the needs of the applicant.

### **ENTRANCE REQUIREMENTS**

For admission into a program, an enrollee must be a High School graduate or possess a GED.

### **STUDENT DISCLAIMER**

All applicants are considered for acceptance according to the admissions standards stated in the catalog. If however, the school administration determines that the prospective student would be unlikely to successfully complete his/her chosen educational offering, or is unlikely to qualify for employment in the vocation or field for which the training is designed, the administration will disclose the decision to the prospective student. If the prospective student expresses a desire to enroll

after such disclosure, then the Student Disclaimer shall be signed and dated by the student.

### **ENROLLMENT PERIODS**

Educational offerings are structured around class schedules that meet the personal requirements of the student. During the Admission procedure, the Admissions staff and the student will complete the Enrollment Agreement and plan the schedule required for their chosen program. The Enrollment Agreement will specify a start, midpoint and end date. The minimum attendance schedule consists of twenty four (24) hours per week.

Instructors are actively involved in each student's progression through their Program. CDE Career Institute does not recommend schedule modification once the enrollment period has begun. However, if a student must change his/her schedule, the student must submit requested changes, in writing, to the Instructor. If the school is able to accommodate the student's request based on seating availability, the Enrollment record will be modified to include the modified schedule and enrollment period. The modified Enrollment Agreement or a formal schedule change form will be signed and dated by both the student and the Instructor. Financial Aid funded students will be required to get approval by that office additionally to be sure of compliance with their funding.

### **PREVIOUS TRAINING/ADVANCED STANDING/TRANSFER**

CDE Career Institute will evaluate transfer credits from other institutions on a student-by-student basis.

If student has previous experience in any of the subject areas included in the program of choice, the student may exempt a training course(s) in order to satisfy prerequisite requirements. Training courses may be exempted by earning a passing grade on all examinations included in the final course grade\*. Exempted courses may be replaced with optional courses that are offered by CDE Career Institute. CDE will transfer full course credit from one CDE program to another CDE

program upon the students obtaining a passing grade for the course and provided that the course requirement is comparable in each of the programs. Tuition will be reduced when appropriate on a pro-rata basis.

For transfer of CDE Career Institute credits, the acceptance of transfer credits is at the discretion of the institution to which the student is transferring. CDE credits may not transfer.

### **ATTENDANCE, TARDINESS, MAKE-UP, AND LEAVE OF ABSENCE**

#### **ATTENDANCE & ACADEMIC PROGRESS STANDARDS**

It is difficult to successfully develop marketable skills without regular, consistent attendance.

Therefore, students are expected to progress and complete according to their schedule and within their planned enrollment period.

If students experience problems with their schedules, they may request a revised schedule. If a student needs to reduce their scheduled classes per week, the total class clock hours cannot be less than any minimum number of hours required by their funding.

#### **TARDINESS**

CDE Career Institute expects students to be prompt for all activities, appointments, and training sessions.

#### **ABSENCES**

The School regards students who miss scheduled classes to be absent for those clock hours. Absences will be excused up to 10% of the students scheduled clock hours as of the absence date. Any absences exceeding 10% of the students scheduled clock hours will not be excused. Days that the school is closed or days covered by an approved Leave of Absence need not be made up. Students who do not meet the attendance requirements of their individual funding streams, may lose funding and will be billed for any remaining balance by CDE Career Institute.

## MAKE-UP POLICY

At CDE Career Institute, we believe our students are responsible adults, and as such are responsible for their own success. It is difficult to successfully develop marketable skills without regular, consistent attendance. Student's attendance is recorded daily.

Students are expected to progress and complete according to their schedule of record. Students that are required to make up absences **must** arrange make-up sessions with their instructor so that skill competencies develop within the student's planned enrollment period. There will be no charge for make-up time.

## LEAVE OF ABSENCE

Requests for leave must be submitted to the Instructor and reviewed and approved or disapproved by the School President in writing and must include an effective date, definitive return date and student signature. The School President will review the request for regulatory compliance with school policy as well as compliance with the student's individual funding stream regulations. If all is compliant, the Leave of Absence will be approved, indicated as such by a signature on the request. If a student fails to return from a Leave of Absence on or before the approved return date, the student will be terminated from the program on the day after the scheduled return date. Refunds or billing for students terminated for failure to return from a Leave of Absence will be made according to the guidelines in the Cancellation and Refund Policy.

For Federal Student Aid funded students and for purposes of Return of Title IV funds, the withdrawal/termination date will be the last date of academic attendance. Students not returning on the scheduled date are terminated from their enrollment and the grace period for Federal Direct Student Loans begin on the student's last date of attendance. (Example: Student is scheduled to return from an approved LOA on May 1. They have been on Leave since April 1. The student does not return. The failure to return is reported to Federal Student Aid and the student's 6 month grace period starts effective April 1.) Students are limited to leave of absence, not exceeding 180

days, in a 12-month period. Upon return from a leave of absence, students must meet with Admissions staff to resume classes appropriate to their Program's requirements.

*\*Exceptions: 1.) Additional leave of absence subsequent to an approved leave may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and 2) Subsequent leaves of absence may be approved for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.*

See additional information regarding Leaves of Absence on page 15.

## STUDENT SERVICES

### OUR "OPEN DOOR" POLICY

All members of the faculty and staff are available to students for assistance. CDE Career Institute accepts feedback from students regarding policy, instruction, and curriculum. Administration's door is always open should a problem arise or if you would like to share your enthusiasm and excitement about the program.

### STUDENT FINANCIAL ASSISTANCE

In the event that a student is unable to pay the entire cost of tuition and fees at the time of enrollment, CDE Career Institute may be able to assist with a payment plan, a third-party loan, or a grant that is consistent with the individual's budget or qualifications. Federal Student Aid is available for those who qualify. Financial Aid staff is available Monday-Thursday 9am – 3 pm. (570) 409-9023. See pages 16-18 for more information on Federal Student Aid.

### PLACEMENT ASSISTANCE SERVICES

For students enrolled in any program, placement assistance begins with skill and interest evaluation at enrollment. Students will receive counseling and assistance in securing employment and moving into new positions as they move along the career path. **While Placement assistance**

**services are available to all students enrolled in a program, CDE Career Institute cannot guarantee employment to any student.**

## **STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA)**

Academic transcripts are prepared and reviewed at the scheduled completion dates of student's enrollment period. In accordance with the Family Educational Rights and Privacy Act of 1974, students records at CDE Career Institute are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular business hours. The following items are exempt from the Act:

1. Parent's Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record.
2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
3. Records about students made by instructor or administrators, which are maintained by and accessible only to the instructors or administrators.
4. Security records.
5. Employment records for school employees who are not current students.
6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for the treatment purposes and which are available only to persons providing the treatment.

### **Confidentiality of Education Records**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

1. FERPA affords the right to inspect and review the student's education records within forty-five days of the day the school receives a request for access. Students should submit to the registrar or other appropriate official written requests that identify the records they

wish to inspect. The school official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the school official advises the student of the correct official to whom the request should be addressed.

2. FERPA affords the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the school to amend a record that he or she believes is inaccurate or misleading. The student should write the School President, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the appeal procedures is listed in this publication.
3. FERPA affords the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials, or officials of institutions with which the school has consortia agreements, with legitimate educational interest. A school official is a person employed by CDE Career Institute in an administrative, supervisory, academic, or support-staff positions person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting another School official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. FERPA affords the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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.

CDE Career Institute reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of education records and to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the school or if there is an unresolved disciplinary action against him or her. Fees are not assessed for search and retrieval of the records, but there may be a charge for copying and postage.

### Directory Information

CDE Career Institute identifies the following as directory information: name; CDE Career Institute student identification (ID) number; address (home and e-mail); telephone listings; major and secondary-concentration fields of study; dates of attendance; certificates, and awards received from the school; and individually identifiable photographs and electronic images of the student solicited or maintained directly by CDE Career Institute as part of the educational record.

CDE Career Institute maintains Student Records for all students enrolled. Student Records include enrollment data, payment of fees, attendance, progress information, certificates earned, and various placement information. These records will be maintained for at least five (5) years following a student's departure. Student's Grade Records and Transcripts will be retained in perpetuity by the school. Should students desire an official copy of their academic transcript, a written request should be provided to the Admissions staff for processing. There is no charge for the initial request. There will be a \$3.00 fee for each request thereafter. Academic transcripts are prepared at the scheduled completion dates of each evaluation period when grades and academic progress are formally reviewed. In accordance with the Family Educational Rights and Privacy Act of 1974, student records are only open for inspection to students and parents/guardians of dependent students to review and challenge any and all parts

of said records. This inspection is welcomed by appointment during regular hours of operation.

### STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not end the situation to the satisfaction of the student, the student may submit a written complaint to the School President. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s), that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature. Students who file a written complaint can expect to receive a written response within ten business days.

Students may also call the School President to schedule an appointment at any time if they prefer not to follow the written complaint procedure.

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of: Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, 12<sup>th</sup> Floor, Harrisburg, PA 17126-0333. The institution also follows the policies of The Council of Occupational Education (C.O.E.). Complaints can also be forwarded to C.O.E. at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, [www.council.org](http://www.council.org).

### CAMPUS SECURITY AND CRIME AWARENESS POLICY

It is the policy of CDE Career Institute to provide a safe, secure and crime free learning environment. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CDE Career Institute, has

implemented these policies regarding campus security.

### **CRIME STATISTICS**

By October 1 of each year, CDE Career Institute will distribute a copy of the prior year's its annual security report to all employees and enrolled students via hard copy, web site or email.

This report will include statistics for crimes, which occurred on or near the campus as well as Violence Against Women information.

### **CRIME REPORTING POLICY**

It is the policy of CDE Career Institute that all incidents of criminal actions and other emergencies that students, faculty, or administrative staff become aware of will be reported immediately to the Campus Safety and Security Officer or to his/her designee. This report can be verbal or written depending on the severity of the incident. The Campus Safety and Security Officer or his/her designee will investigate such reports and take legal or other action deemed necessary by the situation. The Campus Safety and Security Officer will contact the appropriate emergency personnel to deal with the incident and will maintain a record of all incidents that occur. In case of a medical emergency, life-threatening situations, fire, or natural disaster, or criminal action, 9-1-1 should be called to obtain immediate emergency assistance. The School President or his/her designee should be notified immediately if emergency assistance has been called.

### **TIMELY WARNING**

CDE Career Institute will make timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

- a. An incident presenting eminent danger/injury, such as a robbery, assault, fire or natural disaster – 9-1-1 will be called immediately and all affected students, faculty, and administrative staff will be evacuated from the building or escorted to a safe location by the School President or his/her designee.

- b. An incident presenting the possibility of future danger – students, faculty, and administrative staff will be notified verbally by phone or in writing by email of the incident and advised of the caution that individuals should take in protecting themselves.

### **PREPARATION OF ANNUAL CRIME STATISTICS**

In preparing annual crime statistics, CDE Career Institute will tabulate data on all reported incidents on campus. In addition, the institution will contact the appropriate law enforcement agencies to gather data on crimes that have occurred in close proximity to the campus. These statistics will be included with the statistics gathered through campus reporting. All cumulative data will be included in the annual security report and distributed to students, faculty, and administrative staff by October 1 of each year.

### **REPORT CRIMES TO:**

Students and employees should report criminal offenses to:

Pocono Township Police Department  
State Route 611  
Tannersville, PA 18372 (570)629-7323

Pennsylvania State Police  
Route 611  
Swiftwater, PA 18370 (570) 839-7701

### **BUILDING SECURITY & ACCESS**

The main campus in Tannersville of CDE Career Institute is located on a main artery, Route 611. The school is open to the public. The school does not employ campus security personnel. Faculty and Administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

Students have access to instructional facilities during normal class hours. Students are to sign in on the attendance list upon arrival for class, and sign out upon departure. Students and employees should notify the School President or



her designee immediately if an unauthorized visitor is observed in the classrooms, labs, or administrative offices. Before and after business hours, the institution's administrative and educational facilities are locked. The School President will only issue keys to employees. Employees are to exercise reasonable care to secure keys issued to them. Replacement keys are to be requested from the School President. Members of the campus community should be aware if building is not locked and secured, nor are there security personnel on-site. When leaving class and going to the parking lot, particularly at night, it is always a good practice to walk in pairs or for a student to ask an instructor to accompany him/her to their automobile.

### **CAMPUS SECURITY AUTHORITY**

CDE Career Institute does not employ any security personnel and no employees have any law enforcement authority. The School President or his/her designee is responsible for the campus security. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the School President of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the School President, who may be able to assist students to report crimes on a voluntary and confidential basis.

### **CAMPUS SECURITY INFORMATION PROGRAMS**

Crime prevention and personal safety are issues that concern all students, faculty, and administrative staff. It is the policy of CDE Career Institute that all students receive a copy of the School Catalog prior to beginning classes. The Catalog contains the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All new employees receive the CDE Career Institute School Catalog, containing the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new employee orientation, which is

conducted by Human Resources or Administration. Students and employees 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. The institution has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off campus premises or during any school activities.

### **OFF-CAMPUS LOCATIONS**

All CDE Career Institute instructional programs occur at the Main Campus.

### **STUDENT CONDUCT REQUIREMENTS**

Students are expected to dress and act in a businesslike manner while attending classes in order to prepare for a professional workplace. CDE's dress code policy is strictly enforced. Violators may be warned and then upon further violation, asked to leave class and schedule make up time. At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs, or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building policies, or any other stated or determined infractions of conduct. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion.

CDE Career Institute prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

CDE Career Institute prohibits the use of personal storage devices in our computers. CDE provides all

students with internet access for class material and job search purposes only. The technology and internet use policy explained and signed at student orientation will be strictly enforced.

Refunds for students terminated because of not maintaining the school's Conduct Requirements will be made according to the guidelines in the Cancellation and Refund Policy.

## **ACADEMIC HONESTY**

Academic honesty is expected of all CDE Career Institute students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action.

Disciplinary action against a student found guilty of academic dishonesty may include, but is not limited to: (1) a failing grade for the test or assignment in question; (2) a failing grade for the course; and/or (3) a recommendation for dismissal from the school.

Students may appeal the Academic Dishonesty determination by submitting a written notice of appeal to the School President within seven (7) days of the date they were notified of determination. The written notice of appeal submitted by the student must document any mitigating circumstances that might lead to the removal of the academic dishonesty determination. The School President will notify the student in writing of the outcome of their appeal within seven (7) days of receipt of the appeal. The appeal and its outcome will be documented in the student's file.

## **DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS**

CDE Career Institute does not provide substance abuse counseling or educational programs to students. Students are encouraged to seek assistance from community agencies that provide these services.

## **ALCOHOL, DRUG, & WEAPONS**

The possession, use and/or sale of alcoholic beverages and/or any illegal drugs is strictly forbidden on the campus (including the parking lot and adjacent areas) of CDE Career Institute. All students and employees receive the CDE Career Institute alcohol, drug, and weapons policies during new student or new employee

orientation and sign the Student Conduct Agreement. Any student or employee in violation of this policy may be terminated from school or employment immediately. The possession and/or use of any weapons, including but not limited to knives and firearms, is strictly prohibited on campus, and are cause for immediate termination.

## **SEX OFFENSES**

Student sex offenses are addressed as part of the School's Discrimination and Harassment Policy. This policy is reviewed and distributed to each student at initial orientation. Students and employees should immediately report all sex offenses to the School President or his/her designee. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof of a criminal offense should the student or employee determines s/he will report the offence to law enforcement personnel. The School President, or other personnel selected by the student, will assist the student in notifying authorities if the student requests such assistance.

The institute will change the training schedule of a student after an alleged sex offense if requested by the student.

## **CAMPUS SAFETY POLICY**

### **MEDICAL EMERGENCIES**

In the event of sickness or accident, these procedures are to be followed:

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.
4. First-Aid Kits are located throughout the Institution for minor emergencies. All staff members are aware of the location of the First-Aid Kits.
5. In the event of illness or injury, your instructor will complete an Incident

Report and submit that report to the School President or his/her designee.

- Severe Thunderstorms and Lightning –
  - Stay inside; move away from windows, water faucets, sinks and metal objects.
  - Proceed in an orderly fashion to the inside hallway away from windows.
  - Do not use telephones.
  - Turn off computers and other electrical equipment you may be using.

## BUILDING EMERGENCIES

### Fire Emergency

All students should familiarize themselves with the evacuation plans posted in the classrooms and through the building. In the event of a fire in the school building, students should:

- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.
- Remain calm; cooperate with the instructor and follow directions given.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, stop right where you are. Drop to the ground. Roll over and over to put out the flames.
- It is your responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone. Students and instructors will gather in the front parking lot at a safe distance from the building following evacuation.

### Natural Disaster

In the event of natural disasters, the following procedures should be followed:

- Floods and Flash Floods –
  - Stay inside.
  - Do not evacuate unless you are told to do so.

### Emergency Evacuation for Students with Special Needs:

If you need special help or assistance during an emergency evacuation, be sure to tell your instructor.

## ACADEMIC GRADING POLICY

Academic performance for students enrolled in a program is measured through the assignment of grades and grade points. The school measures progress using a 4-point scale as follows:

	<u>Grades</u>	<u>Grade Points</u>
A	100% - 90%	4.0
B	89% - 80%	3.0
C	79% - 70%	2.0
D	69% - 60%	1.0
F	Below 60%	0.0
I	Incomplete*	

## ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in the CDE Career Institute, whether receiving Federal Title IV Funds, partial funding assistance, Workforce Investment Act funds or self-pay

### Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid, Title IV, programs to monitor Satisfactory Academic

Progress (SAP). **These standards are applicable to all students attending this institution.**

Students enrolled in programs must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students as published in the School Catalog prior to enrollments and at new student orientation. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

**Same As or Stricter Than:**

The school’s SAP policy for Title IV, students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV, funding.

The Director in the Financial Aid office reviews the Title IV, SAP policy to ensure it meets all federal requirements.

**Evaluation Periods:**

SAP evaluation periods are based on actual clock hours at the school. Students who are not making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV, financial aid. The maximum time frame equals 1.5 the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation. You must be aware that a Leave of Absence will extend the student’s contracted period and maximum time frame by the same number of days taken in the Leave of Absence.

**Academic Year Definition:**

940 clock hours for the Medical Transcription/Insurance Billing Program and 930

clock hours for the Computerized Office Assistant Program (for Federal Student Aid, Title IV, funding)

**Quantitative (Pace) Requirement:**

Students are expected to complete in the published number of clock hours however they are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress. The time frames below are based on a 24 hour per week schedule.

	Normal		Maximum	
	Hours	Weeks	Hours	Weeks
MTB	940	40	1410	58.75
COA	930	39	1395	58.13
PCA	300	13	450	18.75
MOA	390	17	585	32.5

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Example: If a student completed 450 hours and was scheduled to complete 650 hours, the percentage would 69 % (minimally acceptable pace to complete the program within the 100% normal time frame is 70%)**

**Qualitative Measure of SAP:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned course study. Students must maintain a cumulative theory grade average of at least 70 % ( C ) (2.0 GPA) at the end of each progress report period (payment period).

Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved. The school uses the following grading scale:

4.0	90-100	A
3.0	80-89	B
2.0	70-79	C
1.0	60-69	D
0.0	Below 60	F

A grade of “C” is considered a passing grade.

\*\* An "Incomplete" will be changed to an "F" grade if a class is not satisfactorily completed within the maximum time frame for completion. (see Maximum Time Frame for Completion).

Students enrolled in programs containing Internships, that fail to start the Internship or who voluntarily do not complete the required minimum hours or are asked to leave the site will be required to meet with the Admissions and Education staff to determine any extenuating circumstances that may allow for additional placement. If none exist, the student will receive an Incomplete, “F” for the Internship.

Students receive class grades based on the evaluation method described in the individual program outline. Grade points earned for each course will be multiplied by the unit value assigned to the course to determine quality points earned for that course. Quality points are totaled for all courses in the program and then divided by the program’s total number of units to determine the student’s GPA.

**Financial Aid Warning:**

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. Grade point average (GPA) and the student must maintain a minimum of a 2.0 GPA.
2. Attendance must meet the minimum of 70% rate of attendance.
3. Clock hours, the student must meet half the hours of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period.** A student who is put on a Financial Aid Warning can continue to receive Title IV, funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period,** the student will be placed on **Academic development Status, with a loss of Title IV, funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, eligibility. During this period the students will not be eligible to receive Title IV, funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

**APPEAL PROCESS:**

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV, funding,** with the right to appeal. The student may have the opportunity to have their Title IV, financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV, funding** decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the School President, who in turn will meet with the Student Services Director, to make a decision on the appeal.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School President receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School President will notify the student in writing of the decision and that decision is final.

### **Financial Aid Probation:**

If Financial Aid Probation Status is granted, the student will regain Title IV, eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to attendance make up sessions, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, funds for ONE payment period only.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, funding.

The student on financial aid warning, probation or Title IV, funding suspension for a payment period may not receive Title IV, funding for the subsequent period unless the student makes SAP

### **Reinstatement of Title IV, Aid:**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, funding

### **Leaves of Absence and Interruptions:**

**If student enrollment is temporarily interrupted for a Leave of Absence (LOA)** (not to be extended beyond 180 days) and documentation to support the required leave of absence is submitted to the school president ( i.e. LOA Application request, Doctor's excuse, etc.) the student will return to school in the same progress status held prior to the leave of absence. Classes missed and clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and will not be included in the student's cumulative attendance percentage calculation.

### **Reinstatement before 180 days**

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from

the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school President for placement.

### **OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's President and complete a Withdrawal Form with using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, funds policy.

### **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

In the event that the school unofficially withdraws a student the School President will determine the date of withdrawal as the last date of attendance. This process is discussed in more detail in the Return to Title IV, funds policy.

### **Re-entry Students after more than 180 days/interruptions:**

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be evaluated by the school President for placement in the curriculum. Re-enrolling students will be required to re-take previously passed courses as well as purchase new textbooks or E Textbooks if those course have been updated. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of clock hours as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements in order to be considered for graduation:

1. Successful completion of all academic requirements of the program with a total minimum GPA of 2.0 within the maximum allowable time frame (150% of programs scheduled clock hours) ; **and**
2. Be scheduled for a minimum of 90% of the program's total clock hours (hours specified in the outline of the program of choice) through scheduled attendance or make-up sessions, have a minimum attendance rate of 70% (attended hours/scheduled hours; not exceed a maximum of 150% of the programs scheduled clock hours **and**
3. Meet all financial obligations to the school.

A Diploma will be awarded to all students who meet the Graduation Requirements of the chosen program.

**\*\*\*The Medical Transcription/Insurance Billing program includes a REQUIRED internship component. Students may not voluntarily "opt out" of this requirement and be eligible to graduate.**

## FINANCIAL AID

CDE Career Institute believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to immediately fund the entire cost of education. To that end, CDE Career Institute participates in several federal Title IV financial assistance programs that are available to students who qualify. The following sections describe that policies and procedures that govern financial aid at CDE Career Institute.

### WHAT IS FINANCIAL AID?

Financial aid encompasses all funding that student receives because of their enrollment in a postsecondary institution. Such financial aid includes, but is not limited to, loans, grants, employment, agency funds, Veterans Benefits, and employer reimbursement.

### TITLE IV PROGRAMS IN WHICH CDE CAREER INSTITUTE PARTICIPATES

CDE Career Institute participates in the Federal Pell Grant Program, the Federal Direct Student Loan Program, and the Federal PLUS Loan Program.

Federal Pell Grant: The Federal Pell Grant is an award that does not have to be repaid. Federal Pell Grants are awarded only to undergraduates who have not earned a bachelor's or professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process.

Prospective students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Federal Pell Grant. Awards are based on student eligibility, cost, and length of the program; The FAFSA may be filled out on-line at FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Federal Direct Student Loan Program (Subsidized): This loan program provides a maximum of \$3,500 for programs one year in length. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is

determined by the successful completion of the FAFSA. The same application used in applying for the Federal Pell Grant awards.

Federal Direct Student Loan Program (Unsubsidized): This loan program provides a maximum of \$6,000 for programs one year in length. Interest accrues from the point the student receives the loan money but repayment can be deferred for up to six months after graduation or withdrawal. Loan payments can also be deferred up to six months after graduation or withdrawal.

Federal Parent PLUS Loan Program: This loan program is for parents who wish to take out a loan for their child's education. The amount a parent can borrow is determined on an individual basis utilizing the cost of attendance and the amount of other financial aid received. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement of the loan.

### APPLYING FOR FINANCIAL AID

Anyone wishing to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Our school code is **041275**. These applications are available on-line at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). The Financial Aid Office will assist students with application completion, and answer any questions.

In order to insure that applicants have a complete aid package no later than they want to begin class, required documents should be brought to your financial aid appointment and any requested paperwork should be completed as soon as possible.

### ELIGIBILITY REQUIREMENTS FOR FEDERAL TITLE IV AID

In general, an applicant is eligible for Federal Title IV financial assistance if the requirements listed below are met. The applicant must:

- Be enrolled as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Not be in default on any Federally Guaranteed Student Loan



- Not be enrolled at another institution or
- Receiving Title IV funds at the same time

### **STUDENT COST OF ATTENDANCE**

An average cost of attendance for a student attending CDE Career Institute consists of allowances for room and board, transportation expense, plus one academic year's tuition, fees, books, and supplies.

### **REQUIREMENT FOR FINANCIAL AID TRANSCRIPTS**

It is a requirement of federal regulations that institutions determine all previous federal Title IV aid received by a student prior to disbursement of funds. CDE Career Institute uses the National Student Loan Data System to obtain financial aid information from each school at which a student was previously enrolled. Financial aid disbursements are withheld until this verification of previous aid has been completed.

### **REQUIREMENTS FOR CITIZENSHIP VERIFICATION**

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's eligibility status with the Social Security Administration (SSA) and the Immigration and Naturalization Service (INS). If the SSA or the INS is unable to complete the match, the student will be asked to submit additional documentation. The Financial Aid Office will assist the student in completing and submitting the necessary federal forms for additional SSA or INS verification. Financial aid disbursements will not be made until citizenship status has been verified.

### **REQUIREMENTS FOR FINANCIAL VERIFICATION**

Federal regulations require that some student aid applications be subject to a process called verification. This process involves gathering proof of the information submitted on the student's FAFSA and verifying that the information is correct. The procedures covering verification are:

### **TIME PERIOD WITHIN WHICH REQUIREMENT DOCUMENTATION MUST BE PROVIDED**

Unless extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified that s/he has been selected for Verification. Financial aid disbursements are withheld until this process has been completed.

### **CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN THE 30-DAY PERIOD**

Students will receive no disbursement of funds if they fail to provide the information required for verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education.

If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released. If the verification results are inconsistent with previously provided information, the student will be called into the Financial Aid Office and the items that were not valid will be discussed.

If the Institution has reason to believe that, any application has been intentionally submitted under false or fraudulent circumstance, such application will be referred to the Office of the Inspector General.

### **REQUIRED DOCUMENTATION**

Transcripts of the student and spouse's prior year federal income tax return may be required to be submitted. If the applicant is a dependent student, parents' tax transcripts must also be submitted. The applicant must complete a Verification Worksheet. The Financial Aid Office will give the worksheet to the applicant.

Each applicant has the following rights and responsibilities with regard to verification:

- The right to be informed that he/she has been selected for verification and what the responsibilities of such selection are.
- The consequences for not meeting those responsibilities, explained in detail orally and, when necessary, in writing.
- The applicant will be informed of his/her right to appeal aid decisions. Such appeals

must be made in writing to the Financial Aid Director within 10 calendar days of the date of the decision. The school will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.

- Information must be correct as of the date of verification or as of the date the first Institutional Student Information Record (ISIR) is received by the Institution.

## **ELECTRONIC APPLICATION PROCESSING**

CDE Career Institute participates in a program known as Electronic Data Exchange, which provides an Institutional Student Information Record (ISIR) that is used by the Financial Aid Office to establish eligibility for Title IV financial assistance programs.

## **FEDERAL AID APPLICATIONS**

The applicant must complete the Free Application for Federal Student Aid (FAFSA). This can occur in the Financial Aid Office or if offsite, the application must be submitted to the Financial Aid Office. The Financial Aid Office will transmit the information electronically to the central processor and CDE Career Institute will receive an ISIR electronically. The applicant will receive a Student Aid Record (SAR) from the Department of Education. CDE's school code is **041275**.

## **CORRECTION OF INFORMATION**

If, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Officer will note the submit the corrections electronically. A new ISIR containing the correct information will then be generated. If the corrections result in a change in eligibility, the applicant will be so informed by the Financial Aid Office.

## **DISBURSEMENT PROCEDURES**

For programs that are measured in clock hours, financial aid disbursement are made at the

beginning of each payment period except the first payment period as described below. Second disbursements are made at the half way point of each program that is greater than one academic year (900 hours). Programs less than one academic year are divided into two equal payment periods.

First disbursements of loans for student with no prior student loan history are not made until the student has been in school for 30 calendar days and has completed a loan entrance interview with a Financial Aid Administrator. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Each student will receive notification of the disbursement to his/her account.

## **RETURN OF TITLE IV FUNDS POLICY**

There are two types of refunds: the institutional refund and the return of Title IV funds.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or dismissed, prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned equals the number of days completed up to the withdrawal date, divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.)

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned equals (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Required funds will be returned within 45 days. In some cases when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 30 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Student Loan Program
- Subsidized Federal Direct Student Loan Program
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- the student

## **CANCELLATION & REFUND POLICY**

All refunds due directly to students will be made within 30 days (i) of the last day of attendance if written notification of withdrawal has been provided to CDE Career Institute by the student, or (ii) from the date that CDE Career Institute terminates the student or determines withdrawal by the student. Students are not required to request a refund.

### **FULL REFUND OF TUITION FEES**

The student will receive a full refund of tuition and fees if:

1. the applicant gives the school written notice of cancellation within three business days after signing the Enrollment Agreement;
2. the applicant is not accepted for admission; or
3. the course is canceled by the school

Retention of tuition and fees collected in advance for a student who does not commence class will not exceed the \$100 Registration Fee.

CDE will process refunds under the following terms:

1. Refunds for classes cancelled by CDE
  - a. Fees that are collected in advance of the start date of a program will be refunded

at 100%. The refund shall be made within 30 days of the planned start date.

2. Refunds for students who withdraw on or before the first day of class
  - a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, \$100.00 of the tuition and fees will be retained by CDE. Appropriate refunds for students who do not begin classes shall be made within 30 days of the class start date.
3. Refunds for students enrolled prior to visiting the school.
  - a. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Refunds for withdrawal after enrollment commence.
  - a. If termination occurs after the first date of enrollment and within 10% of the period of enrollment, this will result in the school retaining the Registration Fee and 10% of the tuition charge.
  - b. If termination occurs after the first date of enrollment and within 25% of the period of enrollment, this will result in the school retaining the Registration Fee and 45% of the tuition charge.
  - c. If termination occurs after the first date of enrollment and within 50% of the period of enrollment, this will result in the school retaining the Registration Fee and 70% of the tuition charge.
  - d. If termination occurs after the first date of enrollment and after 50% of the period of enrollment, this will result in the school retaining the Registration Fee and 70% of the tuition charge.
  - e. If termination occurs after the first date of enrollment and after 50% of the

enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

5. Refunds for students enrolled in non-diploma programs will follow the same terms as other CDE Programs. The school shall retain the registration fee.
6. Refunds for government-funded students will only be made to the funding agent.

Termination due to catastrophic illness or injury will result in a pro-rata refund.

### **TEXTBOOK REFUNDS**

All textbooks required for a program session will be distributed to the student on his/her first day of attendance or when the student has satisfactorily met his/her financial obligation to the school regarding their books. Refunds will be available for textbooks only if they are returned in new condition within the student's planned enrollment period. In the event that course material substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

### **REFUND PAYMENTS**

All refunds due directly to students will be made to students where applicable within 30 days of withdrawal.

See Return to Title IV describing refund requirements for students receiving Federal Student Aid.

## **GENERAL INFORMATION**

### **RECRUITMENT POLICY**

CDE Career Institute ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, and student performance expectations and completions requirements for each program described in these materials.

### **CIVIL RIGHTS POLICY**

CDE Career Institute admits students of any sex, religion, race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, religion, race, color, disability, nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

### **LICENSURE**

The Pennsylvania State Board of Private Licensed Schools licenses CDE Career Institute. All licenses are displayed on campus.

### **OWNERSHIP & GOVERNING BODY**

CDE Career Institute is owned by Career Development Education Services LLC. The board of directors governs it. The board considers recommendations from the President and then makes final decisions. It is also responsible for all major decisions of the institution.

## PC APPLICATIONS PROGRAM

300 Clock Hours

### Program Description

The objective of the PC Applications program is to offer keyboarding and computer applications training. This objective is obtained by creating a learning plan for each student that is most consistent with his/her occupational and individual needs. The program will prepare students for entry-level positions in the business and computer field in a variety of different types of organizations. Job titles associated with these types of skills are quite diverse and include, but are not limited to: Word Processor; Secretary; Data Entry Operator; Administrative Assistant; Computer Operator; Data Processing Technician; Receptionist; Information Processing/Data Entry Technician; General Office/Clerical and Typing Services; Administrative & Secretarial Services and Business Information and Data Processing Services.

**\*While C.D.E. CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

### Program Components

The PC Applications program offers individualized learning plans with 3 major areas of concentration:

- Microcomputer Keyboarding – instruction in developing speed and accuracy in the use of PC keyboards.
- Operating Systems – students focus on the Windows operating system environment.
- PC Applications – instruction utilizing Microsoft Office application software on Windows based computers. Individual program design varies. Software programs offered include Word Processing, Spreadsheet Applications, Presentation Graphics and Database Management and Email.

### Academic Requirements for Graduation from the PC Applications Program:

Upon completion of this program, all students will be able to:

- Keyboard at a minimum rate of 35 words per minute;
- Demonstrate basic proficiencies in the Windows operating system as demonstrated by earning a grade of 2.0, or better, in the introductory course;
- Demonstrate advanced proficiencies in at least two PC applications as demonstrated by earning a grade of 2.0, or better, in the Basic, Intermediate (where applicable) and Advanced courses of the chosen applications.

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program.

There will be no charge for make-up sessions.

### Admissions Criteria

For admission, students must be High School graduates, or possess a GED.

*The possibilities are as limitless as each individual's needs are unique  
So is the program that can be tailored to meet these needs.*

<u>Curriculum Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
Introduction to Windows	24	Instructor Led
Managing Windows	24	Instructor Led
PC Applications (Microsoft Office Suite)	210	Instructor Led
Job Readiness	30	Instructor Led
Microcomputer Keyboarding	12	Instructor Led
<b>TOTAL</b>	<b>300</b>	

## COMPUTERIZED OFFICE ASSISTANT PROGRAM

**930 Clock Hours**

### Program Description

The objective of the Computerized Office Assistant program is to offer comprehensive training in the skills necessary to work in a modern office setting. This program will prepare students for entry-level office positions in a variety of organizations. Job titles associated with these types of skills include, but are not limited to: Secretary; Receptionist; Administrative Assistant; Office Assistant; Bookkeeping Assistant and Office Clerk.

**\*While CDE CAREER INSTITUTE actively assists students in their job search, we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

### Academic Requirements for Graduation from the Computerized Office Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program.

There will be no charge for make-up sessions.

### Admissions Criteria

Students must be High School graduates, or possess a GED for admission.

### Program Structure

<u>Curriculum Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
Microcomputer Keyboarding	120	Instructor Led
Introduction to Windows	24	Instructor Led
Managing Windows	24	Instructor Led
Word Basic	30	Instructor Led
Word Intermediate	30	Instructor Led
Word Advanced	30	Instructor Led
Business Writing Basics	24	Instructor Led
Excel Basic	30	Instructor Led
Excel Intermediate	30	Instructor Led
Excel Advanced	30	Instructor Led
Access Basic	30	Instructor Led
Access Intermediate	30	Instructor Led
Access Advanced	30	Instructor Led
PowerPoint Basic	24	Instructor Led
PowerPoint Intermediate	24	Instructor Led
Outlook Basic	30	Instructor Led
Outlook Intermediate	30	Instructor Led
Outlook Advanced	30	Instructor Led
Adobe Photoshop	48	Instructor Led
Accounting Fundamentals	48	Instructor Led
QuickBooks	48	Instructor Led
Business Grammar Basics	24	Instructor Led
Business Etiquette	24	Instructor Led
Email Essentials for Business	12	Instructor Led
Telephone Essentials for Business	12	Instructor Led
Customer Service Fundamentals	24	Instructor Led
Communication for Professionals	24	Instructor Led
Job Readiness Skills/Managing Your Career	66	Instructor Led
<b>TOTAL</b>	<b>930</b>	

## MEDICAL TRANSCRIPTION / INSURANCE BILLING PROGRAM

**940 Clock Hours**

### Program Description

The objective of the Medical Transcription / Insurance Billing program is to offer comprehensive training in the skills necessary to provide medical transcription, insurance billing, insurance coding and health records management in a modern office setting. This program will prepare students for entry-level office positions in a variety of health-related organizations. Job titles associated with these types of skills include, but are not limited to: Medical Transcriptionist; Medical Billing Clerk; Medical Receptionist and Medical Records Clerk.

**\*While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

### Academic Requirements for Graduation from Medical Transcription / Insurance Billing Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

### Admissions Criteria

Students must be High School graduates, or possess a GED for admission.

### Prerequisites Required

None

### Program Structure

<u>Curriculum Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
Microcomputer Keyboarding	72	Instructor Led
Introduction to Windows	24	Instructor Led
Word Basic	30	Instructor Led
Word Intermediate	30	Instructor Led
Excel Basic	30	Instructor Led
Business Writing Basics	24	Instructor Led
QuickBooks	48	Instructor Led
Medical Anatomy & Terminology Basic	48	Instructor Led
Medical Anatomy & Terminology Advanced	48	Instructor Led
Medical Coding	48	Instructor Led
Health Insurance Processing	48	Instructor Led
Computerized Medical Billing	48	Instructor Led
Medical Office Procedures/Customer Service	48	Instructor Led
EHR/Medical Transcription	54	Instructor Led
Customer Service	24	Instructor Led
Job Readiness	66	Instructor Led
Internship	250	On-the-Job Training
<b>TOTAL</b>	<b>940</b>	

## MEDICAL OFFICE ASSISTANT

**390 Clock Hours**

### Program Description

The objective of the Medical Office Assistant program is to offer training in the entry-level knowledge and skills necessary to manage patient records, schedule appointments, code for diagnoses and procedures and process insurance claims. Job titles associated with these types of entry-level skills include, but are not limited to: Medical Office Assistant; Medical Receptionist; Medical Billing Clerk and Medical Records Clerk.

**\*While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

### Academic Requirements for Graduation from the Medical Office Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

### Admissions Criteria

Students must be High School graduates, or possess a GED for admission.

### Program Structure

<u>Curriculum Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
Microcomputer Keyboarding	6	Instructor Led
Introduction to Windows	24	Instructor Led
Word Basic	30	Instructor Led
Excel Basic	30	Instructor Led
Medical Anatomy & Terminology Basic	48	Instructor Led
Medical Anatomy & Terminology Advanced	48	Instructor Led
Medical Coding	48	Instructor Led
Health Insurance Processing	48	Instructor Led
Computerized Medical Billing	48	Instructor Led
Medical Office Procedures	48	Instructor Led
Job Readiness (Resume, Cover Letter, Thank You)	12	
<b>TOTAL</b>	<b>390</b>	



## CDE CAREER INSTITUTE FACULTY & STAFF

### Staff

Justina Albright	President
Jackie Saar	Business Manager, Bookkeeper
Kim Brancato	Education Coordinator
Faye Marzigliano	Admissions /Placement Coordinator
Toni Ann Macik	Instructional Assistant
Rhonda Schlecht	Instructional Assistant

### Faculty

Rashad Madyun	Computerized Office Assistant, PC Applications
Amy Fritz	Medical Transcription/Insurance Billing, Medical Office Assistant
Tracey Schreckenstein	Medical Transcription/Insurance Billing, Medical Office Assistant
Carl Ausfahl	Medical Office Assistant

## CAMPUS LOCATION

Monroe County  
Main Campus








2942 Route 611  
PO Box 294  
Tannersville, PA 18372  
(570) 629-2690

### Hours Of Operation

Monday through Thursday	9 am – 10 pm
Friday	9 am - 9 pm

## 2019 Holiday Calendar

All CDE Career Institute campuses will be closed on the following days:

January 	1	Tuesday	New Year's Day
January 	21	Monday	Martin Luther King Day
April	19	Friday	Good Friday
May 	27	Monday	Memorial Day
July 	4	Thursday	Independence Day
September 	2	Monday	Labor Day
November 	28 29	Thursday Friday	Thanksgiving
December 	24-27 And 12/30, 12/31	Tuesday - Friday Monday- Tuesday	Christmas Holiday

## Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	1	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
i. <u>Arson</u>	0	0	0

## Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
i. <u>Arson</u>	0	0	0

## Hate Crimes - On campus

Occurrences of Hate crimes							
Criminal offense	2017 Total	Category of Bias for crimes reported in 2017					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Occurrences of Hate crimes							
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0

h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

## Hate Crimes - Public Property

Occurrences of Hate crimes	
Criminal offense	Category of Bias for crimes reported in 2017

	2017 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2016 Total	Category of Bias for crimes reported in 2016					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0

k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2015 Total	Category of Bias for crimes reported in 2015					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

## Arrests - On campus

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Arrests - Public Property

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Disciplinary Actions - On Campus

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Disciplinary Actions - Public Property

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0



## TUITION LIST

### PC Applications

Tuition	\$3,400.00
Registration	\$100.00
<b>Total</b>	<b>\$3,500.00</b>

### Computerized Office Assistant

Tuition	\$13,045.00
Registration	\$100.00
<b>Total</b>	<b>\$13,145.00</b>

### Medical Office Assistant

Tuition	\$4,890.00
Registration	\$100.00
<b>Total</b>	<b>\$4,990.00</b>

### Medical Transcription/Insurance Billing

Tuition	\$11,269.00
Registration	\$100.00
<b>Total</b>	<b>\$11,369.00</b>

Revised 3/2015

**\*\*\*\*\* Costs of textbooks are not included in tuition. They are subject to change may vary by program. The Admissions staff will provide a current list of books required and costs when the school catalog is provided.**