

## CATALOG ADDENDUM

### CHARTER COLLEGE - CANYON COUNTRY

CATALOG PAGE REFERENCE: 47-48

EFFECTIVE DATE: 09-24-2012

#### REFUNDS

The following schedule is used to calculate refunds of tuition and fees. For example, if a student's last day of attendance is during week 2 of the 5-week module, the student will be refunded 60% of the tuition and fees for that 5-week module. A student that attends after the fourth week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	80%
Week 2	60%
Week 3	40%
Week 4	20%
Week 5	0%

#### Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (percentage of Title IV aid earned).

The percentage of Title IV aid earned is calculated as follows:

- The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents the percentage of Title IV aid earned by the student.

- The total number of days in the period excludes any scheduled breaks of more than five days, but includes all weekend days within the beginning and ending dates of each period.

- For example, if a student attends the 17th day of a period with 67 days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).

- If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals the percentage of unearned Title IV aid. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Supplemental Educational Opportunity Grant
5. Federal Pell Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Charter College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

#### Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money.

If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College. After outstanding institutional charges are paid and if excess funds remain, the funds will be offered in writing to the student within 30 days of the student's withdrawal. Students must accept this amount within 14 days of notification. If students accept, Charter College will provide the excess funds to the student within 30 days of the acceptance. If the student does not accept the disbursement within 14 days, Charter College is not required to make the disbursement to the student.

# CATALOG ADDENDUM

## CHARTER COLLEGE - CANYON COUNTRY

CATALOG PAGE REFERENCE: 33

EFFECTIVE DATE: 10-15-2012

### Diploma in Medical Assistant

*(Available at Canyon Country, Lancaster, and Long Beach Campuses)*

The Medical Assistant program has been designed to prepare students for entry-level employment in a variety of medical settings, such as a physician's office or medical clinic. Typical job titles for Medical Assistants entering the field would be Clinical Medical Assistant, Electrocardiogram Technician, Medical Secretary and Medical Receptionist. The content of the program provides the student with specialized training in industry-current medical, clinical and administrative procedures. Instruction in the clinical aspect of the program includes medical terminology, anatomy and physiology, patient relations, use and care of diagnostic equipment, veni-puncture, injections, infection control protocol, EKG operations, urinalysis and treatment procedures commonly performed in a medical setting. The administrative aspect includes scheduling appointments, medical bookkeeping, processing insurance forms and other critical patient services. *This program requires that students pass a certification exam in Medical Assisting prior to externship.*

Course Code	Course Title	Contact Hours	Semester Credit Hours
MED100	Introduction to Medical Programs	80	4.0
MED101	Cardiology and Pharmacy	80	4.0
MED102	Laboratory and Patient Service	80	4.0
MED103	Clinical Procedures and Anatomy and Physiology	80	3.0
MED104	Phlebotomy and Medical Terminology	80	4.0
MED105	Medical Office and Insurance Introduction	80	4.0
MED106	Calculator/Bookkeeping and Minor Surgery Setup	80	3.0
MED107	Externship	200	3.5
<b>Total for Graduation</b>		<b>760</b>	<b>29.5</b>

# CATALOG ADDENDUM

## CHARTER COLLEGE - CANYON COUNTRY

CATALOG PAGE REFERENCE: 34

EFFECTIVE DATE: 10-15-2012

MED107

### **Externship**

**3.5 Semester Credit Hours / 200 Hours**

This course provides an externship of 200 hours in a medical office setting under the direct supervision of the faculty administrator.

*Prerequisite: Successful completion of all courses in the Medical Assistant Program*

# CATALOG ADDENDUM

## CHARTER COLLEGE - CANYON COUNTRY

CATALOG PAGE REFERENCE: 35

EFFECTIVE DATE: 10-15-2012

### Diploma in Medical Office Administrative Assistant

*(Available at Canyon Country, Lancaster, and Long Beach Campuses)*

The Medical Office Administration Diploma program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. Typical job titles for students entering the field would be: medical secretary, medical insurance billing and coder and medical receptionist. The content of the program provides students with specialized training in industry-current medical administrative procedures. The program includes hands-on training with medical office computer programs.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MOA100	Introduction to Medical Programs	80	8.0
MOA101	Computerized Billing and Coding	80	6.5
MOA102	Medical Insurance Processing and Coding	80	6.5
MOA103	Insurance Billing and Bookkeeping	80	6.0
MOA105	Insurance Claims Processing	80	6.0
MOA106	Medical Office Administrative Assistant Externship	200	5.0
MOA107	Office and Records Management and Medical Ethics	80	6.5
MOA108	Office Accounting and Customer Service	80	6.5
<b>Total for Graduation</b>		<b>760</b>	<b>51</b>

# CATALOG ADDENDUM

## CHARTER COLLEGE - CANYON COUNTRY

CATALOG PAGE REFERENCE: 36

EFFECTIVE DATE: 10-15-2012

MOA106

### **Medical Office Administrative Assistant Externship**

**5.0 Quarter Credits / 200 Hours**

This course provides an extern of 200 hours in a medical setting under the direct supervision of the facility administrator.

*Prerequisites: Successful completion of all courses in the Medical Office Administrative Assistant program*