

CATALOG ADDENDUM

CHARTER COLLEGE - LONG BEACH

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Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility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

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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.

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
Total for Graduation		760	29.5

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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

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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
Total for Graduation		760	51

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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

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CATALOG PAGE REFERENCE: 16

EFFECTIVE DATE: 10-22-2012

ENG100

Written Communication

4.0 Quarter Credit Hours / 40 Hours

This is an introduction to the theory and practice of writing effective paragraphs and essays. There is a review of grammar, punctuation, sentence structure, and paragraph development. The course emphasizes research and APA documentation.

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CATALOG PAGE REFERENCE: 7

EFFECTIVE DATE: 12-3-2012

Accreditation and Licensure

Charter College – Canyon Country (previously known as Clarita Career College) and its branches (Charter College - Long Beach and Charter College – Lancaster) are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street NE, Suite 980, Washington, DC 20002-4223 to award diplomas. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Charter College – Canyon Country including its branches in Long Beach and Lancaster, CA are approved to operate by the California Bureau for Private Postsecondary Education. The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959.

State of California Disclosures

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet that must be provided prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about the College with the California Bureau for Private Postsecondary Education by contacting the Bureau at P.O. Box 980818 West Sacramento, CA 95798-0810, phone 888-370-7589 or by completing a complaint form located on the Bureau's web site www.bppe.ca.gov.

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CATALOG PAGE REFERENCE: 67

EFFECTIVE DATE: 12-3-2012

GRIEVANCE AND APPEALS POLICY

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President. A "Complaint Form" can be obtained from the Campus President or the Academic Office.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within 14 days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chairperson.

The following steps must be followed:

- a. All parties involved must complete an "Incident Report" form.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within 14 days that is in balance with the best interests of both the student and the College.

Step 5: If a student believes that the College did not address the complaint or concern, the student may consider contacting the Regional Vice President of Operations, Mr. Lamar Haynes at 775-737-7456.

Step 6: Continued unresolved concerns may be presented to the College's accrediting agency. Schools accredited by the Accrediting Council for Independent Colleges & Schools must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

*Accrediting Council for Independent Colleges & Schools
750 First Street NE / Suite 980
Washington, DC 20002
(202) 336-6780*

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President.

Other interested individuals or agencies with a concern or grievance should contact Charter College administration. This information will then be forwarded to the appropriate department for review and possible resolution.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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CHARTER COLLEGE - LONG BEACH

CATALOG PAGE REFERENCE: 65

EFFECTIVE DATE: 1-24-12

Charter College Allied Health Professional Program Dress Code

Charter College expects Allied Health students to dress professionally at all times. Our dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair

that is off the collar; white, non-canvas topped shoes and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate

- Neat
- Clean and pressed

Uniforms

- White T-shirts
- White sweaters

Shirts, Tops, and Jackets

- Wrinkled uniform
- Dirty, bleached or torn uniform

- Colored shirts or jackets
- Jackets or sweatshirts over uniforms
- T-shirts must be tucked in and may not hang below the uniform

Shoes and Footwear

- White solid top shoes
- Any other shoes

Personal Hygiene

Fingernails:

- Short cut
- Natural
- Neutral colored and well maintained at all times

- No strong perfume or deodorants
- Gel or acrylic fingernails
- Colored fingernails
- Long fingernails

Hair and Hats

Hair:

- Kept up off shoulders
- Long, loose hair that is not clean
- Hats are **never** appropriate

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CATALOG PAGE REFERENCE: 65

EFFECTIVE DATE: 1-24-12

Appropriate

Inappropriate

Jewelry

- Pierced ears: One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes
- No large hoops
- No facial piercings

Tattoos

- Be aware that visible tattoos will impede your job search
- Offensive tattoos must be covered at all times

Charter College ID must be worn at all times

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CATALOG PAGE REFERENCE: 11

EFFECTIVE DATE: 1-31-13

ACC100**Accounting Essentials****4.0 Quarter Credit Hours / 40 Hours**

This is an introduction to financial reporting. The course introduces the manual preparation of double-entry accounting with an emphasis on basic terminology, concepts, and procedures for a service enterprise. Use of special journals, subsidiary ledgers, and their relation to the general ledger is also covered.

Corequisite: ACC121 - Principles of Accounting

CATALOG ADDENDUM

CHARTER COLLEGE - Long Beach

CATALOG PAGE REFERENCE: 45

EFFECTIVE DATE: 1-31-2013

CHARTER COLLEGE 2013 HIGH SCHOOL SCHOLARSHIP

1. Eligibility Requirements:

- a. High School graduate from accredited high school in 2013.
- b. Complete essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: 1-2 pages, typed.
- c. Deadlines for submitting application with essay and official high school transcript are no later than July 19, 2013 to start no later than August 5, 2013, or September 6, 2013 to start no later than October 14, 2013. Application with documents are accepted via mail, fax, or at the campus.
- d. All applicants must complete an admission interview with an Admissions Representative at Charter College prior to July 9, 2013 for the July 19, 2013 submission, or September 3, 2013 for the September 6, 2013 submission.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 22, 2013 for the August 5, 2013 start and September 16, 2013 for the October 14, 2013 start. Scholarship funds are limited. Applicants are encouraged to apply early.

2. Conditions of Award:

All scholarship recipients must be enrolled as full-time students, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to do so will result in forfeit of the scholarship, or the remaining portion.

Mail, fax, or hand-deliver application to:

Charter College
Attn: Scholarship Selection Committee
100 W. Broadway, Suite 3000
Long Beach, CA 90802
562.216.7500
562.256.7158 fax