



*Training, Consulting, Job Placement.*



# COMPU21 INSTITUTE CORP

TRAINING COURSES CATALOG

# 2022 - 2023

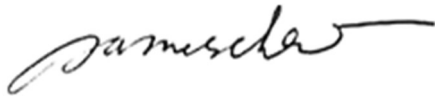
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*Licensed by NYS Education Department*

## DISCLOSURE STATEMENT

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student checks with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog. The school reserves the right to make such changes in regulations, curriculums, and charges as it deems necessary without previous notice and with the approval of the appropriate licensing agency. Students should review the school catalog for factual information



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James Chen, School Office Signature

Date: June 1, 2022

This CATALOG was made and signed on June 1, 2022, and published by **Compu21 Institute Corp.** hereinafter called the "**Compu21**".

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## SCHOOL OVERVIEW

Established in 1998, Compu21 Institute is a New York State licensed private career training school. Compu21 is located at 39-07 Prince Street #2C, Flushing, New York with 2000 square feet of office space; accommodating about 60 seating capacities for trainees. Compu21 has 4 instructional classrooms and 2 lab rooms.

The students at Compu21 get affordable hands-on training and practice opportunities in computer, medical, business technology, and other fields. All courses are taught by experienced and certified trainers and professionals, most of them with decades of practical, on-the-job, and training experience. The students not only gain cutting-edge career skills, but also pass required professional certification exams, and therefore move on to better positions or careers.

Compu21 is committed to offering a high-standard curriculum that enables students to deploy a full range of technologies and helps professionals to enhance their careers or plan for new careers. The school provides job placement assistance services at the time of graduation, and our school career consultants help students to succeed and become outstanding professionals.

To inquire about registering for training courses, please call us directly at 718-762-1900 or use our online inquiry at [www.compu21.com](http://www.compu21.com)

## **MISSION STATEMENT**

Compu21 Institute recognizes the importance of preparing men and women professionals and is dedicated to maintaining high training standards that will qualify our students for stable careers to become professionals in computer, medical, business, and other fields.

## **VISION STATEMENT**

Compu21 Institute leads the way to a better community, continuing to educate high-achieving, motivated students who seek an individualized and transformative experience in Compu21 where we emphasize personalized attention to every student.

## **ONE-STOP TRAINING SOLUTIONS**

Compu21 Institute provides one-stop training solutions in computer, medical, and business technology fields offering a wide array of career development. Our highly motivated students are prepared for the job of professionals through a blend of disciplined coursework and exposure to the latest research and technology. As a result, professionals with knowledge and competence can succeed in a highly competitive working environment.

## **INTEGRATION OF THEORY AND PRACTICE**

Professional development at Compu21 is based on the philosophy of integrating academic theory and principles with practical applications. The training curriculum combines comprehensive and challenging coursework with hands-on experience including anticipating faculty research and special projects.

## **DISTINGUISHED FACULTY**

Fine teaching is one of the highest values at Compu21, and instructors understand that teaching does not begin and end in the classroom. Compu21's experienced and accomplished faculty share both strong academic credentials and real-world experience in their fields. The teachers share Compu21's mission to provide the information and direction needed to accomplish students' goals and challenges. Most teachers are available to answer questions before and after classes in addition to their regular office hours; they are also accessible via the internet.

## **PLACEMENT ASSISTANCE**

Compu21 has placement assistance services for all its graduates. The school recommends and connects students with potential opportunities and potential employers. However, while placement assistance services may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

## ADMISSIONS PROCESS

Students may inquire about the program via telephone (718-762-1900), internet, through mail or e-mail (info@compu21.com), or on a walk-in basis. An appointment is then made with an Admissions Representative at the campus. All students interested in applying must first meet with an admission representative and demonstrate their ability in meeting admission requirements. Basic skills test involves quantitative, verbal, and reading comprehension questions that may be provided to students to the determination of their qualifications.

## ADMISSION REQUIREMENTS

Students interested in attending Compu21 must be at least 18 years of age. The students must have one of the following and meet program-specific requirements if applicable.

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from high school showing verification of high school graduation signed by an authorized school official)
- Valid government or state-issued GED
- Successful completion of a degree program at the post-secondary level (associates degree and beyond)
- Successful completion of an officially recognized and accredited home-schooling program and online high school, students will be required to submit a copy of the High School Equivalency diploma or General Education Diploma (GED).
- Students who have graduated from a foreign school must provide a copy of the diploma with a notarized translation in English.

Assessment of prior education, motivation, work experience, employment potential, and general aptitude for training may be made at this time. Each applicant is assessed individually. The school director at the school will call upon to make appropriate determinations in special cases.





## REGISTRATION & PAYMENT

### TUITION AND FEES CHARTS

Course	Hours			Tuition	Books Lab Exam	Reg. Fee	Total	Refund Policy
	Total	Daily	Weekly					
Medical Assistant	900	5/6	25/30	\$9,900	\$1,100	\$100	\$11,100	3 quarters of 12/11/11 weeks
Cloud And Security Network Administrator	900	6/7.5	18/30	\$18,000	\$2,700	\$100	\$20,800	4 quarters of 12/12/12/10 weeks
Accounting & Bookkeeping Package	620	5	20	\$12,600	\$1,200	\$100	\$13,900	3 quarters of 11/10/10 weeks
Certified Network Administrator Package	360	6	18	\$10,200	\$2,700	\$100	\$13,000	2 quarters for 10 weeks each

The maximum enrollment number of students is 14 for each classroom and laboratory  
 Maximum Theory Classes Ratio: 1 teacher to 14 students  
 Maximum Skills Ratio: 1 teacher to 14 students

## **TUITION POLICY**

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance with school officials. There is no tuition credit for absences. Payments are to be made at the front desk. If an amount is due, a payment schedule will be arranged.

## **MAKE A PAYMENT**

The school accepts payment types: Cash/Check/Credit Card/Money Order/Direct Deposit. A payment plan is available to all students which will be determined on a case-to-case basis.

## **FINANCIAL ASSISTANCE**

The school does not participate in federal or state financial aid programs. However, the school has payment plans available for students. A plan tailored to meet your needs while attending school can be arranged at the time of registration with the bursar.

## **REFUND PROCEDURE**

All the refunds are handled by the school administrator. The refunds will be processed within 45 days of the last day of attendance if it meets the school's refund policy.

## **CANCELLATION POLICY**

Cancellations will be processed by the below section.

1. Rejection of Applicant: If any student is rejected for enrollment by Compu21, a full refund of all tuition monies paid will be made to the applicant.
2. Program Cancellation: If Compu21 cancels a program subsequent to a student's enrollment, Compu21 will refund all monies paid by the student.
3. Cancellation Prior to the beginning of the First Class or No Show: If an applicant accepted by Compu21 cancels the class prior to the first scheduled class, or never attends class (no-show), Compu21 will refund all monies paid.
4. Cancellation after Starting Classes: Compu21 will consider a withdrawal as cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as of the refund policy.

## REFUND POLICY - QUARTERS

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned except the non-refundable registration fee.
- B. Thereafter, a student will be liable for
  - a. The non-refundable registration fee plus
  - b. The cost of any textbooks or supplies accepted plus
  - c. Tuition liability **as of the student's last date of physical attendance**. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

### (a) First Quarter

If termination occurs	School will keep
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

### (b) Subsequent Quarters

If termination occurs	School will keep
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

- C. The student refund may be more than that stated above if the accrediting agency or the Federal Pro-rata refund policy results in a greater refund.

*Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.*

### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curricula offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

**How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

**The steps you must take to file a complaint with the New York State Education Department are:**

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview to file a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

**How to file a complaint with the Council on Occupational Education (COE)?**

You also can write to the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or telephone the COE at (800) 917 2081 or (770) 396 3898 or visit [www.council.org](http://www.council.org). Submit all relevant documents with your written complaint.

**What is the tuition reimbursement fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department can provide factual support that your complaint is valid and to determine that if there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

**What is the Tuition Refund and Cancellation Policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

**What should students know about “private school agents”?**

Private School Agents are employed by schools to recruit or enroll students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card, and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included on this page.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

NEW YORK STATE  
EDUCATION DEPARTMENT  
116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor  
New York, NY 10001  
Attention: Bureau of Proprietary School Supervision  
Tel: (212) 643-4760

Contact the Council on Occupational Education at:

COUNCIL ON OCCUPATIONAL EDUCATION (COE)  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)  
Telephone (Local): 770-396-3898  
Telephone (Toll-Free): 800-917-2081

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

## MEDICAL ASSISTANT

**DURATION:** 900hrs (600 hours classroom and 300 hours externship)

**OBJECTIVE:** The program prepares students to perform both administrative and clinical duties under the direction of a physician as Medical Assistant

**Entrance Requirements:** High School Diploma/GED

### Program Description

This program prepares students to be multi-skilled allied health professionals specifically trained in administrative, laboratory, and clinical procedures. Medical assistants perform clinical and administrative duties including recording patient history, measuring vital signs such as temperature and blood pressure, scheduling patient appointments, updating EHRs, helping with insurance forms and ICD-10 coding for patient procedures, drawing blood for lab tests, and performing EKG for the patient. You'd also help keep the office running smoothly, by ordering supplies and handling paperwork. Medical assistant jobs also require working with office management skills. By pursuing a career in medical assisting, you will be able to help patients, doctors, and nurses, as well as jumpstart a career path in a field that is growing much faster than average. Through this course, the student will gain the benefit of hands-on training and professional experience to ensure our students succeed in the workplace. The student will receive a certificate of completion upon graduation.

### Course Outline

- Anatomy and physiology I -60hrs
- Anatomy and physiology II -60hrs
- Medical Terminology -30hrs
- Treatment room procedures I -60hrs
- Treatment room procedures II -60hrs
- Introduction to Computer -45hrs
- Introduction to Health Insurance and Medical coding and billing Using EHR -45hrs
- Medical Office Management and Electronic Health Record -45hrs
- Healthcare Law and Ethics -45hrs
- Phlebotomy -60hrs
- Electrocardiography -60hrs
- Career Counselling -30hrs
- Externship -300hrs

# CLLOUD AND SECURITY NETWORK ADMINISTRATOR

**DURATION:** 900 hours (720 hours classroom and 180 hours externship)

**OBJECTIVE:** To prepare individuals for entry-level positions in Information Analyst, Information Technology Specialist (IT Specialist), LAN Specialist (Local Area Network Specialist), Local Area Network Administrator (LAN Administrator), Network Administrator, Network Coordinator, Systems Administrator, Cloud Engineers, data analysts, internet security, software applications, and configurations

**Entrance Requirements:** High School Diploma/GED and 3 months of working experience with Windows or a computer industry Certificate, or 3 college credits in computer hardware

## Program Description

The Cloud and Security Network Administrator program focuses on computer and network repair, cloud computing, cyber security and advanced networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology, and network security. Courses include theory and skill-building using a dedicated server lab environment.

The curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect, and the Cisco Certified Network Associate (CCNA) certification. These certifications ensure that the holder possesses competencies in maintaining, managing, and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Cloud and Security Network Administrator will be provided with internships to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, cybersecurity, and the Cisco internetworking operating system for Cisco routers and switches.

## Course Contents

- Microsoft Office -60hrs
- A+ PC Technician -60hrs
- CompTIA Network + -60hrs
- CompTIA Security+ -60hrs
- CompTIA Cybersecurity Analyst - CySA+ -60hrs
- Linux Administration -60hrs
- AWS Cloud Practitioner -60hrs
- Amazon Certified Solutions Architect Associate -60hrs
- Microsoft Azure Fundamentals -60hrs
- Microsoft Certified Azure Administrator -60hrs
- Cisco Certified Network Associate -120hrs
- Externship -180hrs



# ACCOUNTING & BOOKKEEPING PACKAGE

**DURATION:** 620 hours

**OBJECTIVE:** To prepare individuals for entry-level positions in Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

**Entrance Requirements:** High School Diploma/GED and familiarity with using a PC

## **Program Description**

This package training program teaches students hands-on skills including accounting concepts and principles such as Accounts Receivable, Accounts Payable, Financial Statements: income statement, balance sheet, payroll and budgets, tax services, as well as analysis of business transactions and much more. Students also learn how to use computerized accounting software QuickBooks to record business transactions, create reports, create graphs, track and pay sales tax, prepare payroll with QuickBooks, estimate, time track and job cost, etc.

After completion of this course, students will be able to use accounting software to perform a variety of basic and moderately complex accounting tasks like invoice customers, record customer payments, pay bills to outside vendors, manage inventory, manage payroll, track Accounts Receivable / Accounts Payable, reconciling bank statement and analyze your business financial report. Students will receive Microsoft Excel training to perform specialized accounting functions and pursue their computerized bookkeeping application skills. Students will receive school certification upon completion of training.

## **Course Outline**

- Office Procedure -30hrs
- Introduction to Bookkeeping and Accounting -210hrs
- Microsoft Office Excel -60hrs
- Microsoft Office Access -40hrs
- Bookkeeping with QuickBooks -250hrs
- Small Business Taxation -30hrs

# CERTIFIED NETWORK ADMINISTRATOR PACKAGE

**DURATION:** 360 hours

**OBJECTIVE:** To prepare individuals for entry-level positions in Information Analyst, Information Systems Manager (IS Manager), Information Technology Specialist (IT Specialist), LAN Specialist (Local Area Network Specialist), Local Area Network Administrator (LAN Administrator), Network Administrator, Network Coordinator, Network Manager, Systems Administrator

**Entrance Requirements:** High School Diploma/GED and 3 months of working experience with Windows or a computer industry Certificate, or 3 college credits in computer hardware

## **Program Description**

This program provides candidates with the skills, knowledge, and credentials required to successfully begin a career in the information technology field. It builds student technical skills in network administration, configuration, and troubleshooting as well as prepares students with strong problem-solving abilities and communication skills.

The course is to prepare students step by step to be a Cisco Certified Network professional. It is the premier professional certification for networking professionals. The certification indicates an advanced knowledge of networking and is designed to help you achieve competency in computer network technologies, including managing routers, switches, and enterprise applications that integrate wireless networking, security, and voice systems into a network. After this course, students can install, configure, operate and troubleshoot large enterprise local and wide area networks. The CCNP curriculum includes building scalable Cisco networks, Cisco multilayer switched networks, securing converged wide area networks, and optimizing converged networks. We will help students prepare for the exams by providing you with all the necessary resources. Upon successful completion of this course, the student will receive a school certificate for the achievement.

## **Course Outline**

- A+ PC Technician -35hrs
- Linux Administration -45hrs
- CompTIA Network+ -40hrs
- CompTIA Security+ -60hrs
- Cisco Certified Network Associate - CCNA -60hrs
- Cisco Certified Network Professional – CCNP -120hrs



## ACADEMIC CALENDAR 2022--2023

**July 4, 2022**

Monday Independence Day — School closed

**September 5, 2022**

Monday Labor Day — School closed

**November 24, 2022**

Thursday Thanksgiving Day — School closed

**December 25, 2022**

Sunday Christmas Day — School closed

**January 1, 2023**

Sunday New Year's Day — School closed

**February 20, 2023**

Monday President's Day — School closed

**May 29, 2023**

Monday Memorial Day — School closed

(Subject to Change)

## **ACADEMIC INTEGRITY**

Students must accept responsibility, be honest, and respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic independent achievement of all assistance except that authorized by the instructor.

The use of an outside source in any academic paper, or report of submission for academic credit without the appropriate acknowledgment is plagiarism. It is also academic dishonesty to submit anything in electronic form as one's own that is the work, either fully or in Unit, of someone else. It is unethical to present as one's own work, ideas, words, or representations of another without the proper indication of the source. Therefore, it is the student's responsibility to give credit to any quotation, idea or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension, dismissal, or expulsion from the School. Students penalized for failing to maintain academic integrity who wish to appeal such action can petition the managing director for a hearing on the matter.

## **GRADING SYSTEM**

A letter grade is awarded as a measure of student performance only by the faculty member assigned to a Reticular course and section. The spectrum of letter grades ranges from A through C and F; in addition, certain plus and minus refinements to the letter grades are available to allow faculty greater flexibility in the measurement of student performance. Specific grading policies are established by the instructor in a given course. A minimum grade point average (GPA) of 2.00 is required for graduation.

Each letter grade translates into a numerical equivalent or quality point as cited below:

Grade Quality Points:

A	4.0	95 - 100
A-	3.7	90 - 94
B+	3.3	85 - 89
B	3.0	80 - 84
B-	2.7	75 - 79
C+	2.3	70 - 74
C	2.0	65 - 69
F	0	Below 65

## **TRANSFER OF CERTIFICATE OF COMPLETION POLICY**

Compu21 will accept a certificate of completion for any of our courses that require prior industry knowledge and or skills from other schools. Compu21 will provide the certificate of completion for students who wish to transfer out to other schools for all completed course

## **QUALITATIVE EVALUATION**

Students must complete each class in the program with a minimum GPA of 2.0, the equivalent of a letter grade of C or higher. Students are expected to maintain a minimum of a 2.0-grade point average. Students not maintaining at least a 2.0 GPA when measured at the end of the course will be placed on academic probation until the end of the next course. Students who do not achieve a 2.0-grade point average at the end of the probation period will be terminated by Compu21.

## **APPEAL PROCEDURE**

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a written appeal letter to the school director. The letter must describe any circumstances deserving of further consideration. The student must clearly identify the reason for the appeal such as; the death of a relative, an injury or illness of the student, or other special circumstances related to the appeal. The letter must describe the reason why the student failed to make satisfactory academic progress and what has changed that will allow the student to demonstrate satisfactory academic progress in the next evaluation period. The school director will review the appeal. The director will decide to terminate the students or allow the students to remain in school.

Students will be notified within 72 hours of the official determination.

## **PETITIONING FOR RE-ENTRY**

Students who have been dismissed, or voluntarily terminates enrollment, are required to petition in writing for reentry into the school. These individuals will request an appointment for re-enrollment. An Academic Representative shall review all requests on a case-by-case basis. Appointments, denials, and reinstatements shall be resolved on a case-by-case basis. Extenuating circumstances will be taken into consideration; however, Compu21 reserves the right to refuse re-admittance to any student who does not meet the school's academic, student conduct, or financial requirements. Re-entry applicants returning within one (1) year from their last day of attendance, or entering into a new program, are considered returning students. Applicants returning after one (1) year, or graduates enrolling in an advanced program, will be enrolled as a new student. Any course price increases will be handled on a case-by-case basis for any student returning within 180 days into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

## STUDENT CONDUCTS

Students should obey the law and all school requirements (see Academic Integrity) and pay accordingly with an agreed payment plan if applicable. Violators will be dismissed.

“As a student of Compu21, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my career goal. To fulfill these responsibilities, I pledge adherence to this Student of Conduct. I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will”:

1. Comply with the reasonable directions of teachers, school administrators, or other school personnel in charge of students.
2. Present my qualifications and background truthfully and accurately for admission
3. Observe the policies and rules on submitting work, taking examinations, participating in discussions, and conducting research (where applicable).
4. Never improperly use, destroy, forge or alter my institution’s documents, transcripts, or other records.

### Specific Regulations Concerning Student Conduct

Compu21 will take disciplinary action in the following cases concerning a student’s actions or offenses occurring or affecting people within the physical boundaries of Compu21

- **Disruption of learning**

Students who obstruct or attempt to obstruct other students’ right to study, learn or complete their academic requirements are subject to disciplinary measures.

- **False information**

Students who furnish or attempt to furnish false or misleading information, or attempt to alter documents, for official school transactions or records are subject to disciplinary measures.

- **Academic dishonesty**

Plagiarism, cheating, and all other forms of academic dishonesty are prohibited and subject the offender to disciplinary measures. Plagiarism includes, but is not limited to, using ideas or material from another source for either written or oral tests, presentations without acknowledging the source, or offering someone else’s work as one’s own.

- **Access to facilities**

Students will not block or attempt to block any student’s entry to classes or access to any other Compu21 facilities.

- **Threats/endangerment/assault/sexual assault**

Students will not take any action that endangers the safety, health, and life or impairs the freedom of any person. Students are not allowed to make any verbal threat of such action. This prohibition includes actions commonly understood to constitute assault, battery, or sexual

assault against other students or Compu21 employees; any such conduct will be considered to be “without consent.”

- **Hazing/harassment /stalking**

Students will not allow to haze or harass any student or Compu21 employee. Racial and sexual harassment are included under this policy.

- **What is sexual harassment?**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating study/work environment and prevents individuals from effectively performing their studies or duties.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped.

Compu21 prohibits any student or employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

A student who experiences harassment from another student, or any Compu21 employee, must notify the school of the incident(s). Compu21 will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found to have occurred on Compu21 premises.

- **Consumption of drugs or alcohol in the school**

Students are not allowed to use, manufacture, produce, sell or distribute any kind of controlled substances (drugs).

Students are not allowed to possess, consume, sell or distribute any alcoholic beverages in the school facilities or during school activities outside of Compu21 Campus.

- **Firearms**

No one is allowed to possess or use firearms or any dangerous chemicals in the school facilities.

- **Trespassing**

Students are not allowed to enter areas where access is limited to Compu21 faculty and staff only.

- **Unauthorized copying of computer software and books**

Compu21 makes every effort to provide the best resources, course materials, and technological services for the school. Any student who makes copies of any software or books, either by negligence or on purpose, will face immediate suspension and/or expulsion.

A student who sells or uses photocopies of textbooks will be expelled from school. Students must purchase the required textbooks.

**Academic Dismissal at the end of the probationary period if the student fails to meet one or more of the satisfactory minimum requirements, he/she will no longer be making satisfactory progress and must be terminated from the school.**

## **ADVISEMENT**

Academic advisement concerning programs of study, courses, and the relationship of graduate work to career goals is available to all matriculated students. It is strongly recommended that students meet with the director before registration.

## **CANCELED COURSE**

Compu21 reserves the right to cancel a class when the required minimum enrollment is not met. The earliest notification will be given and the participant will choose either a full refund or to stay with the school.

## **ENROLLMENT DATES**

There is no specific enrollment date for each course. The courses are scheduled and announced with weeks of anticipation.

## **SEQUENCING POLICY**

Students should normally complete preliminary skills and basic courses before proceeding to advanced courses. Students must complete all prerequisites before enrolling in a course. Students who have not met the prerequisites will be required to withdraw at the beginning of the classes. Adherence to prerequisites is an important Unit of a good education. The prerequisite course teaches materials that the faculty assumes are known by all students entering an advanced course. This knowledge will not be taught during the advanced course. Students without proper prerequisites will not be prepared for certain aspects of the course and will impede the learning process of students who are properly prepared.

## **PREREQUISITE POLICY**

Before registering for a course, students should verify that they satisfy all prerequisites for the course. Students who do not satisfy the prerequisites for a course will generally not be allowed to continue in the course. Students who have taken courses at another school should have these courses evaluated before registering for courses in the same discipline.

## **ORIENTATION**

Prior to the start of classes, an orientation will be given to all new students. The purpose of the orientation is to acquaint the student with the goals of the school, its rules, regulations, and the objective of their course of study.

## **GRANTING CREDITS FOR EDUCATION AND TRAINING**

Compu21 does not grant any credits for education and training to other schools.



## DESIGNATION

No diploma will be issued, but a certificate will be issued for each course.

## SCHOOL ATTENDANCE POLICY

Attendance Policy: All instructors will record hourly attendance in each classroom or lab session. Students are expected to attend and actively participate in all instructional sessions and are expected to notify their instructor or the School Director's Office before class if they will be absent, late, or leaving early. Students who fail to attend at least eighty-five percent (85%) of the scheduled clock hours during any marking period will be placed upon Academic Probation under the Academic Progress Policy. Continued poor academic performance in the subsequent marking period will result in Academic Dismissal. (*Please refer to the Academic Progress Policy for details*).

Official Attendance Record: The official record of student attendance is the instructor's attendance sheet (attendance register), which is signed by the instructor. The attendance data is electronically duplicated in the Institute's computer database. The School Director is responsible for ensuring and maintaining the accuracy of all student academic records, including the electronic attendance records, and for archiving all faculty attendance sheets after the completion of each program cohort.

Tardiness Policy: Students who arrive late to a classroom or laboratory session, leave earlier than their scheduled departure time, or are late returning from established breaks will have the missed time charged against their attendance in fifteen-minute (1/4 clock-hour) increments. The missed time will be recorded on the Instructor's attendance sheet. Students who are tardy more than four times in any marking period will receive a reduction in their grade for lack of professionalism. Subsequent or excessive incidents of tardiness may result in additional academic and disciplinary action.

Excused Absences: If a student has a medical or other acceptable cause for being unable to attend a class, he/she may apply to the School Director for an excused absence. The absence must be approved by Compu21 in advance (or at the time of the missed class for a medical emergency). An excused absence will not be approved more than once each calendar month or for more than one calendar day of instruction. While requests for a second excused absence within the same month will not be approved, the School Director may make arrangements for make-up hours as appropriate.

Make-Up Hours: Any make-up session for attendance purposes may be approved at the discretion of the School Director, and will consist of instruction in that portion of the course or curriculum which was not received by the student as a result of absences. A detailed record of make-up sessions shall be maintained in the attendance register.

Leave of Absence: Occasionally students encounter a medical, personal, or family crisis that requires an extended absence from classes. A student in this situation may be granted, at the discretion of the School Director, a Leave of Absence (LOA) for a period not to exceed 60 days. A Leave of Absence (LOA) is a planned absence. A student must request a LOA by providing

a written, signed, and dated request, which must include the reason for the request. The LOA request must be approved by the School Director (or designee) prior to the first day of absence for the leave. However, if extreme and unforeseen circumstances prevent a student from providing a prior written request, the School Director may grant the student's request for the LOA up to fourteen days after the first day of absence for the leave.

The return date from the LOA shall be established upon the granting of the leave, and shall be designed for the student to resume the program in a subsequent class cohort at a point in the program no further ahead than the point at which the leave began. A student who fails to return by the established return date is considered withdrawn (enrollment terminated) from the Institute. Class hours during an approved Leave of Absence are considered neither scheduled nor attended for that individual student, and academic progress is not evaluated for the affected student during an approved Leave of Absence.

Official Withdrawal: A student who intends to withdraw from the Institute is expected to notify the School Director of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format. Withdrawal notifications by telephone, e-mail or other communications methods are deemed an “official withdrawal” based upon the credibility of the communication in the judgment of an appropriate Institute official. In rare cases, the Institute may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the Institute.

Unofficial Withdrawal: Students who are absent from classes for a consecutive fourteen (14) calendar day period shall be deemed to have “unofficially withdrawn” and will be administratively withdrawn (enrollment terminated) from the Institute.

Withdrawal Date: In all cases, the official Withdrawal Date will be the last date of attendance (LDA) as documented in the Institute’s official attendance record. The Withdrawal Date (LDA) is used for the calculation of tuition/fee refunds.

Return after an Absence: When a student who returns after an approved Leave of Absence (LOA), withdrawal, or other absence of less than thirty (30) calendar days, the school shall assess the student's level of retention in the instructional program to place the student properly into a subsequent program cohort.

For leaves and other absences of thirty (30) calendar days or longer, the school will assess a student's retention level either through a written or oral evaluation instrument designed to measure a student's level of retention in each course in the curriculum. Documentation that such evaluation took place along with the actual evaluation instruments, student results and evidence the student was appropriately placed according to skill level shall be placed in the student's permanent file.

## **INCOMPLETE/MAKE-UP WORK**

Incomplete class work must be resolved within one week or the grade will be reflected down one level. Once a failing grade is received, students must go through the amendment process

for a possible extension of time allowed for make-up work. Students will need to retake the failed course with Instructor to get a passing grade.

## **TERMINATION OR SUSPENSION**

Students will be terminated from the school or suspended because of unsatisfactory grades, failure to achieve the appropriate proficiency level within the prescribed time frame, use of controlled substances on campus, conduct detrimental to the school, insubordination, failure to comply with payment policy, or nonobservance of other student regulations.

Compu21 reserves the right to terminate or suspend a student from any program for the following reasons:

- Failure to demonstrate reasonable and successful progress in the course
- Failure to achieve the appropriate proficiency level within the prescribed time-frame
- Failure to submit quizzes or tests by specified standards
- Plagiarism or falsification of records, enrollment, transcripts, or coursework documents submitted for review or credit
- Failure to maintain a tuition payment agreement
- Failure to conduct self with professionalism, courtesy, and respect for others in all dealings with institution staff, faculty, and other students
- Failure to conduct “Student Conduct Policy” and “Student Attendance Policy”
- Failure to make satisfactory academic progress toward their certificate

If the student fails to meet one or more of the satisfactory minimum requirements, he/she will no longer be making satisfactory progress and must be terminated from the school.

## **ACADEMIC PROGRESS**

This Satisfactory Academic Progress (SAP) policy applies to all students enrolled in any program at Compu21 Institute. Each student is required to make satisfactory academic progress towards the completion of their program. Academic progress is measured at specific points through the student’s program both by grade point average (qualitative standard) and by the percentage of hours of attendance in the program of study (quantitative standard).

Measurement Points/Marking Periods: Student academic progress will be measured at the end of each “marking period”. The marking period is defined as at the end of each section of the course, which will include progress and total hours to date.

Calculation of Grade Point Average: Students are expected to maintain appropriate attendance during each marking period, along with an acceptable cumulative grade point average (GPA) at the end of each marking period. Each instructor will report the Cumulative Grade Point Average for each student at the end of each marking period.

Calculation of Attendance Percentage: “Scheduled clock hours” means the number of scheduled instructional hours (clock hours) in the marking period as listed in the Compu21 Institute academic calendar for the enrolled program cohort. “Attended Clock Hours” means the number of “scheduled clock hours” a student actually attended (including documented

make-up hours) or for which he/she received an excused absence. The percentage is the ratio of attended clock hours / scheduled clock hours in the marking period. Each instructor reports all attendance continuously. Percentages are calculated at the end of each marking period.

Marking Period Progress Policy: All of the programs at Compu21 Institute are technical in nature and the achievement of both a passing grade and proper attendance is required for graduation, as follows:

<b>Measurement Point:</b>	<b>Minimum Cumulative Grade Point Average</b>	<b>Minimum Attendance for the Marking Period</b>
<i>End of each marking period</i>	2.0	85 percent
<i>Graduation Requirement</i>	2.0	n/a

Good Standing: A student who meets both the GPA and attendance standards as of the end of a marking period is deemed to be in Good Academic Standing for the subsequent marking period.

Failure to Meet the Standards and Academic Probation: A student who fails to meet **either** the minimum cumulative GPA requirement or the minimum attendance rate (or both) as of the end of any marking period will be placed on **Academic Probation** for the subsequent marking period. A student on Academic Probation is allowed to continue but must improve his/her performance during the subsequent marking period.

Failure to Meet the Standards while on Academic Probation-Academic Dismissal: A student on Academic Probation who fails to raise his/her academic performance to meet the published standards during the probationary marking period will be **Academically Dismissed** from the Institute. Therefore, a student in a probationary marking period must attend at least 85% of the scheduled clock hours during that marking period AND raise his/her cumulative GPA to at least the minimum standard by the end of the probationary marking period or be Academically Dismissed (enrollment terminated).

Graduation Requirement: All programs require a cumulative GPA of 2.0 for graduation. Students who maintain a cumulative GPA of less than 2.0 are warned continuously by their instructors and reminded of the graduation requirement. A student who completes the program with a GPA of less than 2.0 will be Academically Dismissed and no credential will be awarded.

Re-Enrollment after Dismissal: Students who have been academically dismissed may apply for re-admission after an absence of at least three calendar months. Such application will not be approved unless the student has attended an academic counseling session with the School Director. Based on the results of the counseling session, the formerly dismissed student may be permitted to return to the Institute in a subsequent class cohort at the discretion of the School Director and subject to the policy on "Return After an Absence". A student who returns after a previous Academic Dismissal will be placed on Academic Probation during his/her first marking period after the return.

Consistency with Academic Policies: For purposes of Academic Progress measurement, all issues of grading policy, Grade Point Average (GPA) calculation, attendance, etc. are calculated by the general academic policies of the Institute.

## **TRANSCRIPTS**

Students requesting a copy of their transcript must do so in writing. Compu21 doesn't charge a fee for the first transcript if additional transcripts are needed a \$5 per transcript copy is charged. Please send a self-addressed, stamped envelope with any request for a transcript. The school reserves the right to withhold a transcript if the student's financial account is in the arrears.

## **STUDENT RECORDS**

### **A. Definitions**

1. Progress records maintained by the school include a statement of the courses taken by the student, the student's grades, and the student's attendance.
2. Directory data includes the student's name, address, telephone listing, date of birth, electronic mail address; Anticipation in officially recognized activities, payment detail, and the grant students received.
3. Certificates the students had when they enroll in the school for pre-requirement.

### **B. Confidentiality**

The school director shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or transfer of records should be directed to the school director or his/her qualified designee who shall then determine whether inspection or transfer is permitted.

### **C. Maintenance of Records**

1. While enrolled in the school, all student records shall be maintained in the school of attendance. The school director shall have primary responsibility for maintaining the student records in his/her school:
  - a) All records and files of a school shall be maintained for seven years, except for permanent student records as provided in subdivision (b) of this section, unless specific disposition is authorized by the commissioner
  - b) Student permanent records, compiled at the time of course or curriculum completion, discontinuance, or withdrawal, shall be maintained in a single file for each student, for a period of not less than 20 years after the student completes the program.

### **D. Challenge and/or Amendment of Student Records**

A student has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such requests shall be made in writing directly to the principal. The written request shall: (a) set forth the specific portion of the school record claimed by the challenger to be in error, inaccurate, misleading, or otherwise in violation of the student's privacy rights; and, (b) state the modifications requested in respect thereto.

## **EMERGENCY CLOSINGS AND OTHER CHANGES IN CLASS SCHEDULES**

Occasionally, the School is confronted by the need to close because of inclement weather or other reasons beyond the School's control. Such closings are normally announced through the major radio stations in New York City. In addition, students can also call the School office for school closing information.

Although classes are planned to commence and conclude on the date indicated in the academic calendar, unforeseen circumstances may necessitate an adjustment to class schedules and an extension of time for the completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of School equipment (including computers and/or networks), and unavailability of Reticular School facilities occasioned by damage to the premises, repairs or other causes, and school closings because of inclement weather. The School shall not be responsible for the refund of any tuition or fees in the event of any such occurrence or for the failure of a class to conclude on the date originally scheduled, nor shall the School be liable for any consequential damages as a result of such a schedule change.

## **EQUAL OPPORTUNITY**

Compu21 shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

## **COPYRIGHT INFRINGEMENT POLICIES**

Students of Compu21 are prohibited from using any or sharing copyrighted material. Students who engage in illegal duplication or distribution of copyrighted material are subject to disciplinary action and will be held liable for financial damages by the copyright holder(s).

### CLASSROOM & LAB

Compu21 has instructional equipment including desktops with a windows operation system and training required application/program. School also provides hands-on learning resources such as network equipment, web-based practical labs, phlebotomy training arms, EKG machine, etc.

The classroom and labs are equipped for different courses as indicated below:

A	Classroom and Laboratory-Computer	14
B	Classroom and Laboratory-Computer	12
C	Classroom and Laboratory-Computer	14
D E	Classroom and Laboratory-Medical	20
G	Laboratory - Network	3

Facilities for students that require special accommodations are available. Students with wheelchair advantage can access the building by the ramp and elevator, the space is adaptable in the school.

### CAREER SERVICES

Career Services provides to all Compu21 students and alumni. A wide range of programs and services is designed to assist in career development, job search, and exploration of employment opportunities. These services enable Compu21 students to make informed choices about setting new career goals either in their field or in a new occupational area and assert the necessary steps to achieve these goals. These services include:

### CAREER COUNSELING

The counseling staff helps students in choosing a major and clarifying career goals through assessment of interests, skills, and values. We also assist with resume preparation, mock interviews, and job search strategies.

### RESUME REFERRAL

Resumes of qualified students are forwarded to employers for specific job openings.

### JOB POSTINGS

Listings of full-time, Unit-time, and summer positions for entry-level to experienced job seekers are posted on the School board and/or website.

### CAREER PANELS/SEMINARS

During the academic year, successful alumni and other professionals come to School to discuss career paths in a wide variety of fields. Panelists describe their careers and current trends and offer suggestions in preparation for the competitive job market.

**DIRECTORS**

*Mr. James Chen, M.S. in Computer Science*

**AGENTS**

*Mr. James Chen*

*Ms. Yu Chen (Ann Chen)*

**ADMINISTRATORS**

*Mr. James Chen*

*Ms. Qiao Julia Jia*

*Ms. Yu Chen (Ann Chen)*

*Ms. Liwen Chen*

*Ms. Jian Jia (Jean Jia)*

**INSTRUCTORS**

*Ms. Jia Liu, M.S. in Taxation*

*Mr. Yuvraj Mohan Bhanot, D.D.S. in Dentistry*

*Mr. William Awuku, B.S. in Business Administration*

*Mr. Kwaku Oronde, B.S. in Business Administration*

*& Cisco Certified Network Professional (CCNP)*





## WEEKLY TUITION LIABILITY CHART

Medical Assistant Tuition: \$9,900 (\$3,300 per quarter)				
If Termination occurs during this Quarter of the Program	School may keep		Student may keep	
Prior to or during the first week	0%,	\$0	100%,	\$3,300.00
During the second week	25%,	\$825.00	75%,	\$2,475.00
During the third week	50%,	\$1,650.00	50%,	\$1,650.00
During the fourth week	75%,	\$2,475.00	25%,	\$825.00
After the fourth week	100%,	\$3,300.00	0%,	\$0
If Termination occurs during the Second Quarter of the Program	School may keep		Student may keep	
During the first week	25%,	\$825.00	75%,	\$2,475.00
During the second week	50%,	\$1,650.00	50%,	\$1,650.00
During the third week	75%,	\$2,475.00	25%,	\$825.00
During the fourth week	100%,	\$3,300.00	0%,	\$0
If Termination occurs during the Third Quarter of the Program	School may keep		Student may keep	
During the first week	25%,	\$825.00	75%,	\$2,475.00
During the second week	50%,	\$1,650.00	50%,	\$1,650.00
During the third week	75%,	\$2,475.00	25%,	\$825.00
After the third week	100%,	\$3,300.00	0%,	\$0

<b>Cloud and Security Network Administrator Tuition: \$18,000 (\$4500 per quarter)</b>				
<b>If Termination occurs during this Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
Prior to or during the first week	0%,	\$0	100%,	\$4,500.00
During the second week	25%,	\$1,125.00	75%,	\$3,375.00
During the third week	50%,	\$2,250.00	50%,	\$1,800.00
During the fourth week	75%,	\$3,375.00	25%,	\$1,125.00
After the fourth week	100%,	\$4,500.00	0%,	\$0
<b>If Termination occurs during the Second Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
During the first week	25%,	\$1,125.00	75%,	\$3,375.00
During the second week	50%,	\$2,250.00	50%,	\$1,800.00
During the third week	75%,	\$3,375.00	25%,	\$1,125.00
During the fourth week	100%,	\$4,500.00	0%,	\$0
<b>If Termination occurs during the Third Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
During the first week	25%,	\$1,125.00	75%,	\$3,375.00
During the second week	50%,	\$2,250.00	50%,	\$1,800.00
During the third week	75%,	\$3,375.00	25%,	\$1,125.00
After the third week	100%,	\$4,500.00	0%,	\$0
<b>If Termination occurs during the Fourth Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
During the first week	25%,	\$1,125.00	75%,	\$3,375.00
During the second week	50%,	\$2,250.00	50%,	\$1,800.00
During the third week	75%,	\$3,375.00	25%,	\$1,125.00
After the third week	100%,	\$4,500.00	0%,	\$0

<b>Accounting &amp; Bookkeeping Package Tuition: \$12,600 (\$4,200 per quarter)</b>				
<b>If Termination occurs during this Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
Prior to or during the first week	0%,	\$0	100%,	\$4,200.00
During the second week	25%,	\$1,050.00	75%,	\$3,150.00
During the third week	50%,	\$2,100.00	50%,	\$2,100.00
During the fourth week	75%,	\$3,150.00	25%,	\$1,050.00
After the fourth week	100%,	\$4,200.00	0%,	\$0
<b>If Termination occurs during the Second Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
During the first week	25%,	\$1,050.00	75%,	\$3,150.00
During the second week	50%,	\$2,100.00	50%,	\$2,100.00
During the third week	75%,	\$3,150.00	25%,	\$1,050.00
During the fourth week	100%,	\$4,200.00	0%,	\$0
<b>If Termination occurs during the Third Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
During the first week	25%,	\$1,050.00	75%,	\$3,150.00
During the second week	50%,	\$2,100.00	50%,	\$2,100.00
During the third week	75%,	\$3,150.00	25%,	\$1,050.00
After the third week	100%,	\$4,200.00	0%,	\$0

<b>Certified Network Administrator Package Tuition: \$10,200 (\$5,100 per quarter)</b>				
<b>If Termination occurs during this Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
Prior to or during the first week	0%,	\$0	100%,	\$5,100.00
During the second week	25%,	\$1,275.00	75%,	\$3,825.00
During the third week	50%,	\$2,550.00	50%,	\$2,550.00
During the fourth week	75%,	\$3,825.00	25%,	\$1,275.00
After the fourth week	100%,	\$5,100.00	0%,	\$0
<b>If Termination occurs during the Second Quarter of the Program</b>	<b>School may keep</b>		<b>Student may keep</b>	
During the first week	25%,	\$1,275.00	75%,	\$3,825.00
During the second week	50%,	\$2,550.00	50%,	\$2,550.00
During the third week	75%,	\$3,825.00	25%,	\$1,275.00
During the fourth week	100%,	\$5,100.00	0%,	\$0