



SUMMARY OF PROGRAMS

(Equipment and Supplies Required for Enrollment in these Programs)

PROGRAMS	Course Length (weeks)	Clock Hrs per Wk.	Total Clock Hrs	Registration Fee	Equipment, Tools, Books and Supplies	Tuition Fees	Total Cost	Class Clock Hours Schedule
COMPUTER								
<i>Computer Set-up/ Maintenance and Operator</i>	16	30	480	\$150	\$825 \$300 Repairing Kit	\$6,000	\$7,275	Monday-Friday 8:30am - 2:30pm or Evening Classes Monday - Thurs 6 pm - 9:00 pm Or Saturday 9:00 a.m.- 3:00 p.m.
<i>Computer Office Specialist</i>	13	30	390	\$150	\$825	\$5,000	\$5,975	Monday-Friday 8:30 am- 2:30 pm or Evening Classes Monday - Thursday 6 pm - 9:00 pm
PHOTOGRAPY								
<i>Diversified Photography</i>	16	27	432	\$150	\$825	\$6,000	\$6,975	Monday–Thursday (Friday Optional) 8:30 am - 2:30 pm
AUTO MECHANIC								
<i>Light Duty Auto Mechanic</i>	20	32.5	640	\$150	\$825	\$6,000	\$6,975	Monday-Friday 8 am- 2:30 pm Or Evening Classes 6 p.m. – 9 p.m. Mon. & Wed or Saturdays 8:00 a.m.- 2:00p.m
<i>Electricity Performance</i>	24	7	162	\$150	\$825	\$2,600	\$3,575	Mon. & Wed. or Tues. & Thurs. 6:00 pm – 9:00 pm or Saturday 8:00 am – 2:30 pm

- Open Enrollment every Monday
- Catalog is updated annually and as needed

All programs are offered in English and Spanish
 Catalog Period Covers Jan. 1, 2015 to Dec. 31, 2015
 Revised January 5th, 2015 and April 16th, 2015

Website : www.intechcollege.com * E-mail : intech.college@yahoo.com



Table of Contents

Topics	Page No.
Summary of Programs	1
Table of Contents	2-3
General Information	4-8
Ownership	
School History	
School Address, Physical Description, Instructional Equipment and Library Resources	
School Philosophy	
Institutional Financial Status	
Administration and Instructors	
Approval Status Disclosure Statement	
List of Courses and Clock Hours of Instruction	
Notice Concerning Transferability of Credits and Credential Earned at our Institution	
Review Catalog and School Performance Fact Sheet Prior to Enrollment	
Programs not Designed to Lead to Licensure in the State of California	
For Questions not Satisfactorily Answered by the Institute contact the Bureau	
Administration Policies	9-11
Mission Statement	
Objectives	
Admission Requirements	
Procedure for Enrollment	
Experiential Credit	
Financial Aid	
Student Visas	
Instruction Languages	
Student with Disabilities	
Non-Discrimination Policy	
Filing a Complaint about this Institution to the Bureau	
Schedule of Operations	
Cancellation, Withdrawal, and Refund Policies	
Academic Policies	12-16
Grading and Progress Systems	
Class Size and Personal Property	
Statement of Satisfactory Academic Progress	
Course Title, Length, and Maximum Time Course Allowable	
Incomplete Subjects and Remedial Studies	
Withdrawal and Reinstatement	
Academic Review and Appeal Process	
Attendance and Leave of Absence Policies	
Student Conduct Policy	
Probation and Dismissal Policies	
Student Grievance Policy	
Bureau for Private Postsecondary Education Address	
Student Records - Right of Privacy	
Graduation Requirements	
Course Length	



TABLE OF CONTENTS Continued

Topics	Page No.
Academic Policies Cont.	12-16
Change of Programs	
Drug Abuse Policy	
Student Services	17
Advising	
Tutoring	
Housing	
Transportation	
Distance Education	
Job Placement Assistance	
Cancellation and Withdrawal Policies	18
Cancellation Notice	
Refund Policies	19-22
Tuition and Fees	
Calculation of Prorated Refund	
Tuition Refund Prior to First Day of Class	
Tuition Refund and Credit	
Materials and Tools	
Tuition Refunds to Third-Party Students	
Refund Table	
Tuition Refund after Commencement of Classes	
Example of Refund Table	
Student Tuition Recovery Fund (STRF)	
Notice of Students Rights	
Student Enrollment Package Form	23
<u>COMPUTER COURSES</u>	
Computer Set/ Up Maintenance and Operator	25
Course Curriculum, Length, Hours and Schedule	
Computer Office Specialist Program	26
Course Curriculum, Length, Hours and Schedule	
<u>PHOTOGRAPHY COURSE</u>	
Diversified Photography Program	27
Course Curriculum, Length, Hours and Schedule	
<u>AUTO MECHANIC COURSES</u>	
Light Duty Auto Mechanic Program	28
Course Curriculum, Length, Hours and Schedule	
Electricity Performance Course	29
Course Curriculum, Length, Hours and Schedule	
Refund Calculation Sheet	30



OWNERSHIP

INTECH College is a private vocational training institution owned by a California Corporation, and it is in good standing financial status.

SCHOOL ADDRESS, PHYSICAL DESCRIPTION, INSTRUCTIONAL EQUIPMENT AND LIBRARY RESOURCES

INTECH College Address: The campus is located at 10012 Garvey Avenue, #7, El Monte, CA 91733. The School is a one-story fully air-conditioned building with classrooms and labs for Computer, Photography and Auto Mechanics classes. INTECH College also has an Auto Mechanic Shop which is located approximately one block from the school at 3008 Potrero Ave., Suite A, South El Monte, CA 91733 .

Physical Description: The College has a Department for Admissions and a Student Services, as well as a Job Placement Center. The Computer Classroom and Lab has 10 individual computer stations, a computer repair and maintenance section, the equipment, tools and supplies have a storage area, and the instructor's work area with a large-screen and bulletin board for group-training purposes. The Photography Classroom and Studio has the capacity for up to 10 students with 2 different photography back-drops, studio lights, cameras, trip-pods, photography props, and desks for digital imaging photography, the students use the individual computer stations. The Auto Mechanic classroom has up to 10 individual student desks. Additionally, the Auto Mechanic Department has a fully-equipped auto mechanic shop with 2 separate working stations, equipped with a vehicle hoist with a 10,000 capacity for hands-on training in diagnostics, maintenance and repairs for most vehicles. Maximum occupancy level for the facility is up to 15 students per class. The campus is within easy access from both, the I-10 and the 60 Freeways.

Instructional Equipment: Students use a variety of hand-held tools, as well as stationary equipment. Examples of hand-held tools: Digital cameras, lenses, Network Testers, card readers, Digital Power Testers, Network tools etc. Stationary equipment: computers, printers, scanners, auto mechanic hoist, engine analyzer, Professional Snap-on Auto Scanners, Mitchell on Demand and All Data and associates software, brake-lathe, grinders, studio lights, back-drops, special large-screen, etc. If applicable, students received a set of tools according to their training program for their personal use during the program which they continue to use after the program is completed which it will aid them in seeking and finding employment in the designated field. Also, the student has the option to either receive the tools from the school for the taken program or buy the tools themselves.

Library Resources: The school does not have a library on campus, but students are welcome to use the

San Gabriel Library
500 S Del Mar Ave
San Gabriel, CA

We have at the office relevant books, manuals and other materials pertaining the industries and or programs that are available for the students and use on campus.



SCHOOL PHILOSOPHY

INTECH College has been set-up to meet the vocational education needs of the rehabilitation industry, dislocated-workers, as well as the general public. The school trains students with entry-level skills in the fields of computer technology, digital imaging photography, auto mechanics and Electricity Performance, enabling graduates to find employment in their respective field of study, or set-up a shop on their own. The purpose of these programs is to provide the students with marketable skills, helping them to return to the work-force and become financially independent and stable. We constantly strive to improve the quality of our services. The school will modify and/or add new programs to our offering to accommodate the labor-market demands in the community. Thus, our goal is to assist our graduates to obtain employment and/or return to the workforce.

INSTITUTIONAL FINANCIAL STATUS

INTECH College is in good financial status. This institution does not have a pending petition in bankruptcy, is not operating as a debtor-in-possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy file against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.)

ADMINISTRATION

- **Jacqueline Vigil** School Director, Admissions,
Student Complaints, and Custodian of Records
Bachelor of Arts Degree in Political Science
- **Jorge Placido** Community Outreach Coordinator and
Student Services
Facultad de Comercio y Administracion de Guerrero
Bachelor in Business Administration
- **Jose Lopez** Job Placement Officer and Student Services
University Autonoma de Guadalajara
Public Relations Studies

INSTRUCTORS

- **Ruben Jimenez** Computer Technology
Master Degree in Computer Technology
University National Autonoma of Mexico
- **Julio Estrada** Diversified Photography Instructor
Associates and Bachelor Degree in Visual Communication
Westwood College – Los Angeles, California
- **Marisela Castillo** Computer Technology
A+ Certified Computer Repair Technician / COMPTIA
University Autonoma de Sinaloa
Bachelor Degree in Accounting and IT Programming
- **Francisco Villanueva** Auto Mechanic Instructor
Degree in Automotive Technology
Instituto Politecnico de Mexico
ASE Certified

Instructors maintain their knowledge by attending seminars, workshops and trainings. Institution holds monthly staff meetings to go over any issues and educational updates.

APPROVAL STATUS DISCLOSURE STATEMENT

INTECH College is a private institution located at 10012 Garvey Avenue, Suite # 7, El Monte, CA 91733. Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the CPPEA of 2009 (CA Education Code, Title 3, Division 10, Part 59. Chapter 8), which is effective January 1, 2010.



This facility and its operations have and will continue to comply with the standards established under the law for vocational instruction under Chapter 94809 (a) (1) and (2). Course curriculums must be reviewed and renewed annually; they are subject to continuous review. The school must apply for re-approval and submit annual reports to the Bureau for Private Postsecondary Education (BPPE.)

LIST OF COURSES

COMPUTER PROGRAMS:

Computer Set-up and Maintenance Operator	480 Hours	DOT 209.562.010
Computer Office Specialist	390 Hours	DOT 209.562.010

PHOTOGRAPHY PROGRAM:

Diversified Photography	432 Hours	DOT 976.380. 010
-------------------------	-----------	------------------

MECHANIC PROGRAMS:

Light Duty Auto Mechanic	640 Hours	DOT 620.261.010
Electricity Performance	162 Hours	DOT 620.261.010 DOT 625.281.066

Instruction is limited to 30 students at one time. A Certification of Completion is awarded to graduates for successful completion of each academic program. There is currently one governmental program The Work Investment Act (WIA) which sponsors the Computer Repair and Auto-mechanic programs only. Prospective students are advised to visit the school facility and discuss personal, educational and vocational plans with school personnel prior to considering for enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at **INTECH College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn Computer Set-up and Maintenance Operator, Computer Office Specialist, Diversified Photography, Light Duty Auto Mechanic, and/or Electricity Performance is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **INTECH College** to determine if you certificate will transfer.

Review Catalog and School Performance Fact Sheet Prior to Enrollment

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



10012 Garvey Avenue # 7
El Monte, CA 91733
Phone: (626) 443-0044 / Fax: (626)444-0003

Programs not Designed to Lead to Licensure in the State of California

It is important to note that **INTECH College's** educational programs are not designed to lead to any positions in a profession, occupation, trade, or career field requiring licensure in the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

For Questions not Satisfactorily Answered by the Institute Contact the Bureau

Any questions a student may have regarding this catalog and/or the school services that have not been satisfactorily answered by the Institution may be directed to the:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Web Address: www.bppe.ca.gov

Toll Free: 1 (888) 370-7589

Mailing Address: P.O. Box 980818
W. Sacramento, CA 95798-0818

Fax Number: (916) 263-1897

Tel. Number: (916) 431-6959



ADMINISTRATION POLICIES

Mission

The Mission of **INTECH College** is to provide injured and/or displaced workers, and the public with marketable entry-level skills which will enable them to secure employment, and re-enter the workforce as a productive person in today's society, thereby gaining employment, social acceptance and economic independence.

Objectives

INTECH College in order to continually maintain our School's mission, a set of viable objectives were implemented. These objectives are articulated to the student, school visitors as well as government agencies in order to ensure consistency and quality of our education and job placement services, as well as protection to the students from fraud or deception. The objectives of our programs is to prepare our students with the skills and knowledge required to successfully meet the job requirements of the market place.

Admissions Requirements

The programs offered by the Institute are for men and women who poses a strong motivation to learn and a desire to become skilled in the fields of Computer Technology, Digital Imaging Photography and/or Auto Mechanics / and Electricity Performance. Applicants must possess a high school diploma, a GED, and/or passing of ATB exam approved by US Department of Education. The test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arrange by appointment and is handled as a separated appointment from the initial enrollment interview. Students are notified of their test scores via telephone. If the prospective student receives a qualifying score, the prospective student is eligible to enroll in the training program. If the student does not attain a qualifying score, the prospective student may re-test after 15 days.

The following ATB minimum scores are:

ASSET TEST

Writing Skills 36; Reading Skills 24; Numerical Skills 32

TEST OF ADULT BASIC EDUCATION (TABET)

Writing Skills 25; Reading Skills 31; Numerical Skills 20; Math Concepts 25

Procedure for Enrollment

The prospective student may call to make an appointment for an interview. At the meeting, the prospective student is provided with a School Catalog and the School Performance Fact Sheet. The School's vocational programs and services are explained. The prospective student's vocational goals and educational needs are discussed. Then a tour of the facility and classrooms is provided. Teaching methods are explained, and the equipment briefly demonstrated.

Prospective students are encourage to visit the classes for 1 to 2 days before signing the contract agreement. The prospective student then reviews and signs the Enrollment Agreement, Student Fact Sheet forms. The School Representative approves the Enrollment Agreement and a copy of all signed documents is provided to the prospective student. The student, as well as the vocational counselor or case manager, are informed of class schedules, refund and cancellation policies, start and completion dates, and requirements needed in order to obtain the Certificate of Completion.



Experiential Credit

Students seeking credit for previous training or experience will be interviewed by the School Director and/or Admission's Officer; then a written, oral, and a one or two-day hands-on assessment will be provided by the instructor to assist in determining the level at which the student may enter a program. Upon the review and verification of transcripts and/or employment history, the School may accept experiential credit for prior experience, education and/or knowledge to our academic programs. Tuition would be prorated accordingly to the experiential credit accepted or granted, at the discretion of the School's Administration. **INTECH College** has not entered into an articulation or transfer agreement with any other institution or university.

Financial Aid

INTECH College does not participate in federal and/or state financial aid programs. The school does not provide, engage nor encourages student loans for any of our training programs. The law states that if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus accrued interest.

Student Visas

INTECH College does not facilitate student visas, admits or vouches for students from other countries with student visas.

Instruction Languages

Instruction at **INTECH College** is provided in English and Spanish. All of the course materials are available in both languages. Prospective students must be fluent and have a clear understanding/proficiency in English and/or in Spanish.

Students with Disabilities

Individuals with special needs and/or are handicap may apply for admission. The School and classrooms are well-lit and easily accessible by wheelchair.

Non-Discrimination Policy

No person will be denied admission, or any other rights and privileges at our school due to race, skin color, sex, national origin, handicap or religion. All persons enrolling must be beyond the age of compulsory secondary education.

Filing a Complaint about this Institution to the Bureau

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by **calling toll free at 1 (888) 370-7589** or by completing a complaint form, which can be obtained on the Bureau's Internet Web site: www.bppe.ca.gov



SCHEDULE OF OPERATIONS

Students may start attending school on each Monday (except holidays).

Office Hours: Monday through Friday, 8:00 a.m. to 3:00 p.m.

Instruction Hours: Monday through Friday, 8:00 a.m. to 3:00 p.m.
6:00 p.m. to 9:00 p.m.
Saturdays 8:00 a.m. to 3:00 p.m.

Holidays Calendar: INTECH College is closed on the following holidays:

• New Year's Day	• Memorial Day	• Thanksgiving (2 days)
• Martin Luther King's Day	• Independence Day	• Winter Brake (Dec.23 to January 4 th)
• Presidents' Day	• Labor Day	
• Good Friday	• Veterans' Day	

Start and End Dates

INTECH College has open enrollment on a weekly basis. Most of our training programs begin every Monday, unless the class falls on a holiday. However, students must check with the school for the starting date of any of our training programs.

Cancellation, Withdrawal, and Refund Policies

The student has the right to cancel his/her Enrollment Agreement at any time. The Notice of Cancellation shall be in writing. Please refer to page 18 of this catalog for a copy of the Cancellation Notice Form with the procedures required to cancel the Enrollment Agreement or withdraw from the institution and be able to obtain a refund consistent with the requirements of Article 13, Section 94920 (a), (b), (c), (d), and (e). Refer to page 19 for refund policies and to page 20 for a Refund Table. The withdrawal from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.



ACADEMIC POLICIES

Grading and Progress Systems

Grades and grade-averages are based on a combination of attendance, assignments and projects completed, and evaluations. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. These ratings are assigned and the student is informed of them on a regular basis. Incomplete grades must be cleared within two weeks following notification. If this is not done, the incomplete grade will be recorded as unsatisfactory. Graduating students receive a Certificate of Completion when all the required clock hours have been completed with an average grade of "C" or better. Students who have been unable to earn the minimum grade for completion will only receive a Certificate of Attendance.

The School's grading system is as follows:

A - 91-100 (4.0)	D - 61-70	(1.0)
B - 81-90 (3.0)	F - 69 and below	(0)
C - 71-80 (2.0)	I - Incomplete	(0)

Class Size and Personal Property

Class size varies with each course. There is a maximum student ratio of ten per instructor. The average class size of our computer lab is approximately ten. The ratio of student/teacher in our auto mechanic course is also up to ten students per instructor. Each student is assigned her/his own workstation and/or desk. Our school is not responsible for loss or damage to any personal property.

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

General Statement

The Higher Education Act mandates that the institutions of higher learning establish minimum standards of "satisfactory academic progress" for students receiving financial aid. The College applies these standards to all students, regardless of the sources of payment of tuition. Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the Institute. These objectives are directly correlated with the performance standards set by the Institute. The elements of satisfactory progress are:

Students are graded as they complete projects specified in the curriculum. Grades are determined as a compilation of tests scores (written and practical) and such other criteria and observations as the school deems appropriate for occupational training.

General Statement Continued

- To maintain satisfactory academic progress, a student attending on a full-time basis has a maximum time frame in which to earn a Certificate of Completion, as follows:

Course Title	Length	Maximum Time Course Allowable
COMPUTER PROGRAMS:		
Computer Set-Up/Maintenance Operator	4 months	6.5 months
Computer Software Specialist	3 months	5.5 months
PHOTOGRAPHY PROGRAM:		
Diversified Digital Photography	3 months	5.5 months
AUTO MECHANIC PROGRAMS:		
Light Duty Auto Mechanic	4 months	6.5 months
Electricity Performance	162 Hours	250 Hours

These time frames can be adjusted in the event the student changes from one curriculum to another on a prorated basis, and to accommodate special medical or other personal needs at the discretion of the Administration.

Student/instructor ratios will be maintained at the lowest level commensurate with the depth and intensity of the training presented. Each applicant to this program will be administered assessment and proficiency exams for the evaluation of performance standards. All students will be evaluated upon completion of each module of study, or monthly (depending on the specific curriculum), in order to determine whether the student has made adequate progress towards the standards required by employers for entry-level positions, or according with the School's exit requirements, and the completion of the entire curriculum within the maximum time frame allotted for the course.

Incomplete Subjects and Remedial Studies

To maintain satisfactory academic progress, students who incur an absence are required to make-up time equivalent to missed instructional clock hours at no more than 15%. Lost time while a student is on a leave of absence will not be counted as an absence. A student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat or make up lost time. The work done during made up time shall be given full credit.

WITHDRAWAL AND REINSTATEMENT

A student who does not maintain satisfactory academic progress during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. If, at the end of the probationary period, the student does not correct these deficiencies, she/he will be subject to dismissal at the discretion of the School Director. No student will be permitted to graduate until all the course work is completed. In that event, the student will be required to expend her/his course of study, at their own expense, until all work is made up and all other graduation criteria are met. If not, the student may be subject to dismissal at the discretion of the School Director.

Academic Review and Appeal Process

A student placed on academic probation may review this decision and appeal it through the Admissions Department. A request for any change in the student file must be made in writing, and the reasons stated in full. All requests are reviewed by the director in consultation with the student's instructor, and a determination made. The student may meet with any school official in order to review the determination. In the event the student further disputes the record, a third party who has no interest in the School and who is knowledgeable in the respected field of training will be asked to review the student's record and make a written recommendation to the Director for a final action.

ATTENDANCE POLICY

Students are expected to attend scheduled classes, as they would be present for work. The School Director will counsel students failing to maintain a minimum of 85% attendance. All absences, punctuality and attendance are recorded and the student will be required to make up the instructional time originally establish by the institution.

Absence- Absences will be considered as excuses under the following circumstances: death or birth in the immediate family. Students under the "Workers' Compensation System" have appointments from the attorney, doctor(s), vocational counselor, and other valid reasons, substantiated in writing and related with the WC Rehabilitation case. If the students doesn't provide to the office with a note and a copy of the appointment, this specific absence will be taken as "un-excused absence".

Tardiness- Tardiness creates disruption in the learning environment and is discouraged.

Probation and Suspension for Unsatisfactory Attendance - Students who incur in five unexcused absences within a month will be placed on probation. If attendance is not improved and maintained within 85% of the time, students may be suspended.

Missing Class - Will be considered as an absence.

Make-Up Work - All absences will result in the need to make-up the time lost from class and the missing assignments. Make-up hours will not be considered as regular classroom time.



Leave of Absence - A written request for a leave of absence is required in the event the student feels s/he needs one. This request is to be addressed to the School Director. Leave of Absence will not be granted for periods exceeding 30 days. A request for longer periods of absence, for medical reasons, is to be addressed to the school director. Periods longer than 60 days for non-medical reasons will not be granted. Leave of Absence for medical reasons may be granted for periods not to exceed 6 months, pending a note from the student's treating physician. All requests must be made in advance of the leave. In the event of an emergency, the student is required to make all efforts to contact the school. A student who has not returned to school after the leave of absence period has expired, and has not notified the school of the need for additional time, will be automatically dismissed.

STUDENT CONDUCT POLICY

Students are expected to act in a professional and courteous manner towards other students, as well as school staff and instructors. **INTECH College** reserves the right to dismiss students for intoxication or possession or use of nonprescription drugs while on school premises or for behavior which creates a safety hazard or which otherwise disrupts the school activities.

PROBATION AND DISMISSAL POLICIES

In the event the student is placed on probation, suspended or dismissed due to academic or other violations of school rules or policies, the student will receive the reasons for the action, in writing, from the School Director or the Administrator. Probation periods shall not exceed 60 calendar days. If the student has not corrected the problem within the probation period, the student shall then be subject to termination at the discretion of the School Director.

STUDENT GRIEVANCE POLICY

Any unresolved complaints about status, grades, records, faculty, or any other complaints shall be addressed to the instructor. If no resolution has been achieved, the student will be referred to the School Administrator's Office. If no resolution, the complaint shall be referred to the School Director. Finally, if the student disputes a decision made by the School Director, the student may contact the following:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Web Address: www.bppe.ca.gov
Toll Free: 1 (888) 370-7589

Mailing Address: P.O. Box 980818
W. Sacramento, CA 95798-0818
Fax Number: (916) 263-1897
Tel. Number: (916) 431-6959

The College's designated Student Complaint Investigator is Mrs. Jacqueline Vigil. The Student Complaint Investigator is regularly accessible during normal business hours.



STUDENT RECORDS - RIGHT OF PRIVACY

The Federal Right of Privacy Act of 1964 allows all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such government agencies or individuals authorized by law are allowed access without prior written permission by the student. State law requires that the school maintains student records for no less than a five-year period at the school premises. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

GRADUATION REQUIREMENTS

Upon completion of all the classroom and laboratory education with a grade point average of at least 2.0 or better, the student will be issued a certificate attesting to her/his successful completion. Students who have not achieved minimum 2.0 grade average may obtain a Certificate of Attendance.

COURSE LENGTH

Instruction is measured in completion of course module. The required projects for each course must be completed unless credit has been granted for prior training or experience. The duration of each course varies and depends on the requirements of the industry.

CHANGE OF PROGRAM

Program changes must be initiated with the Director. A student must attend all classes in which he/she has originally enrolled until the curriculum change is authorized.

DRUG ABUSE POLICY

INTECH COLLEGE does not tolerate any use of non-prescription and controlled substances, and fully supports the Drug-Free Schools and Communities Act of the United States Congress. The School reserves the right to dismiss immediately, any student who uses non-prescribed drugs while on school premises, or when a student comes to school while under the influence of illegal substance and/or alcohol.

STUDENT SERVICES

Advising

Each student will have a review of his/her progress every month. Any student experiencing problems that affect his/her progress will be counseled by an instructor or the School Administrator to assist him/her to overcome the difficulty.

Tutoring

Tutoring may be arranged with the individual instructor. Tutoring Services are free-of-charge.

Housing

INTECH College does not provide any form of student housing assistance. The College does not have any dormitory facilities or housing for students under its control. Although there is student housing in the immediate area or near campus, and the cost may range from \$450 per room to \$1,350 for a one to two-bedroom apartment, the School does not make any type of recommendations regarding housing and/or costs. This institution does not have any responsibility to find or assist students in finding housing.

Transportation

Public bus transportation is available with stops located near the School campus. There are student bus passes available for purchase from the Southern California Rapid Transit District.

JOB PLACEMENT ASSISTANCE

INTECH College provides one year of job placement assistance to its graduating students at no additional cost, and without any guarantee of employment, or any amount of compensation that can be obtained. The following is a list of our job placement services: resume and cover letter preparation, skills on how to complete an employment application properly, interviewing techniques through mock-interviews, using technology and internet services to seek possible job opportunities and current job leads, and net-working within the respected industry, while reaching out to other community non-profit organizations and government-base agencies to assist in obtaining employment.

- **Resume and Cover Letter:** Educate students on the different types of resumes and cover letters, and assist them in preparing their own job-seeking marketing tools.
- **Employment Application:** Teach students the proper form to complete any employment application.
- **Interviewing Techniques:** Prepare students to interview properly, to identify their transferable skills, and to market all their knowledge, abilities, and experience.
- **Technology and Internet Services:** Instruct students on how to use the internet services to seek and obtain employment.
- **Job Leads:** Train Students to seek current job leads in their respective field.
- **Job Placement Net-working:** Direct and guide students to reach out and use community non-profit organizations and government agencies for job placement purposes.



CANCELLATION NOTICE

(Date) _____
(Enter date of first class received)

"You may cancel this Contract from School, without any penalty or obligation by the date stated below."

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the School's receipt of your Cancellation Notice."

"But, if the School gave you any equipment, you must return the equipment within 45 days of the date you signed a Cancellation Notice. If you do not return the equipment with this 45-day period, the School may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item shall be separately stated. The amount charged for each equipment item shall not exceed the equipment's fair market value. The Institution is required to refund any amount over that as provided above, and you may keep the equipment."

" To cancel the Contract for School, mail or deliver a signed and dated copy of this Cancellation Notice, or any other written notice or send a telegram to:

INTECH COLLEGE
10012 Garvey Avenue, #7, El Monte, CA 91733

"NOT LATER THAN"

(Enter midnight of the date that is the SEVENTH business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable)

"I (your name) _____ cancel the Contract for School." _____ (date) _____
Student's Signature) _____

"REMEMBER, YOU MUST CANCEL IN WRITING." You do not have the right to cancel by phone, by sending an e-mail or by not attending classes.

"If you have any complaints, questions, or problems which you cannot resolve with the School, write or call:

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400 *Mailing Address:* P.O. Box 980818
Sacramento, CA 95833 W. Sacramento, CA 95798-0818
Web Address: www.bppe.ca.gov *Fax Number:* (916) 263-1897
Toll Free: 1 (888) 370-7589 *Tel. Number:* (916) 431-6959



REFUND POLICY

Tuition and Other Fees

If the student is rejected from training by the administration of **INTECH College**, the student will receive a 100% refund of all monies paid. Students who are accepted into their chosen course, have a right to withdraw from a program of instruction at any time. You may cancel your training without any penalty or obligation at any time.

CALCULATION OF PRORATED REFUND: The refund shall be calculated as follows:
Deducting the registration fee of \$150.00 from the total cost of training.
Dividing the tuition by the number of hours in the program.
The quotient is the hourly charge for the program.
The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
The refund will be any amount in excess that was paid by the student's third-party.

TUITION REFUNDS AND CREDIT: The Institution shall pay or credit refunds due within 45 days following the date upon which the student withdrawal has been determined.

MATERIALS AND TOOLS: The student must return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal. The Institute will refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the Institute will offset against the refund calculated.

TUITION REFUNDS TO THIRD-PARTY STUDENTS: Tuition refunds for students whose training is paid by a third-party (i.e. workers compensation insurance carrier, WIA/Workforce Centers, etc.), will be directly sent back to the third-party. Their respective Vocational Counselor will receive a **Notice of Refund** stating the amount of the refund and to whom the refund was made with a copy of the check.

REFUND TABLE

TUITION REFUND AFTER CLASSES BEGIN:

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first class session or the **seventh (7th) day after enrollment**, whichever is later. Cancellation must be done in writing, and the Student shall be refunded all monies paid within 45 days after receipt of the notice. If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days. A Student may withdraw from School at any time and receive a refund of paid for, but unused costs. The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.

EXAMPLE OF REFUND TABLE Period of Attendance on a Percentage Basis

PROGRAMS	10%	25%	50%	60%
Computer Set-up/ Maintenance and Operator 480 Hours \$6,000	48 Hrs. \$5,400	120 Hrs. \$4,500	240 Hrs. \$3,000	288 Hrs. \$2,400
Computer Office Specialist 390 Hours \$5,000	39 Hrs. \$4,500	98 Hrs. \$3,750	195 Hrs. \$2,500	234 Hrs. \$2,000
Diversified Photography 432 Hours \$6,000	43 Hrs. \$5,400	108 Hrs. \$4,500	216 Hrs. \$3,000	259 Hrs. \$2,400
Light Duty Auto-Mechanic 640 Hours \$6,000	64 Hrs. \$5,400	160 Hrs. \$4,500	320 Hrs. \$3,000	384 Hrs. \$2,400
Electricity Performance 162 Hours \$1,440	16.20 Hrs. \$1,296	40.5 Hrs. \$1,080	81 Hrs. \$720	97.20 Hrs. \$576

STUDENT TUITION RECOVERY FUND (STRF)

“Effective January 1, 2015, the Student Tuition recovery Fund (STRF) assessment rate will be zero(\$0) per \$1,000. Therefore INTECH College will not collect any STRF fee to the students who prepaid their tuition before January 1, 2015 and did not start the trainings until 2015 or got enrolled after January 1st, 2015.”

The Student Tuition Recovery Fund (STRF) to be eligible for STRF, if all of the following applies to you:

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party such as an employer, government programs or other payer unless you have a separate agreement to repay the third-party.



You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third-party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in education programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

You may be eligible for STRF, if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered economic loss as a result from any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third- party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from Bureau for Private Postsecondary Education (BPPE) that the school is closed. If you do not receive notice from BPPE, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Web Address: www.bppe.ca.gov

Toll Free: 1 (888) 370-7589

Mailing Address: P.O. Box 980818
W. Sacramento, CA 95798-0818

Fax Number: (916) 263-1897

Tel. Number: (916) 431-6959



NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract with the school, without any penalty or obligation on the first class session, or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form that will be given to you on the first class you go to.

Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Web Address: www.bppe.ca.gov

Toll Free: 1 (888) 370-7589

Mailing Address: P.O. Box 980818
W. Sacramento, CA 95798-0818

Fax Number: (916) 263-1897

Tel. Number: (916) 431-6959



STUDENT ENROLLMENT PACKAGE FORM

The Student has been provided with a School Catalog which contains the following forms:

	Form Description	Student Initials	Date
1.-	Cancellation Notice Form (page #18)		
2.-	Refund Policy Form (page #19)		
3.-	Refund Table Form (page #20)		
4.-	Student Tuition Recovery Form (STRF) (pages #20 & 21)		
5.-	Notice of Students Rights Form (page #22)		

_____ **The Student has also been provided with a School Performance Fact Sheet**
Initials/Date

Student's Name: _____

Student's Signature: _____

Date: _____

School Representative Signature: _____

Date: _____



**COMPUTER SET-UP
 AND MAINTENANCE OPERATOR**

DOT. 209-562-010

16 Weeks - 480 Clock Hours

(Equipment Required for Enrollment in the Program)

Textbook: *“Up Grading and Repairing PCs – 20th Edition” by Scoot Mueller*

Occupational Objective

The Computer Set-Up and Maintenance Operator is a program designed for students with or without any previous training and/or knowledge in the computer field. At the completion of this program, the student will be able to demonstrate entry level employable skills in performance of set-up, maintenance, service and repair techniques of computers, specifically in microprocessor systems (PC’s), LAN Networks, Computer Operating Systems, drivers, software, Installation of Windows, In addition, the graduate will be able to install and configure applications, and be able to use the Troubleshooting Method to diagnose, repair and correct software and hardware problems.

The student will be trained to have the skills and ability to gain entry-level employment in computer manufacturers, computer dealerships, service companies, and/or independent employment. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module.

COURSE OUTLINE

CLASS HOURS

Computer Fundamentals and Environment of Windows	60
Microsoft Office 2010 Word Basic	60
Internet Fundamentals	30
Introduction to the Computer	30
Assembling, Upgrading and Maintenance of Computers	30
BIOS Configuration and Boot Options	15
Partition Utilities and Information Backup	15
Windows XP, Vista and windows 7, windows 8.1 installation and drivers configuration	60
Servicing Computers and Maintenance	60
Servicing LAN Networks	30
Setup Own Computer and General Review	90

Total Clock Hours

480 Hours

Schedule: Monday – Friday
 8:30 a.m. – 2:30 p.m.
 Or
 Monday – Thursday
 6:00 p.m. to 9:00 p.m.
 or
 Saturdays 9:00 a.m. to 3:00 p.m.



COMPUTER OFFICE SPECIALIST

DOT 209.562.010

13 Weeks - 390 Clock Hours

(Equipment Required for Enrollment in the Program)

Textbooks: *“Windows 8.1 Step by Step” by Cox Lambert Frye*
“Office Professional 2010 Step by Step” by Cox, Lambert, Frye

Occupational Objective

This course is comprised of a series of projects that allows students to learn through hands-on experience. The student first learns about different computer operating systems and various software programs and applications. This program allows students to learn through lab work to create and design databases, spreadsheets, office documents, reports, menus and marketing materials. The course provides essential knowledge and skills of getting online and to understand the safety precautions of surfing the internet and research effectively on the World Wide Web, set up electronic mail accounts. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. Graduate students will gain the skills and expertise to obtain entry level employment as a Computer Office Specialist.

COURSE OUTLINE

CLASS HOURS

Operating System Windows 8.1	65.0
Microsoft Office Features	19.5
Microsoft Word	65.0
Microsoft Excel	65.0
Microsoft PowerPoint	32.5
Microsoft OneNote	13.0
Microsoft Outlook	19.5
Microsoft Access	65.0
Microsoft Publisher	45.5

Total Clock Hours

390 Hours

Schedule: Monday – Friday
8:30 a.m. – 2:30 p.m.
or
Monday – Thursday
6:00 p.m. to 9:00 p.m.



DIVERSIFIED PHOTOGRAPHY

D.O.T. 976.385-010, 976.

DOT 976.380-010 and 143. 062-018

16 Weeks - 432 Clock Hours

(Equipment Required for Enrollment in the Program)

Manual: *“An Instant Start-Up Manual for New Digital Camera Owners”*

Textbook: *“Adobe Photoshop Classroom in a Book” by Adobe Creative Team*

Occupational Objective

Successful graduates will obtain the skills, knowledge and experience to secure entry level employment as either Photographers and/or Digital Imaging Technicians. The graduates will be able to take pictures in or out the studio by using different lighting techniques using different backgrounds, and applying special effects with digital cameras. These graduates will be able to perform duties, such as: photo duplication and enlargements, manual retouching, restoration, manipulation of images, and print media with the use Adobe Photoshop CS6. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. The overall occupational objective of the course is to prepare the student to work in every facet of the photography field ranging from photo studios, photo-retouching labs, print shops, computer output service bureaus, and publications.

COURSE OUTLINE

CLASS HOURS

Camera Operation	63
Lighting Techniques	63
Shooting Techniques	63
Training Hours	189
Introduction to Operating System (Windows 8.1)	16.5
Getting to know the Work Area	16.5
Scanning Images/Image Resolution	16.5
Input / Output Devices – Printer, Scanner, Camera, USB	16.5
File Management	16.5
Digital Imaging Photography with Adobe Photoshop (CS6)	16.5
Working with Layer	16.5
Basic Photo Corrections	16.5
Correcting and Enhancing Digital Photographs	16.5
Color Management	16.5
Mask and Channels	16.5
Producing and Printing Images	16.5
Working with Storage Devices – Flash Drives, CDs, DVDs	16.5
Optimizing Student Creativity with Adobe Photoshop	16.5
Strategies for Employment and Making Money with Your Art	16.5
Training Hours	243
Total Clock Hours	432 Hours

Schedule: Monday – Thursday (Friday Optional) 8:30 a.m. – 2:30 p.m.



LIGHT DUTY AUTO MECHANIC

D.O.T. #620.261.010

20 Weeks – 640 Clock Hours

(Equipment Required for Enrollment in the Program)

Textbook: “Modern Automotive Technology”, by James E. Duffy

Occupational Objective

The Light Duty Auto Mechanic Program is designed to provide graduates with a comprehensive, practical, hands-on training for students who wish to meet the ever increasing needs of today’s automotive industry. Intense instruction is provided in automotive technology from: Shop Safety Procedures: Safety in workplace and coworkers as well as means of protecting yourself while working around vehicles. Proper steps to test, repair, replace and adjust parts around an automobile, such as: tune-up, brakes, charging system, starter system, electrical systems, fuel injection including injectors, gauges, fuel flow to an engine, advanced automotive OBD II, waveforms sensors, data and computerized components. Computer Diagnostic: Using the most modern scanners, students will learn how to diagnose an engine using a scanner, reading of vehicle error codes, proper elimination of engine codes and check engine light. Students will be using computerized scanners, lab-scope, and other diagnostic equipment to properly troubleshoot and solve engine/vehicle’s problems. As part of the program cost, every student will receives a tool set for them to be keep and to be used during the training program. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. Students will be prepared to gain entry-level employment in dealerships, service stations and/or work independently.

COURSE OUTLINE

CLASS HOURS

Engine Fundamentals and Safety Procedures	97.5
Scanner Introduction	32.5
Advance Tune-up I	32.5
Advance Tune-up II	32.5
Ignition System	32.5
Electrical Systems	120.0
Charging System	32.5
Starter System	32.5
Brakes System including Brakes with ABS Sensors	65.0
Lab-Scope I Theory	32.5
Lab-Scope II Practical	32.5
Fuel Injection "TBI" Jetronic	32.5
Multiport Fuel Injection “MPT”	32.5
Advanced Fuel Injection OBD II	32.5

Note: Mitchell On Demand software is used during the training.

Total Clock Hours

640 Hour

Schedule: Monday – Friday 8:00 a.m. –2:30 p.m.
 Monday and Wednesday 6:00 p.m.- 9:00 p.m.
 or Saturday 8:00 a.m.– 2:00 pm.



ELECTRICITY PERFORMANCE

D.O.T. #620.261.010

24 Weeks – 162 Clock Hours

(Equipment Required for Enrollment in the Program)

Textbook: “Auto Electricity and Electronics” by James E. Duffy

Occupational Objective

This Electricity Performance program is designed to provide basic knowledge with emphasis on practical hands-on training to students with limited or no prior knowledge in the field of auto-mechanics/Electricity. Instruction is provided in Electricity Performance Technology such as: tune-up, electrical system, data and computerize components. An assessment/test is given to the student after the completion of each module. The Student must get a grade of 71-80 (C) or better to pass the module. The course prepares students for an entry level position in today’s automotive Electric industry as an assistant to an auto-mechanic / Electric technician.

COURSE OUTLINE

CLASS HOURS

Electricity Fundamentals and Safety Procedures	13.5
Scanner Introduction	13.5
Ignition System	27
Basic Electricity	27
Advanced Electricity	27
Starting System	27
Basic Tune-up	27
Total Clock Hours	162 Hours

Schedules:

Tuesday and Thursday 6:00 p.m. to 9:00 p.m. or
 Saturday 8:00 a.m. to 2:30 p.m.



REFUND CALCULATION SHEET

TUITION REFUND AFTER CLASSES BEGIN:

School shall refund 100% of the amount paid by institutional charges, less a registration fee not to exceed \$250.00, if notice of cancelation is made thru attendance of the first class session or the seventh (7th) day after enrollment, whichever is later. Cancellation must be done in writing, and the Student shall be refunded all monies paid within 45 days after receipt of the notice. If a Student is rejected for training or if a course is canceled, the Student will receive a refund of all monies paid within 45 days. A Student may withdraw from School at any time and receive a refund of amount paid for, but unused costs.

The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro-rata refund according to the refund table. For computation purposes, the date of withdrawal or termination is the actual last date of attendance by the student.

(Date)

Student's Name: _____

Starting Date : _____

Last Day Attended: _____

Withdrawal Date : _____

Termination Date: _____

Check No.: _____

Amount Refunded: _____

Student's Signature: _____ **Date:** _____