



**Founded 1999**

# STUDENT HANDBOOK

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Accredited By:

**Council on Accreditation Education**

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**Building 300, Suite 325**

**Atlanta, GA 30350**

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**THE DIRECTOR'S MESSAGE**  
2019-2020

For over 15 years, Com-Tec Institute has provided outstanding educational opportunities to all students who embody these essential, life-transforming characteristics. How well have we done in preparing them for life's challenges? Just ask any of our successful alumni who have made themselves part of our extended family.

Your goal may be to earn a certificate immediately applicable to the world-of-work, or to take specific course sequences in order to enhance your professional standing. Whatever your reason for attending Com-Tec, we have the programs, the courses, the faculty and the support services you need to fulfill your dreams.

At Com-Tec, you'll also find a host of support services, personal and academic counseling, tutoring services, and computer and laboratory facilities.

Best of all, Com-Tec is affordable. Our advisers stand ready to speak with you about our career training and WIA grant programs that are available.

I invite you to become involved at Com-Tec Institute – both academically and socially. We are waiting for your call.

Adeteju Oluokun  
CEO/Director

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## **MISSION STATEMENT**

It is the mission of **Com-Tec** to provide world-class training. We fulfill that mission by providing our students a unique blend of theoretical lecture and hands-on training. To this end, our career development process is flexible to the needs of our students who bring with them academic and intellectual commitment. We offer interactive technical and medical training that meet the employment needs of our students and the workforce training needs of the residents and employers of our servicing area.

## **PHILOSOPHY AND OBJECTIVES**

We believe it is the obligation of Com-Tec Institute to provide an up-to-date career technical program, which will meet the challenging needs of the communities served. We also believe that career-technical education must be geared to the individual so that by merging the student's interest and abilities with the communities' needs the student can receive an education to enable success in school and on the job; to becoming a contributing member of society.

## STAFF AND FACULTY PERSONNEL

### **Administrations:**

Adeteju Oluokun  
Timothy James  
Forrestine Pettus

Chief Executive Office/President  
Head of Information Technology/Vice President  
Administrative Assistant/Secretary

### **Instructors Allied Health:**

Anne Mary Irving  
Nanyerem Doris Okereke  
Dr. Adetona S. Adeyemo  
Dr. Kayode Ayeni  
Dr. Aze Udensi

Certified Nurse Aide/Home Health Aide  
Certified Nurse Aide/Home Health Aide  
Medical Assistant  
Medical Assistant  
Medical Assistant

### **Instructors Technical:**

Kofi Yeboah  
Louis Nkrumah  
Ade Oluokun

Solar Energy Technician/Building  
Solar Energy Technician  
Architectural Technology

### **Institutional Characteristics & Outcomes**

Magella Ogbonna  
Catherine Tholley  
Gideon Okoro

Student's Assistant /Job Placement  
Clinical Assistant/Facility Management  
Learning Resources /Marketing

### **IT Systems Design & Maintenance**

Olufemi Adeoti  
Shenu Ogunwunmi

Equipment/Building Maintenance  
Equipment Maintenance

## **Admissions Requirement**

Com-Tec Institute does not discriminate on the basis of an individual's age, sex, race, ethnic origin, color, or religion when admitting students. We require that all students have a High School Diploma or a G.E.D Equivalent Test. Any student under the age of 21 will require a parent or guardian's signature and Co-Maker on the Contract Agreement. If applicants who currently reside in the United States but attend school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources. All students will be required to furnish a social security card, photo identification, a copy of birth certificates, and copy of a High School Diploma or a G.E.D Equivalent. Student with either High School Diploma or G.E.D can also be admitted by passing the TABE entrance test. Student interested in CNA program is required to have PPD and Physical test done.

Applications of credit for previous education, training, work experience (experiential learning), or College Level Examination Program (CLEP) must be completed prior to the first day of the course for which the transfer credit is requested. This may require testing by examination to determine credit for previous education, training or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. There will be no charge for these services except for those charges required by outside agencies. Com-Tec Institute does not guarantee the transferability of credits from any of these sources. The transfer-of-credit award will be based on

1. Courses that have a grade of C or better
2. Course descriptions, objectives, or outcomes
3. Core/major courses must apply to the program; and
4. Course-to-course transfers based on course objectives or outcomes will be made in lieu of academic credit conversions

## **General Facilities and Equipment**

Com-Tec Institute is located in East Orange, NJ in one of Essex County busiest business district. East Orange is located in Essex County, approximately 15 miles north of New York. Some of its closest neighbors are East Orange General Hospital, St. Barnabas Health Care System and UMDNJ. The site is convenient to both the midtown and downtown business districts, which afford students many opportunities to seek employment and shopping.

The Institute is housed in a 2,300 square feet of instructional, laboratory, and office space. This location also houses the student lounge, registrar, book area, and offices of the Director. Com-Tec features a fully air-conditioned HVAC system for conducive climate control. The facility offers ample parking in the rear of the building.

In keeping with the high educational standards of Com-Tec Institute, the equipment used affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

### **Grading System**

#### Grading Rubric-Written

A	93-100	Excellent
B	92-87	Above Average
C	86-79	Satisfactory
D	78-71	Needs Improvement

#### Grading Rubric-Practical (Hands-On)

4	Excellent
3	Very Good
2	Satisfactory
0-1	Unsatisfactory

### **Graduation Requirements**

1. Complete all state board requirements for the course as designated above.
2. Maintain a grade point average of 75% or more.
3. Satisfy all financial obligations to the school.
4. Undergo an exit interview with the director. At the exit interview, the student may register for employment placement. Although employment is not guaranteed, the school will make every effort to place the graduate in which he/she is most likely to experience success.
5. Complete all skill sheets and tests assigned to the course of study, regardless of the number of hours earned or excused.
6. Upon completion of required program hours in their respective curriculum all students receive a certificate.

## **Employment Assistance**

Com-Tec Institute or any of its staff, faculty or administration does not guarantee employment of any kind.

It is Com-Tec's overreaching objective to assist each student in the employment process by one on one counseling and inquiries to prospective employers by telephone, internet searches and student hometown area news media resources to name a few. Each student will be given a listing of these companies receptive to interviewing for employment.

Each student will be interviewed one on one with the Placement Director. This interview/counseling will determine the student's needs and match them with those in the cosmetology industry. In addition, each student will be given instruction on proper interviewing techniques and resume writing. After graduation, the Placement Department will contact each student for follow-up and further assistance as needed in the job search process.

Com-Tec Institute's Placement Assistance is available in future years should the graduate contemplate a change in jobs. However, priority is always given to the most recent graduates. Inquiries received from potential employers concerning our graduates are reported to the Placement Director.

It should be understood that career services offered by Com-Tec Institute are not an obligation or a guarantee of employment. If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institute is authorized to guarantee that a graduate will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels.

## **Equal Opportunity Statement**

The goal of Com-Tec Institute is to present the opportunity for job development and career advancement to all persons who commit to this goal when enrolling in school. This opportunity is given to all persons without regards to race, religion, color, sex, sexual orientation, disability, age, or opportunity/affirmative action statute and regulations.

## **Sexual Harassment Policy**

It is the policy of the institution to provide an academic and work environment free from sexual harassment. Sexual harassment is contrary to the standards and mission of the institution. Sexual harassment is illegal and will not be tolerated. Each member of Com-Tec has a responsibility to maintain an academic and work environment that is free from this type of harassment. Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other form of expressive communication of a sexual nature when



submission to or rejection of such conduct is used as a basis for academic decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

### **Family Educational Rights and Privacy Act**

In accordance with the Family Educational Rights and Privacy Act (FERPA) Com-Tec Institute has adopted the following policies and procedures. It is the objective of Com-Tec to insure that the legal rights of students, established under the FERPA of 1974, be clearly understood and protected by all those affected.

1. All students who are attending or have attended Com-Tec have a right to review and inspect their educational records
2. Requests by students for access to or copies of their educational records must be completed within a reasonable time period, not to exceed 30 days from the date of the request
3. An educational record is defined as data, in any form, about a student maintain by Com-Tec except
  - a. Records related to employment
  - b. Records solely in possession of the maker and not revealed in any form to a third party
  - c. Records of physicians, psychiatrists, etc that are maintained in the course of treating a student. Students do not have a right to access those records, but they could be released to a physician of the student's choice
4. Requests for records must be made to the responsible party
5. All requests by students for access to their educational records may be made orally
6. Access to educational records will not be permitted to third parties unless
  - a. The agency requesting is included under Section 99.31 of the Federal Regulations

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. Com-Tec Institute may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release form the parent or eligible student, as applicable, unless permitted by the Act.

## **False Claims Act Statement**

The **False Claims Act** (also called the “Lincoln Law”) is an American federal law that imposes liability on persons and companies (typically federal contractors) who defraud governmental programs. The law includes a “qui tam” provision that allows people who are not affiliated with the government to file actions on behalf of the government (informally called “whistleblowing”). Persons filing under the Act stand to receive a portion (usually about 15-25 percent) of any recovered damages. Claims under the law have typically involved health care, military, or other government spending programs, and dominate the list of largest pharmaceutical settlements. The government has recovered nearly \$22 billion under the False Claims Act between 1987 (after the significant 1986 amendments) and 2008. Com-Tec Institute is hypersensitive to this legislation and expects all faculty, staff, and administration to advise incoming students and existing students in accordance with the governing laws.

## **School Calendar**

The school will observe the following holidays, and classes will not be held. Holidays are not counted as part of the contracted time schedule.

### **Holidays**

Independence Day

Labor Day

Thanksgiving Day and the day after

Christmas

New Year’s Day

Martin Luther King Day

President’s Day

Memorial Day

## **Programs Starting Dates and Daily Class Schedules**

Note: Courses are 15, 20, 80 and 180 days respectively in length. Observed holidays may cause program completion dates to vary. Each school day is 5 instructional hours in length. The total hours per course are 24, 36, 76, 90, 400 and 900 respectively. Business hours are from 8:30 a.m. until 10:30 p.m. Monday through Friday.

### **Class Schedules:**

- Classes are scheduled Monday through Friday from 8:30 a.m. until 2:30 p.m.
- Evening classes are scheduled from 6:00 p.m. until 10:00 p.m.

### **Program Starting Dates:**

July-Summer Term\*  
October-Fall Term\*

January-Winter Term\*  
April-Spring Term\*

\*Solar Panel Technician and Medical Assistant Programs Only.

### **Registration for Courses:**

Students may register for courses at any time up to one week (5 days) prior to the start of classes. Students requesting financial aid will need to register one month (20 days) prior to the start of classes. You will need to register in person with the admission officer. Please bring the following with you:

- Identification (drivers license, birth certificate or passport)
- High School Diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (we accept cash, personal checks and money orders). Students receiving financial aid or who have student loans should bring documentation of such when registering.

### **Entrance Requirements:**

1. All students must be least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or General Education Development Certificate (G.E.D)
3. Please refer to student catalog for additional requirements for our Certified Nursing Assistant and Home Health Aide Programs.

### **Leave of Absence Policy:**

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leave of absence will be honored within the academic year. Should a request take the student beyond this contracted bulletin they must be subject to re-entry under a new contract. If the student does re-enter with the bulletin year and has notified the school, the student's contract will be terminated and he/she will be granted a refund according to the Refund Policy of the bulletin.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and course syllabi may change with each new term, it will be necessary to meet the attendance officer before returning to class.

### **Attendance Policy:**

Com-Tec Institute records the daily attendance of each student in accordance with state guidelines. Records of student attendance will be kept on file and are available for student review. Unexcused absenteeism for more than 20 percent of the total course time constitutes cause for dismissal. Graduation requirements stipulate that the student must be in attendance at least 80 percent of the instructional time. Excused absences are permitted for illness or any unavoidable circumstances. Please notify the attendance officer by 8:00 a.m. if you will be absent from class. Unexcused absences are absences where the student has neglected to notify the school and/or extend beyond the 20 percent allowance without arranging for an official leave of absence.

### **Make-Up Work:**

In order for students to meet their educational goals they must receive instruction in all aspects of the course. If work is missed due to excused absences or a leave of absence then the student will be offered 1) Private instruction or 2) the opportunity to join another class when the missed lessons are being taught. Private instruction, if given outside the normal instructional day, will not incur additional fees. Private instruction that is scheduled within the normal instructional day is offered in another class. Students must be made aware that make-up work due to leave of absences may or may not affect the completion date and impact on maintaining satisfactory progress.

### **Tardiness:**

Developing good work ethics is an important part of the training at Com-Tec Institute. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness is recorded as an unexcused absence it is the responsibility of the student to make up lost time and classroom instruction. Com-Tec encourages students to plan to arrive at least 10 minutes before the start of class.

### **Code of Conduct:**

The following are unacceptable and will not be tolerated:

1. All the forms of bias including race ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and written communication and physical traits
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty, including cheating, plagiarism, and knowingly furnishing false information to the institution documents of identification with intent to defraud.

4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and program, or other school activities.
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.

Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives is not condoned. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.

### **Conditions for Dismissal:**

Students may be dismissed from school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct.
2. Missing more than 20 percent of instruction time that is recorded as unexcused absences
3. Not meeting the minimum grade point average.
4. Not meeting financial responsibilities to the school.

The school director will notify the students in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should it be that student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school refund policy.

### **Reentry Policy:**

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the school director. Depending on the reason for dismissal the student may be able to reapply to the school for readmission. In cases where the student was dismissed for unexcused absences of financial concerns it may be possible to reenter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student will have to meet with a review panel before reentering the school. The decision of the review panel is final and the student will receive a letter from the school Director stating the decision of the panel.

### **Credit for Previous Training:**

Com-Tec Institute is committed to helping the student reach educational goals as quickly as possible. However, computer programs and technology change so rapidly that what was learned

in an earlier program may not be applicable at this time. To ensure that our students graduate with the skills necessary to achieve success in the work place we do not give credit for previous training.

**Student Complaint/Appeal Process:**

Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the school Director. The written request should include the following information:

1. Student's full name, social security number and current address.
2. State the concern including dates, names, time instructors or other students involved.
3. The letter must be dated and signed by the student.
4. Three dates in which the student would be available for a meeting with the school Director and/or appeal panel.

The school Director will notify the student in writing of the appointment date in which concerns of appeal will be addressed. Every effort will be made to bring an amicable closure to the concerns and will be asked to assist in bringing resolution to concerns and appeals. The student will be notified in writing of the outcome of all meetings. The decision of the Director and/or appeal panel is first.

## **GRADING SYSTEM:**

The competencies taught in the courses offered at Com-Tec Institute will be evaluated by both written examinations and practical computer application test. The minimal grade for graduation is 75%. Students who achieve lower 75%, but who have not failed the course may participate in private tutoring or independent study in order to increase their grade point average.

<b><u>Letter Grade</u></b>	<b><u>Number Grade</u></b>	<b><u>Weight in Points</u></b>	<b><u>Description</u></b>
A	93-100	4	Excellent
B	92-87	3	Above Average
C	86-79	2	Average
D	78-71	1	Below Average
F	70 and below	0	Failure
INC		0	Incomplete
WD		0	Withdrawal
WP		0	Withdrawal Passing
WU		0	Withdrawal Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the summary of grades received through testing. The G.P.A. is determined first by multiplying the number of tests by the summary of the test grades.

### **Incomplete Grades:**

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an incomplete or otherwise graded accordingly. If the absence is not excusable or the student does not contact the instructor and incomplete grade will not be awarded, but rather the examination will be considered as failed and the student graded accordingly. Instructors must file an incomplete form with the director of the school.

Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F.

It is the student's responsibility to contact the faculty member about completing the course work, taking examinations or if necessary extending the deadline.

### **Probation for Below Average Grades:**

Students who have fallen below the minimum grade point average for graduation will need to enter the probation period. The student will be able to take advantage of in-school tutoring up to 6.5 hours without additional costs. Should additional tutoring be necessary the student will be obligated to pay \$5.00 per hour for the assistance. The probation period will be two weeks (10 days) or 6.5 instructional hours. If the student cannot afford the additional tutoring and still has not met the required grade of 75% after 6.5 hours of individualized assistance, then a meeting between the Director of the school, the instructor of the course and the student will be held to determine the appropriate action.

### **Withdrawing from School:**

Students who withdraw from Com-Tec before the midpoint of the term (30 days) will be given a grade of WD (Withdrawal) in the course. Withdrawal after the midpoint of the course will result in grade of WP (Withdrawal Passing) or WU (Withdrawal Unsatisfactory). To withdraw, a student must file the appropriate form with the attendance officer. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, dismissal and additional financial obligations.

### **Student Records:**

The school will maintain student records for the period of five years. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. Upon completion the student will receive a certificate.

The records that the school will maintain are as follows:

1. Attendance Records
2. Academic Progress and Grades
3. Financial Records
4. Placement Records
5. Placement Data
6. Records of meeting, appeals, disciplinary actions and dismissals
7. A copy of the graduation certificate
8. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates such as address changes in financial aid, as soon as possible. All records are private and are handled with confidentiality.



### **Tuition and Refund Policy:**

Students who apply to school will be given a tour of the facilities, the school bulletin, and application papers. There is a \$100.00 non-refundable application fee due at this time. Registration requires meeting with the admissions officer to complete all necessary documents for entry into school. There is a non-refundable registration fee of \$100.00 due at this time.

Although each course varies in length, the equipment, software and licensing rights for various software, instructional materials and testing materials also vary in cost. These expenses are reflected in the tuition for each course.

<u>Course</u>	<u>Tuition</u>
Solar Panel Technician	\$3,000.00
Architectural Technology	\$3,000.00
Medical Assistant	\$3,000.00
Certified Nursing Assistant	\$1,200.00
Home Health Aide	\$500.00

### **Additional Costs:**

There is no additional cost for student workbooks. The cost is included in the tuition.

There are no application fees and registration fees. Tuition will be paid once a month with the payment due the first of each month. Since the classes at Com-Tec Institute are 20 days in length each, there will be 4 equal payments due. For example, if the tuition is \$400.00 you will be required to make four equal payments of \$100.00 each. Should the tuition due date happen to fall on a holiday, the tuition payment will be due the first day of class after the holiday.

No additional costs are due the first day of class. Students who withdraw from the program may not sell the workbook back to the school even if it is in excellent condition. The student workbook is non-returnable. The fee for supplies and materials is non-refundable.

Students who damage school property or equipment will be required to pay the repair or replacement costs. These costs will need to be satisfied before additional instruction is given to

the student. Students will need to meet all financial responsibilities before a certificate of graduation/completion will be issued.

### **Refund Policy:**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a course or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of withdrawal (5 days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is

received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.

2. All monies will be refunded if the school does not accept the applicant, or if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun.

3. Cancellation or withdrawal after the third (3<sup>rd</sup>) business day, but before the first day of classes, will result in a refund of all monies paid, with the exception of the application and registration fees.

4. Withdrawal after attendance has begun will result in the following refund policy for all programs of 250 instructional hours or more. The programs at Com-Tec are days each. Each day is 5 instructional hours in length. There are 250, 300 and 400 hours respectively for the courses. An instructional hour is defined as 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction.

### **Reimbursement Scale:**

#### **If withdrawal or cancellation occurs:**

#### **The school will retain**

During the first week	10% of the tuition
During the 2 <sup>nd</sup> or 3 <sup>rd</sup> week	20% of the tuition
After the 3 <sup>rd</sup> week but prior to completion Of 25% of the course	45% of the tuition
After 25% but not more than 50% of the course has been attended	75% of the tuition
After completion more than 50% of the course Attended	100% of the tuition

Students who have a student loan, and withdraw from the program or a course are responsible for notifying the loan institution of their withdrawal. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Com-Tec encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the Director must be the same date as that to the loan institution.

### **Credit Disclaimer Statement:**

Com-Tec Institute does not offer college credit for courses.

## **Crime Awareness and School Security**

A fundamental objective of Com-Tec Institute is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by any and all criminal activities, including drug and alcohol abuse. Therefore, all members of the academic community, students, faculty, administrators, and academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

- A. Students and employees of the Institute are subject to federal, state, and local laws as well as regulations set forth by the Institute. The breach or violation of any of these laws may result in disciplinary action.
- B. Access to school is restricted to the operating hours published in the Institute's Catalog. Operation of the facilities outside the specified times can be arranged only through the School Director.
- C. Possession of any weapon on campus is expressly forbidden. Individuals with weapons in their possessions will be immediately dismissed without recourse or appeal.

## **Student Transfer Policy:**

We can make your transfer to Com-Tec as smooth and stress-free as possible. Our academic advisors will work closely with you to guide you through the transfer process. Whether your intentions to com-Tec are for career advancement or to later continue your education in another institution, we will help you every step of the way. The following step by step is required:

1. Complete and return Admission Application to the Admission Office. A \$40.00 non-refundable Application Fee is required.
2. Submit Official College Transcript: To have your official evaluation prior to registration, the Admission Office must receive your Official College Transcript and Application for Admission by the deadline dates given or two weeks before starting date.
  - a) Students who have completed courses at another institution in the United States and want to transfer credits/hours to Com-Tec you must submit official transcripts from the other institution(s). Please note that these documents become the property of Com-Tec and will not be released to a third party or to the student.
  - b) Existing Com-Tec Students, who want to cross over to another program, must do so in writing four or two weeks in advance depending on the length and start date of the next

class you are interested to transfer to. There is no need to submit official transcript since is in our office. We will review and evaluate your credits/hours and notify you.

Credit/hour may be granted provided that the course is comparable to a course required in the applicant's chosen program of study. A minimum grade of "C" or 75% is required for a course to be transferable either from another school or within the school. As transcripts are received, credits/hours are evaluated on a course by course basis. Any transfer student who has not been in school in the last three years must take the placement examination. Students will be notified in writing as to the specific courses and credits/hours that were accepted and must bring the evaluation document to their academic advisor in order to complete the advisement and registration process. Credits/hours will be posted to your transcript at the end of the program.

## **STUDENT'S GRIEVANCE PROCEDURES**

### **Purpose:**

To formalize and secure an equitable solution to the problems which may arise affecting the conditions and terms of our student.

### **Definition:**

The term "**grievance**" means a circumstance thought to be unjust or injurious; a complaint or statement expressing this, against a real or imagined wrong, in terms of the interpretation, application or alleged violation of the terms and conditions in our student.

### **Policy:**

1. Except for complaints alleging fraud, abuse or criminal activity complaints **must be** filed within **one calendar year** of the occurrence.
2. Upon filing a complaint, and at each stage, thereafter, each complainant shall be notified in writing of the next step in the procedure.

### **Responsibility:**

1. Individuals are responsible for initiating valid grievances and further Processing as specified in the procedures.
2. The Director of Com-Tec is responsible for reviewing grievance when Necessary and to make final local determinations in an attempt to resolve grievances.

3. Failure of the aggrieved to act within the designated number of days set Forth for each step shall be deemed as the termination of the grievance.
3. Com-Tec shall insure that the identity of any student(s) who has Furnished information relating to, or assisting in, an investigation shall be kept confidential to the extent possible in accordance with a fair determination of the issues.
4. All aggrieved students shall be allowed the opportunity to bring witnesses and documentary evidence. Com-Tec staff.

**Procedure (Non-Criminal):**

The following constitutes the sole and exclusive method for resolving grievances and shall be followed in its entirety unless a step is waived by mutual consent. The complaint procedure shall provide for final resolution of complaints within sixty (60) working days after filing the complaint.

**Step One:**

- a) An aggrieved individual or sub-recipient shall, when possible, institute action within three(3) working days of the occurrence of the grievance and an earnest effort shall be made to settle the differences through discussion between the aggrieved individual instructor. Maximum limit for filing a complaint in **one month** from the date of the occurrence, except for fraud and abuse.
- b) The instructor shall render a decision with five (5) working days after receipt of the grievance.
- c) The instructor shall, at the time of the disposition of the grievance, write an informal report of the purpose of documentation and maintain same in the individual's file. The individual student must read and sign the informal hearing report. The student may also offer additions. The report shall then be forwarded to the Director of Com-Tec.

**Step Two:**

If the grievance is not settled informally, the aggrieved student must submit within five (5) working days following the determination of the instructor, a detailed written statement setting forth the grievance, a description of the remedial action being sought and any information available in support of the complaint to the Director of Com-Tec

**Step Three:**

If the Director of Com-Tec cannot resolve the grievance with five (5) working days from receipt of the complaint, the aggrieved student has the right to report to COE or send the complain to

the following information in writing within ten (10) working days from the anticipated receipt of the Director of Com-Tec decision.

**Council on Occupational  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
770-396-3898  
[www.council.org](http://www.council.org)**

**Step Four:**

Grievance Hearings processing shall be handle by them and student shall receiving other steps of instruction thereafter on the submission within 10 to 15 business days.