

STI Training Course Policies

A. Enrollment Policy Students may enroll until the business day prior to class start date.

B. Credit Evaluation Policy This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

C. Attendance Policies

1. Absence: Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.

2. Tardiness: Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.

3. Interruption for Unsatisfactory Attendance: Students who have not maintained the required minimum attendance average of 80 percent class will be placed on probation for one month. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly.

4. Cutting classes: Cutting of classes will be considered as unexcused absences. 5. Make-Up Work - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. 6. Leave of Absence - Written requests for leaves of absence

will be considered and such leaves may be granted to students at the discretion of the school.

D. Progress Policies

1. The school's grading system for each class is monitored by the appropriate certifying body.

2. Grade average required for certifying completion of a course is dependent on the course. Upon successful completion, a certificate will be awarded.

3. Conditions for interruption for unsatisfactory progress: When the grade average of a student is unsatisfactory, the student will be interrupted and the VA will be promptly notified.

4. Condition for re-enrollment: Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

E. Conduct Policy: Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal.

F. Refund Policy: System Technology Institute Refund Policy complies with the U.S. Department of Education standards. Registration fees paid in advance are refundable (less processing fee of \$150) if written notice of cancellation is received/faxed 30 days prior to class start date. System Technology Institute will maintain a fair and equitable refund policy by adherence to this Institutional Refund Policy in all programs. This policy is subject to change if there are future changes to the Federal Return Policy or other Federal, State, Accrediting Agency, or Institutional policies with which it may conflict.

G. Cancellation Policy: Cancellations can be made fifteen (15) or more business days prior to the schedule training date at no charge. For cancellations made (14) business days or less prior to the scheduled training date, 100% of the fee for the class will be invoiced. No-shows and late arrivals will be charged same as late cancellations.

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