BLAKE | AUSTIN COLLEGE®

Exceptional Education for Today's Careers

2017 - 2018 Catalog

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Revision: June 30, 2017

WELCOME

From the Chief Administrative and Executive Officer

On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

Centrally located in Solano County, Blake Austin College's Vacaville campuses have easy access from Highway I-80 and I-505, ample parking and the right atmosphere that contributes to making our College the ideal learning environment.

Founded in 1996, Blake Austin College started with humble beginnings and much heart. The heart behind the passion of helping others succeed is truly at the core of the college and remains today. My passion to see the success of every student is shared in my daily conversations with them and has blessed me since my first day of teaching when we began in 1996. As a 30-year Vacaville resident and as an owner/operator, I am fully committed to seeing our graduates at work here in my community or wherever they may choose. My family and I are fully invested in seeing our graduates and our community partners benefitting from working with my team at Blake Austin College.

From administrative and computer technology careers in the 1990s, through the Y2K era, the dot.com bust and evolving to the allied health, dental, nursing, beauty and wellness career offerings today, our career education programs have evolved over several decades. To provide "Exceptional Education for Today's Careers" is our mission- at the forefront of the what we strive to give each student. Striving for successful outcomes for each student we remain committed to our core values and the vision that they embody.

Our evolution as an institution reflects occupational changes and also changing the name of the College to reflect the legacy I wanted to leave my family. In late 2009 and 2011 I beat Stage 4 cancer *twice*. The legacy was to dedicate the college as I had dedicated so many countless hours and years to help others as my family endured much without me. Being given an opportunity to live my passion by giving to others began at Blake Austin College when my children were age 3 and 9 months. When Cancer hit, I got busy. Having the blessing of the College helped me to keep going as my focus could be on life and giving.

Life requires passion and dedication. And that is what we give to our students and their families through the gift of education and mentoring. Much is required and without my family behind me, I couldn't have built the College or made it through the process. For you see, Blake Austin is a family name. It is to my husband Andrew, daughter Olivia and son Blake Austin, that I continue this legacy. I have overcome Cancer, growth, and the gifts of the challenge all with passion and perseverance, and the will to live each moment creating. Little did I realize when I gave my gift to my first student what would become my path for over two decades. And although there were challenges that would have been easier to turn back, I didn't. Passion. Empowerment and the freedom to give my gifts has led to the success for many. It is with this same passion, I continue leading Blake Austin College today. To do what is right for the right reason- to help another succeed with respect and dignity we all achieve success.

Our work is dedicated to those that want a better life. Freedom, Empowerment, Success starts here.

Joanie Reed

INSTITUTION INFORMATION

Mission

Exceptional Education for Today's Careers

Vision

Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to providing educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason... to help a fellow human being succeed with confidence, respect, and dignity.

Core Values

- Integrity
- Risk Taking
- A Focused Team
- Contribution to and Compassion for Human Welfare
- Empowerment with Accountability

It is expected that all graduates of Blake Austin College will be able to:

- Demonstrate integrity with self, others, and community
- Participate as a team member
- Demonstrate compassion for self, others, and community
- Perform all actions with accountability
- Demonstrate risk taking to achieve educational and professional goals

Accreditation and Certification:

California State Approval: Blake Austin College is approved to operate by the Bureau for Private Postsecondary Education (BPPE), www.bppe.ca.gov

National Accreditation: Blake Austin College is accredited by Commission of the Council on Occupational Education (COE), www.council.org

Veterans Approval: Blake Austin College is approved for the training of veterans and eligible persons under the provision of Title 38, United States Code.

Programmatic Approvals:

Blake Austin College's Vocational Nursing Program is approved by the Board of Vocational Nursing and Psychiatric Technicians, www.bvnpt.ca.gov

Blake Austin College's Phlebotomy course is approved by the State of California, Department of Public Health/Laboratory Field Services (DHS/LFS), www.cdph.ca.gov

Blake Austin College's Dental Assisting Program is approved by the Dental Board of California, www.dbc.ca.gov

Blake Austin College's Cosmetology, Esthetician, Spa Nail Technician Programs are approved by the Board of Barbering and Cosmetology, www.barbercosmo.ca.gov

Blake Austin College's Advanced Therapeutic Massage and Bodywork Practitioner Program is approved by California Massage Therapy Council, www.camtc.org CAMTC School Approval Code: SCH0145

Make-Up Designory (MUD): Blake Austin College is a MUD Partner School, http://www.makeupdesignory.com/blake-austin-beauty

Disclosure Statement

The Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy in the preceding five years, and has not had a petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

Catalog Certification

Blake Austin College (BAC) is a non-public institution and certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of BAC.

While this catalog contains a great deal of information, the Student Handbook is provided to all students at orientation. Programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures and is provided to the students at orientation. The student handbook and programmatic student handbooks are also available on our website www.blakeaustincollege.edu/consumer-information

Review and Receipt of Catalog and School Performance Fact Sheet

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, both of which must be provided to you prior to signing an enrollment agreement. Performance Fact Sheets are also available on our website: www.blakeaustincollege.edu/consumer-information

Approval Disclosure Notice

This institution is a private institution, that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliance with the state standards as set forth in the CEC and 5, CCR.

Consumer Information

Consumer Information can be found on our website at http://www.blakeaustincollege.edu/consumer-information

Facilities

Centrally located in Solano County, Blake Austin College's Vacaville campuses have easy access from Highway I-80 and I-505, ample parking and the right atmosphere that contributes to making our location ideal for learning. The main campus, located at 611-K Orange Drive, is a 18,000 ft² facility equipped of classroom, specific equipment, equipped laboratories, computers lab, learning resources center and offices. The branch campus, located just two miles from the main campus, 1679 E. Monte Vista Avenue, Suite 200, is a 18,000 ft² facility equipped of classroom, specific equipment, clinic areas, computers lab and offices. Blake Austin College is adheres to all compliance regulations pertaining to the Americans with Disabilities Act.

ACADEMIC PROGRAMS

BLAKE AUSTIN COLLEGE-MAIN CAMPUS PROGRAMS

Administrative Medical Assistant

CIP 51.0710
31 Semester Credits
750 Hours (additional 156 hours of out-of-class work)
Classroom Capacity: 25
Program Description:

The Administrative Medical Assistant (AMA) Program is designed to give the student the necessary training and skills for employment in entry-level positions in several office-based career fields. This instructional program prepares the individual to perform reception and/or secretary duties for physicians, health services administrators and other professionals. Covered content includes: business and medical communications, principles of health service operations, public relations, scheduling, medical filing, records management, report preparation, office equipment, protocol, medical terminology, medical forms, medical legal and business procedures, professional standards and legal requirements. Students will also receive training and will be certified in CPR through American Heart Association CPR course (www.heart.org). Out-of-class work is required in this program for course preparation.

Course Code	Course Name	Hours	Credits
AMA110	Microsoft Word	105	4
AMA120	Microsoft Excel	105	4
AMA130	Microsoft Access	105	4
AMA140	Microsoft PowerPoint/Outlook	105	4
AMA150	Medical Terminology	105	7
AMA160	Medical Insurance & Billing/Coding	105	6
EXTAMA	Externship- Administrative Medical Assisting	120	2

Exit Exam Requirements: N/A

Certification Information: Graduates qualify to sit for the Microsoft Office Specialist (MOS) Certifications individually for Office, Excel, Power Point, Outlook, and Access or the Microsoft Office User Specialist (MOUS) certification which is inclusive of all Microsoft content areas. Application and testing fees are required and are not included in the program fees. Reference www.Microsoft.com for more information.

Equipment: The Administrative Medical Assistant program utilizes computers with installed software in the areas of Microsoft Office. Printers are readily accessible to students for college-related assignments.

Clinical Medical Assistant with Phlebotomy

CIP 51.0801
38 Semester Credits
920 Hours
Classroom Capacity: 45 *Lab Ratio: 20/instructor*

Program Description:
The Clinical Medical Assistant with Phlebotomy (CMAP) Program is designed to give the student the necessary training and skills for an entry level position as Medical Assistant and/or Phlebotomy career. The Clinical Medical Assistant with Phlebotomy program (CMAP) prepares the individual to provide clinical medical support to professional physicians and other medical personnel. Medical assistants perform certain clinical duties. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood (phlebotomy), administering medications and injections as directed by physician. Students will also receive training and will be certified in CPR through American Heart Association CPR course (www.heart.org).

During the Phlebotomy Technician portion of the program, the student will perform blood collection through venipuncture using vacuum tubes, syringe and winged infusion set (butterfly) will be thoroughly explored and practiced in the laboratory and clinical setting. Emphasis will be placed on regulatory compliance including National Committee for Clinical Laboratory Standards (NCCLS), quality assurance practices, collecting an accurate specimen, safety and infection control practices which meet OSHA and blood borne pathogens. The student will be prepared to take the Certified Phlebotomy Technician (CPT1) Exam.

Course Code	Course Name	Hours	Credits
CMA110	Intro to Structural/Integumentary	80	4
CMA120	Skeletal & Muscular Systems	80	4
CMA130	Nervous System & Special Sense	80	4
CMA140	Cardiovascular & Lymphatic Systems	80	4
CMA150	Respiratory & Endocrine Systems	80	4
CMA160	Digestive System & Nutrition	80	4
CMA170	Urinary & Reproductive Systems	80	4
CMA180	Phlebotomy	80	4
EXTPHLE	Externship—Phlebotomy	120	2.5
EXTCMA	Externship—Clinical Medical Assisting	160	3.5

Exit Exam Requirements: Students must pass a comprehensive medical assistant and phlebotomy assessment examination

Licensure Information: Upon successful completion of the Phlebotomy course, NCCT Examination, and externship course, the student will qualify for licensure for California Certified Phlebotomy Technician 1 (CPT1) offered through the California Department of Public Health/Laboratory Field Services. Application and testing fees are required and are not included in the program fees. Please reference http://www.cdph.ca.gov for more information.

Certification Information: Graduates qualify to sit for the National certification as a Registered Medical Assistant offered through American Medical Technologist (AMT) Agency. Application and testing fees are required and are not included in the program fees. Please reference http://www.amt1.com for more information.

Equipment: Equipment used includes centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, micro-hematocrit readers, and

support devices. Classroom/lab computers are installed with software in the areas of Microsoft Office and Electronic Health Records. Printers are readily accessible to students for college-related assignments.

Dental Assisting

CIP 51.0601
900 Clock Hours
Classroom Capacity: 20 *Lab Ratio: 6-14 (depending on course)/instructor*

Program Description:

The Dental Assisting (DA) Program is designed to give the student the necessary training and skills for entry-level employment as a Dental Assistant. Students are trained in subject areas such as dental terminology, ethics and jurisprudence, pharmacology and anesthesia, dental anatomy and physiology, dental laboratory procedures and equipment, instruments and materials, dental aseptic techniques, preventive dentistry, dental chair side assisting, and office management. Upon successful completion of the program, students will be qualified to sit for the State of California Registered Dental Assistant Examination. Students will also receive training and will be certified in CPR through American Heart Association CPR course (www.heart.org).

Course Code	Course Name	Hours
DAPRE110	Introduction to Dental Assisting & Infection Control	20
DA110	Pre-Clinical Dentistry & the Dental Team	80
DA210	Specialty Dentistry	80
DA310	Law & Ethics, Nutrition & Dental Materials	80
DA410	Restorative and Laboratory Registered Dental Assisting with Expanded Duties	80
DA510	Clinical Dental Procedures-Radiology in the Dental Office	80
DA610	Expanded Duties III-Business Administration for the Dental Office	80
DA710	Expanded Duties I-Coronal Polishing	80
DA810	Expanded Duties II-Pit & Fissure Sealants	80
DA910	Expanded Duties IV-Clinical Procedures and Orthodontics	80
EXTDA	Externship-Dental Assisting	160

Exit Exam Requirements: Students must pass a comprehensive Dental Assisting assessment examination.

Licensure Information: Graduates qualify to take the Registered Dental Assistant licensure examinations through the California Dental Board. Application and testing fees are required and are not included in the program fees, reference www.dbc.ca.gov.

Equipment: The Dental Assisting program utilizes reference books, typodonts (anatomical models of full mouth dentition), dental operatory, tray set ups for dental procedures, hand instruments for training purposes in routine chair side assisting, dental x-ray units, automatic processor, view boxes, amalgamators, light cure units, trimmers, autoclave and ultrasonic for sterilization, software programs for dental assisting. Printers are readily accessible to students for college-related assignments.

Safety Issues, Pregnancy, Exposing Dental Radiographs

Students enrolled in the college will be operating dental x-ray equipment in the same manner as they will be expected to do when employed by a dental facility.

Pregnant women who request to enroll in program must obtain written authorization from their attending physician to participate in dental radiographs prior to enrollment. Pregnant women who have obtained a written authorization from their attending physician, and are enrolled in the program will be required to wear a lead shield at all times during exposure of dental radiographs.

Precaution:

Contact with radiation without the use of protective procedures may adversely affect pregnant women and their unborn children, especially in their first trimester. Blake Austin College will not assume liability for any student's election to participate in any portion of the program, which is deemed harmful and unauthorized by a medical authorization

Vocational Nursing

CIP 51.3901
1620 Clock Hours
64 Semester Credits
Capacity: 45 *Lab & Clinical Capacity: 15/instructor*

Program Description:

The Vocational Nursing (VN) Program is designed to give the student the necessary training and skills for employment as an entry-level health care provider who is responsible for giving basic nursing care to ill, injured, convalescing and disabled individuals. The program consists of 1620 hours of theory, skills and clinical training focusing on patient centered study of nursing concepts that apply to all clinical areas in vocational nursing. Students will also receive training and will be certified in CPR through American Heart Association CPR course (www.heart.org).

This instructional course prepares the individual to perform as an entry level Vocational Nurse in various arenas of care. Emphasis is placed on developing proficient entry level nurses while preparing them for the National Council Licensure Examination (NCLEX).

Course Code	Course Name	Hours
VN100	Nursing Fundamentals	540
VN200	Medical-Surgical Nursing	540
VN300	Nursing Specialties and Leadership	540

Courses Scheduled in three sections – Theory, Skills, & Clinical

VN100	VN100T	Theory Hours	208 hours
	VN100S	Skills Hours	145 hours
	VN100C	Clinical Hours	187 hours
VN200	VN200T	Theory Hours	208 hours
	VN200S	Skills Hours	60 hours
	VN200C	Clinical Hours	272 hours
VN300	VN300T	Theory Hours	208 hours
	VN300S	Skills Hours	45 hours
	VN300C	Clinical Hours	287 hours

Exit Exam Requirements: N/A

Licensure Information: Graduates qualify to sit for the National Council of State Boards of Nursing - Licensed Practical Nurse Examination (NCLEX-LPN) through the State of California. Application and testing fees are required and are not included in program fees, reference www.bvnpt.ca.gov for more information.

Any student enrolling at BAC with Certified Nursing Assistant education or experience in the last five (5) years, interested in transfer credit/hours must submit a Transfer Credit/Hour Form for evaluation and complete a practical testing session. See section Acceptance of Transfer Credit/Hours in the Catalog.

Equipment: The Vocational Nursing program utilizes labs to simulate a hospital-style patient care unit. The equipment includes hospital type beds, low- and moderate-fidelity simulation mannequins (such as infant, child and adult simulator), medical charts, medication carts, vital sign equipment, naso-gastric feeding and tracheostomy equipment, ambulation equipment, and various body part models to ensure hands on learning. Computer systems available with installed software in the areas of nursing simulation, medication administration, Microsoft Office and internet search options. Printers are readily accessible to students for college-related assignments.

Main Campus Programs Course Descriptions

(In alphabetical order)

AMA110 – Microsoft Office Word
Course Hours: Lecture 35, Lab 70, Out-of-Class Work 26
Prerequisites: None
This course will introduce the student to the more advanced functions of Microsoft Word. The Microsoft Word program enables students to create documents, memos, letters, flyers, newsletters, manuals and other types of printed communications. The software contains a variety of features that help to create professional documents.
This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned per week.

AMA120 - Microsoft Office Excel
Course Hours: Lecture 35, Lab 70, Out-of-Class 26
Prerequisites: None
This course will introduce the student to the basic and advanced function of Microsoft Excel. Microsoft Excel is an electronic spreadsheet program that enables students to enter and edit data, format data, analyze data chart data. This software contains a variety of features that help create a professional document.
This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned per week.

AMA130 - Microsoft Office Access
Course Hours: Lecture 35, Lab 70, Out-of-Class 26
Prerequisites: None
This course will introduce the student to the basic functions of Microsoft Access. Microsoft Access is a database program which enables students to create databases, enter and edit records, create and edit forms, use queries. The software contains a variety of features that help to create professional documents.
This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned per week.

AMA140 - Microsoft Office PowerPoint/Outlook
Course Hours: Lecture 35, Lab 70, Out-of-Class 26
Prerequisites: None
This course will introduce the student to the basic functions of Microsoft PowerPoint and Outlook. Microsoft PowerPoint is a slide presentation application and Outlook is an e-mail and calendar application. The software program enables students to create presentations with various customizing tools and use an email account and calendar in various settings.
This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned per week.

AMA150- Medical Terminology
Course Hours: Lecture 105, Out-of-Class 26
This course focuses on medical terminology using a body systems approach in studying basic word structures. Topics that will be covered are terminology for body systems including the skeletal, muscular, cardiovascular, respiratory, digestive, urinary, reproductive, nervous, lymphatic and immune system. An overview of structures, combining forms, anatomy and physiology of each system will be covered.
This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned per week.

AMA160 - Medical Insurance & Billing/Coding
Course Hours: Lecture 75, Lab 30, Out-of-Class 26
Prerequisites: None
This course provides an introduction to the parts of the medical office computer system using Electronic Health Records, EHR, for maintaining, inputting, filing, retrieving and storing medical records, setting up an appointment matrix, scheduling appointments, managing the appointment schedule, inputting charges, fees, payments, and billing Students also learn how to look up diagnostic and procedure codes and identify different types of insurance plans as well as methods of reimbursement for medical services
This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned per week.

CMA110 – Introduction to Structural Units & Integumentary System
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to the structural units of the body and to human anatomy and physiology underlining the structures, functions and pathophysiology of the integumentary system. This course also focuses on medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the integumentary system and as well as other medical assistant skills. Professional development skills and Electronic Health Records training are provided in the course.

CMA120 – Skeletal & Muscular Systems
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the skeletal and muscular system. This course also focuses on medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the musculoskeletal systems and medical assistants. Professional development skills and Electronic Health Records training are provided in the course.

CMA130 – Nervous System & Special Senses
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the nervous system and special senses. This course covers medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the nervous system and special senses and as well as other medical assistant skills. Professional development skills and Electronic Health Records training are provided in the course.

CMA140 – Cardiovascular & Lymphatic Systems
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the cardiovascular and lymphatic systems. The student will also be introduced to electrocardiography. This course covers medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the cardiovascular and lymphatic systems and as well as other medical assistant skills. Professional development skills and Electronic Health Records training are provided in the course.

CMA150 – Respiratory & Endocrine Systems
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the respiratory and endocrine systems. This course covers medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the respiratory and endocrine systems and as well as

other medical assistant skills. Professional development skills and Electronic Health Records training are provided in the course.

CMA160 – Digestive System & Nutrition
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the digestive system. Nutrition to include the relationship of nutrition and health – the role of foods and the nutrients they contain, with regard to the physiological, psychological, and sociological well-being of the individual, practical analysis of food records and application of nutritional knowledge in planning a healthy diet. This course covers medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the digestive system and as well as other medical assistant skills. Professional development skills and Electronic Health Records training are provided in the course.

CMA170 – Urinary & Reproductive Systems
Course Hours: Lecture 45, Lab 35
Prerequisites: None
This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the urinary and reproductive systems. This course covers medical terminology, pharmacology, and in addition, laboratory and clinical skills procedures as it pertains to the Urinary and Reproductive systems as well as other medical assistant skills. Professional development skills and Electronic Health Records training are provided in the course.

CMA180 – Phlebotomy
Course Hours: Lecture 45, Lab 35
Prerequisites: None
Students will learn the collection of blood by the multi-skilled healthcare provider through venipuncture using the evacuated tube method, winged infusion sets, syringe with needle and micro-collection techniques. These techniques will be thoroughly explored and practiced in both the classroom and in the laboratory clinical setting with emphasis on safety using universal precautions and infection control, regulatory compliance including quality assurance practices, collecting and processing accurate specimens.

DAPRE110 – Introduction to Dental Assisting & Infection Control
Course Hours: Lecture 15, Lab 5
Prerequisites: None
Students will learn tooth morphology, histology, microbiology, disease transmission, infection control, HIPAA and CPR. Emphasis is placed on dental histology and the oral cavity. In addition, this course provides instruction and laboratory practice in sterilization and autoclaving, preparation for sterilization and disinfection.

DA110 – Pre-Clinical Dentistry & the Dental Team
Course Hours: Lecture 57, Lab 23
Prerequisites: DAPRE110
Students will be introduced the profession of dentistry as it relates to dental assistance, the dental healthcare team and the dental office. Students have the opportunity to practice instrument exchange and handpiece maintenance and infection control protocols.

DA210 – Specialty Dentistry
Course Hours: Lecture 30, Lab 50
Prerequisites: DAPRE110
Students will learn general anatomy and physiology, dental anatomy and physiology, ergonomics, restorative and specialty instruments, oral surgery, orthodontics, periodontics, maxillofacial surgery, periodontics. Students will have

the opportunity to learn how to work with special needs patients. In addition, students with learn of sutures, perio-pak, and facebow.

DA310 – Law & Ethics, Nutrition & Dental Materials
Course Hours: Lecture 40, Lab 40
Prerequisites: DAPRE110
Students will learn California Law and Ethics as pertained in the dental field, nutrition, oral hygiene, toothbrush instructions and vital signs. Students will have the opportunity to practice manipulation of and armamentarium of dental materials including restorative, cast, impression, cements, liners, bases, tooth-brushing and flossing. In addition, students learn about the Dental Practice Act and Dental Board Statutes and Regulations.

DA410 – Restorative and Laboratory Registered Dental Assisting with Expanded Duties
Course Hours: Lecture 25, Lab 55
Prerequisites: DAPRE110
Students will learn registered dental assisting functions including examination, certification, continuing education and legalities. Student will have the opportunity to practice dental assisting skills to include temporary filling placement, temporary crown fabrication and cementation, base and liner placement, rubber dam placement and removing excess cement.

DA510 – Clinical Dental Procedures-Radiology in the Dental Office
Course Hours: Lecture 32, Lab 48
Prerequisites: DAPRE110
Students will learn basic principles of radiographic production and dark room errors, radiographic physics, bitewing radiographs, intra-oral techniques, mounting full mouth radiographs and manual film processing. Students have the opportunity to practice exposing films and taking full-mouth radiographs for diagnosis using mannequins and patients. Students are also taught producing of acceptable dental radiographs, including an overview of panoramic film techniques, and automatic film processing. This course requires the completion of four patients as clinical practice with no more than three retakes. In addition, the students will be provided instruction in radiograph duplication.

DA610 – Expanded Duties III-Business Administration for the Dental Office
Course Hours: Lecture 18, Lab 62
Prerequisites: DAPRE110
Students will learn the nonclinical functions of a dental office with emphasis on appointment scheduling, treatment presentations, financial arrangements, collection techniques, completing insurance forms and billing, charting new and existing restorations, inventory of supplies and dental equipment and entering treatment plans. Student will have the opportunity to practice basic computer terminology and functions, maintaining inventory supplies and dental electronic database system.

DA710 – Expanded Duties I-Coronal Polishing
Course Hours: Lecture 26, Lab 54
Prerequisites: DAPRE110
Students will learn theory and application of mandated procedures delegated to dental assistants and Registered Dental Assistants. Students will also learn seating and dismissing patients, obtaining intraoral and extra-oral photography and other related procedures. In addition, students will practice and apply the functions of coronal polishing. Coronal polishing requires the completion of clinical practice to include one student and three patients.

DA810 – Expanded Duties II-Pit & Fissure Sealants
Course Hours: Lecture 46, Lab 34
Prerequisites: DAPRE110; DA710
Students will learn and practice pit and fissure sealants, provisional acrylic crowns and class II temporary sedative fillings. Students will also prepare for the Registered Dental Assistant State Board examination through mock examination. In addition, students will learn telephone etiquette and how to prepare a professional resume.

DA910 – Expanded Duties IV-Clinical Procedures and Orthodontics
Course Hours: Lecture 9, Lab 71
Prerequisites: DAPRE110
Students will learn theory and practical application of general dental procedures delegated to the dental assistant and Registered Dental Assistants. Student will learn chairside assisting in amalgam and composite restorative procedures. In addition, students will learn class II temporary sedative dressings and orthodontic procedures.

EXTAMA - Externship—Administrative Medical Assistant
Course Hours: Lecture 0, Lab 0, Work-Based Activities 120
Prerequisites: AMA110; AMA120; AMA130; AMA140; AMA150; AMA160
The externship course is designed to provide practical on-the-job experiences that augment the students' in-class experiences. Students are required to complete 120-hours externship at a work site connected with their field of study, which normally includes health care facilities and health care organizations.

EXTCMA – Externship - Clinical Medical Assisting
Course Hours: Lecture 0, Lab 0, Work-Based Activities 160
Prerequisites: CMA110; CMA120; CMA130; CMA140; CMA150; CMA160; CMA170
The externship course is designed to provide practical on-the-job experiences that augment the students' in-class experiences. Students are required to complete 160-hours externship at a work site connected with their field of study, which normally includes health care facilities such as private or group practices and clinics.

EXTDA - Externship – Dental Assisting
Course Hours: Lecture 0, Lab 0, Work-Based Activities 160
Prerequisites: DAPRE110; DA110; DA210; DA310; DA410; DA510; DA610; DA710; DA810; DA910
The externship course is designed to provide practical on-the-job experiences that augment the students' in-class experiences. Students are required to complete the 160-hour externship course at a work site connected with their field of study, which normally includes dental and health care facilities such as private or group practices and clinics.

EXTPHLE - Externship – Phlebotomy
Course Hours: Lecture 0, Lab 0, Work-Based Activities 120
Prerequisites: CMA180
The externship course is designed to provide practical on-the-job experiences that augment the students' in-class experiences. Students are required to complete 120-hours externship at a work site connected with their field of study, which normally includes clinics, labs and hospitals.

VN100 – Nursing Fundamentals
Course Hours: Lecture 208, Lab 145, Work-Based Activities 187
Prerequisites: None
The Fundamentals of Nursing course provides students with theoretical knowledge and foundational concepts related to the practice and science of nursing. Students will be introduced to the basic principles of self-care, health and wellness, medical terminology, medication calculations, client diversity, and how to apply these principles to the nursing process. Students will learn basic skills in the laboratory setting. Clinical experiences will provide the venue to further demonstrate the application of learned knowledge and skills while socializing them to the culture of nursing.

VN200 – Medical-Surgical Nursing
Course Hours: Lecture 208, Lab 60, Work-Based Activities 272
Prerequisites: VN100
Students utilize clinical reasoning and the nursing process in learning about fundamental pathophysiological conditions and the VN's role in prevention of illness, treatment of disease, and the restoration of health in the adult and geriatric client. Concepts related to safety, cultural sensitivity and diversity, communication, client teaching, nutrition, and

pharmacology are integrated throughout the course. Students utilize the nursing laboratory to enhance their psychomotor and clinical reasoning skills in practicing advanced nursing skills. Clinical experiences provide opportunities for students to apply theory/lab.

VN300 – Nursing Specialties and Leadership
Course Hours: Lecture 208, Lab 45, Work-Based Activities 287
Prerequisites: VN100, VN200
This course will further the student's knowledge in the care of medical/surgical client. The body systems approach will continue to be used and new body systems will be introduced. More advanced deviations are introduced and self-care concepts continue to be the basis for the Nursing Care Plan. Anatomy and physiology will be addressed as it applies to each body system. Common deficits and limitations, diagnostic exams, medical/surgical management, pathophysiology, nutritional needs, pharmacological agents and psychosocial needs will be discussed. The student will be introduced to home health care concepts and the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care.

BLAKE AUSTIN COLLEGE-BRANCH CAMPUS PROGRAMS

Advanced Therapeutic Massage and Bodywork Practitioner

CIP 51.3501
900 Clock Hours
Capacity: 25 *Clinic Capacity: 15/instructor*

Program Description:
The Advanced Therapeutic Massage and Bodywork Practitioner Program is designed to give the student the necessary training and skills for employment as a Massage Therapist. This instructional program prepares the individual to provide massage services in the modalities of Swedish, Sports, Deep Tissue, Shiatsu, Chair, Hydrotherapy, Pregnancy and Reflexology. Students will receive instruction on Anatomy, Physiology, Pathology, Medical Terminology, Nutrition, Business Management, Ethics, Kinesiology, Body Mechanics. Students will also receive training and will be certified in CPR through American Heart Association CPR course (www.heart.org). All students will participate in a supervised clinic floor experience.

Upon completion of the program students will be prepared and eligible to sit for the California Massage Therapy Council (CAMTC) approved exams. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Course Code	Course Name	Hours
BIO101	Kinesiology	100
ATMB101	Swedish Massage Techniques/Ethics	100
ATMB110	Therapeutic Massage Techniques	100
ATMB120	Complimentary Modalities 1	100
ATMB130	Spa and Hydrotherapy	100
BIO100	Anatomy & Physiology/Pathology	100
ATMB140	Eastern Modalities	100
ATMB150	Business/Nutrition	100
EXAMPREP	National Exam Prep	100

Exit Exam Requirements: N/A

Certification Information: Graduates are eligible to sit for the Massage and Bodywork Licensing Examination through the Federation of State Massage Therapy Boards. Application and testing fees may be required and is not included in the program fees, reference www.fsmtb.org for more information.

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

> To hold himself or herself out or to use the title “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that s/he or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Equipment:

The Advanced Therapeutic Massage and Bodywork Practitioner Program utilizes massage tables, bolsters, hot stones, yoga mats, articulated skeleton, Vichy showers, water proof massage tables, and massage chairs. Classroom/lab computers are installed with software in the areas of Microsoft Office.

Cosmetology

CIP 12.0401
1600 Clock Hours
Capacity: 70 *Clinic Capacity: 15/instructor*

Program Description:

The Cosmetology Program is designed to educate students in study of Cosmetology. The program consists of 1600 hours of theory and practical training, preparing students for a solid background of practical hands-on experience directly related to the cosmetology industry. Upon completion of the program the student will be prepared to sit for the State Board Licensure Exam.

Course Code	Course Name	Hours
COSMO	Cosmetology	1600

Exit Exam Requirements: N/A

Licensure Information: Graduates qualify to sit for the State of California Cosmetology licensure examination. Application and testing fees are required and are not included in the program fees, reference www.barbercosmo.ca.gov for more information.

Equipment:

The Cosmetology program utilizes shampoo bowls, hair dryers, pedicure chairs, UV light nail dryers, multifunction facial machines, and microdermabrasion machines. Students receive additional equipment within their individual kits.

Esthetician

CIP 12.0409
600 Clock Hours
Capacity: 25 *Lab & Clinical Capacity: 15/instructor*

Program Description:
The Esthetician Program is designed to educate students in study of skin care through theory and practical training. The program consists of 600 hours of technical and practical training, preparing students for a solid background of practical hands-on experience directly related to the esthetic Industry. Students will also receive training and will be certified in CPR through American Heart Association CPR course (www.heart.org). Upon completion of the program the student will be prepared to sit for the State Board Licensure Exam.

Course Code	Course Name	Hours
ESTHE	Esthetician	600

Exit Exam Requirements: N/A

Licensure Information: Graduates qualify to sit for the State of California Esthetician licensure examination. Application and testing fees are required and are not included in the program fees, reference www.barbercosmo.ca.gov for more information.

Equipment:
The Esthetician program utilizes massage tables, multifunction facial machines, and microdermabrasion machines. Students receive additional equipment within their individual kits.

Spa Nail Technician

CIP 12.0410
600 Clock Hours
Capacity: 25 *Lab & Clinical Capacity: 15/instructor*

Program Description:
The Spa Nail Technician Program is designed to teach basic to advanced techniques in the manicuring industry. The program consists of 600 hours of theory and practical training, preparing students for a solid background of practical hands-on experience directly related to the industry. Upon completion of the program the student will be prepared to sit for the State Board Licensure Exam.

Course Code	Course Name	Hours
NAILTECH	Spa Nail Technician	600

Exit Exam Requirements: N/A

Licensure Information: Graduates qualify to sit for the State of California Manicurist licensure examination. Application and testing fees are required, reference www.barbercosmo.ca.gov for more information.

Equipment:
The Spa Nail Technician program utilizes creative nail products, state of the art manicuring equipment, spa treatment products, spa pedicure chairs, manicuring tables, paraffin machines and overhead nail art projector. Students receive additional equipment within their individual kits.

Branch Campus Course Descriptions

(In alphabetical order)

ATMB101 - Swedish Massage Techniques/Ethics
Course Hours: Lecture 30, Lab 70
Prerequisites: None
This course provides an introduction to the history and concepts of Swedish massage. Swedish massage is recognized as the fundamental basis for many other forms of massage. Students will leave this class with knowledge of, the strokes and stances used in Swedish massage, be aware of endangerment sites and contraindications for massage, the ability to accurately document a massage session though SOAP charting, be able to set up a wellness plan for their client, demonstrate proper infectious control measures, and perform a 50-minute massage routine. This class will also explore the ethical issues surrounding massage therapy and equip students with the skills needed to deal with these situations as they arise in their career. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

ATMB110 - Therapeutic Massage Techniques
Course Hours: Lecture 30, Lab 70
Prerequisites: ATMB101; BIO101
In this course students will learn therapeutic massage techniques to relieve pain and decrease restriction of motion. Students will learn how to include the client in an active role during the treatment to enhance the techniques used. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried to additional classes and the clinical setting in each course.

ATMB120 - Complementary Modalities I
Course Hours: Lecture 30, Lab 70
Prerequisites: ATMB101; BIO101
This course will introduce students to a variety of massage modalities and settings they will experience in the massage industry. Students will perform a basic pregnancy massage sequence, basic chair massage sequence, and sports massage sequence. They will also learn how to modify their massage sequence for clients with special needs. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

ATMB130 – Spa and Hydrotherapy
Course Hours: Lecture 30, Lab 70
Prerequisites: ATMB101; BIO101
This course will review the historical and cultural aspects of the spa industry as well offer an introduction to spa services and techniques. Students will learn how to effectively deliver reflexology massage, hot stone massage, exfoliation treatments, and hydrotherapy treatments. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

ATMB140 - Eastern Modalities
Course Hours: Lecture 30, Lab 70
Prerequisites: ATMB101; BIO101
This course will provide students with the required information to gain an understanding of Eastern philosophies, yin and yang concepts, locations and characteristics of meridians as well as a basic application of Shiatsu. Students will also gain additional knowledge in the areas of Polarity, Ayurveda, and Chakra Balancing. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

ATMB150 – Business/Nutrition
Course Hours: Lecture 60, Lab 40
Prerequisites: ATMB101; BIO101
In this course students will be learning the business aspects of the massage industry. Students will be introduction into marketing strategies to empower them to become both employable and successful in the field of massage therapy. Emphasis will be placed on marketing oneself in the profession, professional employment verses independent contracting and legal tax and permit requirements. Students will also be learning about nutrition. This course will discuss various dietary models and the standard American Diet. The students will learn how to assess their own and make changes for improvement based on their own needs. The use of protein, fat and carbohydrates, whole organic foods vs. refined and processed food will also be discussed. Practice will include students working on each other as well as clients in a clinical setting.

BIO100 - Anatomy and Physiology/Pathology
Course Hours: Lecture 60, Lab 40
Prerequisites: ATMB101; BIO101
This course is designed to give students a working knowledge of human anatomy and physiology as it pertains to massage therapy. Students will gain knowledge in how the human body and its systems function and how disease and dysfunction are formed in the body. Growth, age, stress and other organic dysfunctions are taught as they relate to the health profession. Student will learn to assess clients for signs of possible disease or dysfunction in each of the system and determine the indication or contraindication for massage services. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

BIO101 - Kinesiology
Course Hours: Lecture 30, Lab 70
Prerequisites: None
This course will provide the students with a detailed knowledge of the anatomy of the muscular and skeletal systems. They will learn how to locate and palpate bony landmarks, and muscle origins and insertions. Students will learn the actions of these muscles and joints associated with them. This course provides a basic foundation of knowledge that will be used in all bodywork classes and the clinical setting in each course.

COSMO – Cosmetology
Course Hours: Lecture 470, Lab 1130
Prerequisites: None
In this course, the students will learn the theory and application of cosmetology. The course is designed to meet the Board of Barbering and Cosmetology requirements. Students will have knowledge and training to demonstrate haircutting and hairstyling, manicures, artificial nails, pedicures, facials, make-up and perm and chemical services. Students will also learn disinfection and sanitation, laws and regulations, anatomy and physiology, hazardous materials, and health and safety. Job readiness and career development will be provided in the course. The Students will gradually progress from mannequins to clients to build confidence and technical abilities. The students will have the ability to perform the necessary skills to practice cosmetology as a professional and to apply their academic learning and technical information to clients.

ESTHE - Esthetician
Course Hours: Lecture 275, Lab 325
Prerequisites: None
In this course, the students will learn the theory and application of esthetics. The course is designed to meet the Board of Barbering and Cosmetology requirements. Students will have knowledge and training to demonstrate manual, chemical, and electrical facials, make-up application, laws and regulations, esthetic procedures, disinfection and sanitation and anatomy and physiology. Job readiness and career development will be provided in the course. The students will gradually progress from mannequins to clients to build confidence and technical abilities. The students will

have the ability to perform the necessary skills to practice esthetics as a professional and to apply their academic learning and technical information to clients.

EXAMPREP - National Exam Prep
Course Hours: Lecture 50, Lab 50
Prerequisites: ATMB101; ATMB110; ATMB120; ATMB130; ATMB140; ATMB150; BIO100; BIO101
This course provides the student with an opportunity to prepare for the Massage and Bodywork Licensing Examination (MBLEx) and the Board Certification Examination for Therapeutic Massage and Bodywork (BCETMB). Sample tests and review questions will be administered to assist the student with become familiar and comfortable with the testing environment. Students will continue to work on each other as well as clients in a clinical setting.

NAILTECH – Spa Nail Technician
Course Hours: Lecture 310, Lab 290
Prerequisites: None
In this course, the students will learn the theory and application of manicuring. The course is designed to meet the Board of Barbering and Cosmetology requirements. Students will have knowledge and training to demonstrate manicures, pedicures, application of artificial nail tips, liquid and powder. Students will also learn disinfection and sanitation, laws and regulations, anatomy and physiology, hazardous materials, and health and safety. Additional instruction in nail art design, hand and foot massage, and reflexology is provided to students. Job readiness and career development will be provided in the course. The students will gradually progress from mannequins to clients to build confidence and technical abilities. The students will have the ability to perform the necessary skills to practice as a professional and to apply their academic learning and technical information to clients.

BLAKE AUSTIN COLLEGE - ADMISSIONS INFORMATION

Admissions Requirements and Conditions

Prospective students must meet the following minimum requirements for admission into all Blake Austin College programs:

- U.S. citizen or eligible noncitizen
- **High School Graduate**, or
    - Transcripts must be verified that the High School is accredited by a Department of Education recognized accrediting agency.
- Successful completion of High School equivalency (**GED**), or
- Official **Home Study** Transcripts from a Home Study Program that is equivalent to the High School level and is recognized by the student's home state.
- Complete Blake Austin College Application for Admission
- Take and pass an institutional **Entrance Assessment**
    - Math
    - Reading Comprehension
    - Vocabulary
- Attend the institutions **General Student Orientation**

NOTE: BAC does not admit Ability-To-Benefit students.

Entrance Assessment Score Requirement

Program	Math %	Reading Comp %	Vocabulary %
Administrative Medical Assistant	80	75	75
Advanced Therapeutic Massage & Bodywork Practitioner	75	80	75
Clinical Medical Assistant with Phlebotomy	80	75	75
Cosmetology	75	75	75
Spa Nail Technician	75	75	75
Dental Assisting	70	75	75
Esthetician	75	75	75
Vocational Nursing	80	80	80

The Entrance Assessment may be taken more than once if the assessment requirements are not met on the first attempt. The timeframe between attempts are listed below:

- Second Attempt may be taken 24 hours after completing the first attempt
- The Third and final attempt may be taken 1 week from the second attempt

Three attempts may be made within 4-week period.

The Academic Department may allow additional testing if extenuating circumstances exist.

Additional Admissions Requirements for the following Programs:

- Vocational Nursing
- Dental Assisting
- Clinical Medical Assistant with Phlebotomy
- Administrative Medical Assistant

Immunizations, Background and Drug Screening

Prospective students will be required to verify that certain immunizations have been received as well as complete a Drug and Background Screening. The goal is to provide safety to our students, clients, and community partners. To successfully meet the requirements of each program, students must participate in an externship, clinical experience, or perform client services.

Required Immunizations

Hepatitis B, Measles/Mumps/Rubella, Varicella, Tetanus, and Flu Vaccine (seasonal). A Tuberculosis Skin Test is also required. Immunization record must be received by the 7th day or enrollment will be cancelled by Blake Austin College.

Background Screening

A background screening must be conducted for the above listed programs. Results of the background must be received by Blake Austin College by the 7th day of enrollment. If results are not received by the 7th day, the student's enrollment will be cancelled. Your admissions representative will provide agency contractor and procedure information for obtaining the background screen. If the background screen exhibits a felony conviction the student will be denied admission. Other convictions will require review by the academic department. Acceptance will be determined based on individual programmatic externship and clinical agency requirements.

Students who knowingly falsify their criminal history are withdrawn from school and are responsible for all fees related to their background screening.

California programmatic Boards may require students to disclose Criminal Pleas/Convictions during the application for licensure process.

Drug Screening

A "Clear" drug screen is required ensure consumer protection. A "Clear" drug screen is defined as negative findings in all screened classifications. Results of the drug screen must be received by Blake Austin College by the 7th day of enrollment. If results are not received by the 7th day, the student's enrollment will be cancelled.

Additionally, Blake Austin College reserves the right to perform additional drug screening at any time within the students' program and as required by our community partners. Additional drug screens are at the cost of the college, however if a student has incurred a previous positive result additional screens will be at the student's expense.

NOTE: The Drug and Background screen will be performed by an independent contractor. The cost is bundled with the Immunization Tracker, Drug Screen, and Background Screen is the responsibility of the prospective student.

Vocational Nursing Additional Admissions Requirements

- Two (2) professional letters of recommendation
- Health Screening
- VN Program Testing Session
    - Prospective students will be required to attend a testing session that will include an assessment of Math and English comprehension scores and include completion of a program specific questionnaire. The

prospective student should prepare for the pre-admission testing session similar to a job interview. Dress, attention to directions, punctuality, and communication will be evaluated.

- Vocational Nursing Orientation

Acceptance of Transfer Credits/Hours

A petition for previously earned credits/hours will be evaluated by the Academic Department. Official transcripts and course descriptions are required to determine applicable credit. A minimum grade of "C" from a Department of Education approved accredited school must be achieved for the course to be considered for transfer credit/hours. Additionally, for clock hour programs, documentation supporting successfully completed hours must be included with the official transcript.

A student must complete at least 50% of the course requirements at BAC. Transferred credits will be documented in the student's record indicating what units/hours were transferred and the student financial obligations will be adjusted accordingly. Credit/hour transfer approvals must be made before the first day of class.

*BAC does not accept hours or credits earned through Achievement Tests or Experiential Learning. Challenge Exams may be considered if the applicant has similar coursework, college degree, or Military training. The Academic Department will review and provide recommendations.

Student Transfer between BAC Programs

If a student requests to transfer from one BAC program to another BAC program, the student must meet with the Academic Department to complete the Student Status Change Form noting that the student chooses to withdraw from his/her currently enrolled program and is requesting new enrollment into a different BAC program. The student will be required to meet all admission criteria into the new program and meet with the Admissions and Financial Aid Department.

The transfer-of-credit award is based on:

- courses that have a grade of C or better;
- course descriptions, objectives, or outcomes;
- core/major courses must apply to the program; and
- conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.

Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions. If the student is enrolled in a course or program that requires a minimum grade to pass, the student must receive the required score or grade to receive credit. Credit cannot be transferred until an official transcript is submitted to the Institution evaluating the transfer credit. Students who want to enroll in a degree program are encouraged to consult with the Director of Academics before the end of their certificate program.

Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. Program transfer students must meet with the Financial Aid Department prior to acceptance into the new program. All coursework from previous programs that applies toward the new program will be used in calculating Satisfactory Academic Progress (SAP).

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program. All prior charges from the previous program must be cleared prior to entering the new program.

A student may have to wait up to 180 days to enroll in a different program.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at BAC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate/diploma you earn in the educational program from BAC is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate/diploma 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 BAC to determine if your credits or certificate/diploma will transfer.

This institution maintains a written record of previous education and training of the Veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of degree program) shortened proportionately, and the Veteran notified accordingly CFR 21.4253(d)(3).

BAC has not entered into an articulation agreement or transfer agreement with any other College or University at this time.

STUDENT INFORMATION AND SERVICES

Learning Resources

Blake Austin College is committed to student success and therefore offers various learning resources to all students. All campuses are equipped with learning resources specific to programs offered and include reference library, online research tools, course specific resources, computers, tutoring/remediation, and hands-on practice laboratories.

All students receive information about Learning Resources during orientation. The orientation includes instruction regarding sign-in procedures to obtain access and use of specific web-based resources. Student access to on-campus resources may be obtained through his/her instructor or the front desk.

Learning Resources are reviewed on an annual basis in conjunction with individual program reviews to ensure that available resources align with expected student outcomes.

Advising

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Academic Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

Academic Advising

Students who may be experiencing academic challenges are advised to contact their instructor, Program Director or Coordinator, Lead Instructor, or the Director of Academics. Academic Advising will be conducted at specific evaluation points within their program of study. At this time, the student and instructor will have an opportunity to discuss academic challenges and successes.

Tutoring/Remediation

Students who need extra assistance because of academic difficulties may arrange tutoring/remediation through contacting their instructor, Program Director or Coordinator, Lead Instructor, or the Academic Department. If at the evaluation points it is determined that a student has not met the specified criteria for the program, tutoring/remediation may be required as part of the student success plan.

Rules and Regulations

While on school grounds, all students shall conduct themselves in an appropriate adult manner and shall be prepared for class. Consideration and respect should be given to all persons, including other students and staff. Inappropriate behavior resulting in a violation of Student Code of Conduct is grounds for suspension and/or dismissal.

Student Code Conduct

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for and should report the following violations while on campus or in the externship, clinical, or preceptor setting:

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
- Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
- Inappropriate behavior or misconduct that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
- Being under the influence and/or the use of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
- The use of any tobacco products in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
- Bringing animals to the Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
- Bringing unattended children into the Institution's academic areas; children are not allowed into the classroom during class session unless otherwise authorized
- The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
- Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
- Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.

- Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
- Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- Inappropriate use of cell phones or other electronic devices. All electronic devices must be in the "off or silent" position while in the classroom.
- Audio or video recording of any kind at externship/clinical rotations/preceptor sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
- Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
- Rape, including acquaintance rape and/or sexual assault, in any form.
- Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
- All forms of gambling.
- Being in the presence of or aiding/abetting any of the conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Nursing students have additional conduct expectations outlined in the Nursing Student Handbook. Students dismissed for conduct violations will not be readmitted.

Student Interaction

Student interaction is an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to collaborate with their fellow student peers to develop study groups. If the student requires assistance, please contact course instructor or Academic Department.

Personal Appearance

Students are required to dress in their college uniform while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Faculty and administration are responsible for enforcing the dress code. Students dressed inappropriately will be sent home, and time missed will be recorded as an absence. Please reference the student handbook for detailed information regarding the Institution dress code.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Infringement and Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include reproduce or distribute a copyrighted work, including unauthorized peer-to-peer file sharing, In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may aware up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov .

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials, is also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone based on age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only and any other use by students,

including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

Ownership of Student and Third-Party Intellectual Property

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

- The intellectual property created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
- The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
- The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

Career Services

The Institution offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. Career services offered by the Institution are not an obligation or 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 wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment can contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

Part-time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Services Department will make a reasonable effort to assist them in their search.

OCCUPATIONAL OUTCOMES

Administrative Medical Assistant

31-9092.00: Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintain medical records, billing and coding information for insurance purposes.

Sample of reported job titles: chiropractor assistant, doctor's assistant, medical assistant, medical office assistant, ophthalmic technician, optometric assistant, optometric technician, Registered Medical Assistant (RMA).

43-6013.00: Medical Secretaries

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Duties may include scheduling appointments, billing patient and compiling and recording medical charts, reports and correspondence.

Sample of reported job titles: admissions coordinator, patient coordinator, billing coordinator, physician office specialist, health unit coordinator unit secretary, medical office specialist, unit support representative, medical secretary and ward clerk.

29-2071.00: Medical Records and Health Information Technicians

Compile, process and maintain medical records of hospitals and clinic patients in a manner consistent with medical, administrative, ethical, legal and mandatory requirements of the health care system. Process, maintain compile and report patient information for health requirements and standards in a manner consistent with the health care industry's numerical coding system

Sample of reported job titles: coder, health information clerk, health information specialist, health information technician, medical records analyst, medical records clerk, medical records coordinator, medical records director, medical records technician.

31—9094.00: Medical Transcriptionist

Transcribe medical reports recorded by physician or other health care practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature or correction.

Sample of reported job titles: clinical medical transcriptionist, documentation specialist, medical language specialist, medical secretary, medical transcriber, medical transcription, medical transcription supervisor, transcriptionist.

43-6011.00: Executive Secretaries and Executive Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff.

Sample of reported job titles: administrative aide, administrative assistant, administrative associate, administrative coordinator, administrative secretary, executive administrative assistant, executive assistant, executive secretary, office manager, secretary.

Advanced Therapeutic Massage and Bodywork Practitioner

31-9011.00: Massage Therapists

Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strengths or propose client therapy plans.

Sample of reported job titles: bodywork therapist, certified massage therapist (CMT), clinical massage therapist, integrated deep tissue massage therapist, licensed massage practitioner (LMP), massage therapist, medical massage therapist, therapeutic massage technician.

39-1021.00: Spa Managers

Plan, direct or coordinate activities of a spa facility. Coordinate programs, schedule and direct staff and oversee financial activities.

Sample of reported job titles: assistant spa director, assistant spa manager, associate spa director, direct of spa and guest experience, manager massage department, salon manager, salon/spa manager, spa manager, spa manager/owner and certified massage therapist

Clinical Medical Assistant with Phlebotomy

31-9092.00: Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintain medical records, billing and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administrating medications as directed by physician

Sample of reported job titles: Certified Medical Assistant (CMA), chiropractor assistant, doctor's assistant, medical assistant, medical office assistant, ophthalmic technician, optometric assistant, optometric technician, Registered Medical Assistant (RMA).

31-9097.00: Phlebotomists

Draw blood for tests, transfusions, donations or research. May explain the procedure to the patients and assist in the recovery of patients with adverse reactions.

Sample of reported job titles: lab asst, patient service t3echnician, phlebotomist, phlebotomist supervisor, medical lab assistant, phlebotomy director, phlebotomy program coordinator, phlebotomy supervisor, Certified Phlebotomy Technicial-1 (CPT-1).

29-2012.00: Medical and Clinical Laboratory Technicians

Perform routine medical laboratory tests for diagnosis, treatment and prevention of disease. May work under the supervision of medical technologist

Sample of reported job titles: certified clinical laboratory technician, clinical laboratory scientist, clinical laboratory technician, laboratory assistant, laboratory technician, medical laboratory technician, medical technician.

Cosmetology

39-5012.00: Hairdressers, Hairstylist and Cosmetologist

Provide beauty services, such as shampooing, cutting, coloring and styling hair, massaging and treating scalp. May apply makeup, dress wigs, perform hair removal and provide nail and skin care services.

Sample of reported job titles: Beautician, cosmetologist, hair dresser, hair stylist, manager stylist, master cosmetologist, stylist.

39-5092.00: Manicurists and Pedicurists

Clean and shape customers' fingernails and toenails. May polish or decorate nails.

Sample of reported job titles: manicurist, nail technician, pedicurist.

39-5093.00: Shampooers
Shampoo and rinse customers' hair.
Sample of reported job titles: apprentice cosmetologist, apprentice stylist, assistant hair stylist, shampoo assistant, shampoo person, shampoo technician, shampooer, stylist assistant.
39-5094.00: Skincare Specialists
Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.
Sample of reported job titles: aesthetician, clinical esthetician, esthetician, facialist, lead esthetician, medical esthetician, skin care specialist, skin care technician, skin care therapist, spa technician.
39-5091.00: Makeup Artists, Theatrical and Performance
Apply makeup to performers to reflect period, setting and situation of their role.
Sample of reported job titles: commercial makeup artists, hair and makeup designer, makeup artist, prosthetic makeup designer, special effects makeup artist.

Dental Assisting

31-9091.00: Dental Assistants
Assist dentist, set up equipment, prepare patient for treatment and keep records
Sample of reported job titles: Certified Dental Assistant (CDA), Certified Registered Dental Assistant, dental assistant, expanded duties dental assistant, expanded functions dental assistant, oral surgery assistant, orthodontic assistant, orthodontic technician, Registered Dental Assistant (RDA), surgical dental assistant.

Esthetician

39-5094.00: Skincare Specialists
Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.
Sample of reported job titles: aesthetician, clinical esthetician, esthetician, facialist, lead esthetician, medical esthetician, skin care specialist, skin care technician, skin care therapist, spa technician.
39-5091.00: Makeup Artists, Theatrical and Performance
Apply makeup to performers to reflect period, setting and situation of their role.
Sample of reported job titles: commercial makeup artists, hair and makeup designer, makeup artist, prosthetic makeup designer, special effects makeup artist.
39-1021.00: Spa Managers
Plan, direct or coordinate activities of a spa facility. Coordinate programs, schedule and direct staff and oversee financial activities.
Sample of reported job titles: assistant spa director, assistant spa manager, associate spa director, direct of spa and guest experience, manager massage department, salon manager, salon/spa manager, spa manager, spa manager/owner and certified massage therapist

Spa Nail Technician

39-5092.00 Manicurist and Pedicurists
Clean and shape customers' fingernails and toenails. May polish or decorate nails.
Sample of reported job titles: manicurist, nail technician, pedicurist.

Vocational Nursing

29-2061.00: Licensed Practical and Licensed Vocational Nurses

Care for ill, injured or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes and similar institutions.

Sample of reported job titles: charge nurse, clinical licensed practical nurse (clinical LPN), clinic nurse, licensed practical nurse (LPN), licensed vocational nurse (LVN), office nurse, pediatric licensed practical nurse, private duty nurse, triage licensed practical nurse.

To additional information about the careers, please click on the following link http://www.blakeaustincollege.edu/consumer-information/, Gainful Employment Reports

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. Information from this database forms the heart of O*NET Online, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers, https://www.onetcenter.org/.

ACADEMIC INFORMATION

Credit Hour Conversion

The Council on Occupational Education (COE) conversion rate is equivalent to 1 Semester Credit Hour for each of the following:

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of work-based activity (externship/clinical)

Hours of Operation

Class Hours

Main Campus:	Mon-Fri	8:00 am – 10:00 pm
	Sat/Sun	7:00 am – 5:30 pm (as schedule dictates)
Branch Campus:	Tues – Fri	9:00 am – 10:30 pm
	Sat	9:00 am – 4:30 pm

Administrative Hours

Main Campus	Mon – Fri	7:30 am – 9:30 pm
Branch Campus:	Mon	8:00 am – 5:00 pm
	Tues – Fri	8:00 am – 9:30 pm
	Sat	8:00 am – 4:30 pm

Out-Of-Class Learning Activities

For Title IV Programs the federal government has issued the following definitions for the purposes of calculating Title IV funding:

Credit Hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

Conversion Rate – Financial Aid Title IV

1. One semester credit hour is equal to 37.5 clock hours.

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One semester credit shall consist of 37.5 hours of instruction.
2. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical/lab setting and cannot include any out-of-class work.
3. Each semester credit in an externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or on-line. The remaining clock hours may include acceptable and

documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

Distance Education Courses

Distance Education (DE) means online education. Blake Austin College offers (DE) online courses equivalent to a classroom-based course. Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners. All course material requiring instructor review will receive instructor response or evaluation within 2-working days of receipt.

Basic Internet and computing skills are required. These might include the following:

- Using a browser
- Downloading a free browser from the Internet
- Downloading a browser plug-in, such as a video player
- Posting to a discussion forum/board
- Downloading and saving a file to your computer
- Uploading a file by browsing your computer to locate a file
- Entering your responses in a web-form, such as an online quiz
- Sending emails to your instructor or peers

Courses available through Distance Education are noted as such in the course description.

Changes in Programs or Policies

The institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequencing of courses in programs, or locations in the interest of improving the students' education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

English as a Second Language Instruction

The institution does not offer English as a second language instruction.

Attendance/Tardy Policy

Regular daily attendance is intended to ensure a high level of effectiveness, professionalism, and integrity in the institutional education programs. BAC must be able to confirm to potential employers that a student will be a reliable employee. Punctual attendance is required in all courses. Attendance is a crucial part of the education program and a requirement for graduation. The student's commitment to regular attendance is especially important to meet our institutional requirements, accrediting agencies and licensing boards.

Students arriving late for class or leaving early are considered tardy. Continued excessive tardiness or absences in any course could lead to disciplinary action up to and including dismissal. For additional information, refer to the Student Handbook.

New students must attend the first day of class of their first course to be considered "enrolled". This also applies to students who re-enter.

*For program specific attendance and make-up policies please reference the student or programmatic handbooks.

Dismissal Policy for Non-Attendance

The specific requirements relating to dismissal from the program due to nonattendance are:

- Students who are absent from the institution for fourteen (14) consecutive calendar days (excluding the institutions holidays, breaks, and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.
- In the event that a break of five (5) days or greater occurs, the student will be dismissed from the Institution if s/he fails to return within three (3) business days after the holiday, break or emergency closure.
- Students may follow the process presented in the grievance outlined in the institutional catalog if they feel an error has been made in their attendance calculation.

Probation, Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain satisfactorily level of academic achievement. The institution reserves the right to place a student on probation, suspend or dismiss a student who:

- Exhibits conduct found to be detrimental to fellow students, other individuals, the community, or the institution, as addressed in the Conduct section of this catalog;
- Fails to maintain Satisfactory Academic Progress (SAP);
- Fails to meet attendance standards; or
- Fails to meet financial obligations to the institution.

Time on suspension will be counted as an absence from the institution and cannot exceed the allowable absences stated in the attendance policy.

Externship, Clinical Rotations, or Preceptorship

Some programs will include an externship, clinical rotations, and/or preceptorship that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Academic Team on a regular basis.

The following academic requirements must be met prior to starting the externship, clinical rotations, and preceptorship:

- Student must have passed all required prerequisite courses as indicated in the catalog;
- Student may not have any incomplete grades for any prerequisites;
- Student may not have any pending disciplinary actions;
- Student is required to have a minimum 2.0 CGPA; and
- Student must be current with all financial obligations with the institution

The Institution may have program-specific eligibility requirements. Student should talk to their Program Director or Director of Academics.

Many programs require an orientation and/or preparation class prior to students being placed at an externship, clinical rotation, and/or preceptorship. This will provide the students with the information and applicable documents necessary for externship, clinical rotation, and/or preceptorship.

During externship, clinical rotations, or preceptorship, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship, clinical rotations, or preceptorship hours may be scheduled during the day and are typically full-time. This will require night students to complete externship, clinical rotations, and/or preceptorship hours during the day. Students must not count on the possibility of working in the evening may be required to make arrangements to complete the externship, clinical rotations, and/or preceptorship during daytime work hours. Successful completion of the externship, clinical rotations, and/or preceptorship is a requirement of graduation.

Due to unforeseen situations that may develop at a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of class and the beginning of an externship, clinical rotations, or preceptorship. All externship, clinical rotations, and preceptorship sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. The Institution maintains affiliation agreements with a variety of facilities to provide students with externship, clinical rotations, or preceptorship opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention, at least 60-days prior, of the Program Director/Coordinator so the site may be evaluated.

The externship, clinical rotation, and/or preceptorship facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship, clinical rotations, and/or preceptorship assignment and submit an approved verification of time completed in order to graduate. To complete the externship, clinical rotations, and/or preceptorship in the time allowed, students may have to increase the number of hours spend on site beyond those normally required during classroom training. All required hours for externship, clinical rotations, and/or preceptorship must be completed.

A reassignment of the externship, clinical rotations, and/or preceptorship training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with additional screenings for externship, clinical rotations, and/or preceptorships are the responsibility of the student.

Graduation Requirements

- Earn the required total number of clock or credit hours for the program;
- Pass all required courses with a 70% and meet all objectives of the program;
- Complete required operations and technical hours for the program (if applicable)
- Pass a comprehensive exit examination (if applicable);
- Return all property belonging to the institution;
- Current with all financial obligations to the institution;
- Attend a Career Services exit interview; and,
- Attend a Financial Aid exit interview.

If graduation requirements are not met, graduation credential/certificates, proof of training, transcripts, and licensure documents will be held until graduation requirements are met.

Graduation Ceremonies

Graduation ceremonies take place three (3) times a year. All graduates are encouraged to participate in official Blake Austin College ceremonies. Notification for the graduation ceremony will be provided by Career Services Department. To participate in the graduation ceremony, all graduation requirements must be met.

Transcripts

Current or former students may request a copy of their transcripts by submitting a Transcript Request Form to the Institution's registrar. Unofficial transcripts are at no charge and will be marked to indicate they are unofficial copies.

A fee is required for official transcripts. Official transcripts will not be released for students/graduates who have past-due accounts with the institution.

ACADEMIC STANDARDS

Standard Grading System

% Equivalent	GPA	Grade
100	4.00	A
99-96	3.90	
95-93	3.80	
92-90	3.70	
89-88	3.60	B
87-85	3.50	
84	3.40	
83	3.30	
82	3.20	
81	3.10	
80	3.00	
79	2.90	C
78	2.80	
77	2.70	
76	2.60	
75	2.50	
74	2.40	
73	2.30	
72	2.20	
71	2.10	C
70	2.00	
% Equivalent	GPA	Grade
69	1.90	D
68	1.80	
67	1.70	
66	1.60	
65	1.50	
64	1.40	
63	1.30	
62	1.20	
61	1.10	
60	1.00	
<60	0.00	F
Pass		Pass
Fail		Fail
Incomplete		I
Transfer Credit		TC
Withdrawal		W
Repeat		R

Pass: This grade will count as credit attempted and earned and will count towards maximum time frame (MTF) and pace of completion (POC), but not affect the students' cumulative GPA (CGPA).

Fail: This grade will count as credit attempted and not earned and will count towards maximum time frame (MTF) and pace of completion (POC), but not affect the students' cumulative GPA (CGPA).

Incomplete (I): The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade counts as credits attempted but not earned, and will not impact MTF, POC, or CGPA.

Transfer Credit (TC): Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC". Transfer credit is counted as credits attempted and earned, and will count towards, MTF and POC, but will not affect the student's CGPA.

Withdrawal (W): Students receive a "W" if they withdraw or are dropped from the course. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.

Repeat (R): If a student fails and repeats a course, the previous attempt will convert to an "R" upon completion of the additional attempt(s). This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.

Course Re-Entry, Repeat, and Advanced Standing

Students who wish to return to their program of study after:

1. A period of inactive enrollment 180 days or less, or
2. A period of inactive enrollment greater than 180 days or
3. A failed course (repeat), or
4. Evaluation of acceptable transfer credits from another school (Advanced Standing)

Are subject to the following:

1. Admission to the program/course will be on a space available basis
2. Re-enter students with attendance within the last year will contact the Director of Academics to begin the enrollment procedure.
3. Students must be in good standing to re-enter or repeat
4. Repeat students will be evaluated for the ability to succeed by the Academic Department
5. Students must have approval from the Academic Department prior to repeating a course
6. If the readmission timeframe is greater than 16 weeks, the student may be required to demonstrate proficiency in previously learned content. Demonstration may be evaluated through return demonstrations and/or written Examinations.
7. Students may only attempt a course 3 times, except VN program which may only be attempted twice.
8. A student may wait up to 180 days to enroll in a different program.

A fee may be charged for any repeat course. Institutional loans will not be granted for repeat fees. Please contact the Business Office for additional information.

Leave of Absence

A leave of absence (LOA) is considered a temporary interruption in a student's program of study. LOA is restricted to medical, military, or family emergency. Students can complete the following process and upon the approval from BAC, the LOA will maintain the student's in-school enrollment status.

A leave of absence may be granted under the following conditions:

- The student meets with the Director of Academics requesting LOA
- The student will complete the Request for LOA Form
- The student will provide documentation to support the LOA reason
- There is reasonable expectation that the student will return to school
- The LOA may not exceed 180 calendar days in a twelve-month period

The student will not be charged for the duration of the leave. Students will be responsible for any previous financial arrangement made between the student and the Institution during the LOA. Failure to return from leave of absence on the scheduled date will result in termination from the Institution.

If unforeseen circumstances prevent the student from providing written request, BAC may grant the LOA if the appropriate documentation is received within 5 days from the student's last day of attendance. Unforeseen circumstances may include, but are not limited to medical and family emergencies, military deployment, and natural disasters.

A student that is on LOA may request an extension by submitting an extension request to the Director of Academics with supporting documents before the last day of the current LOA. The total LOA cannot exceed 180 days.

A Leave of Absence can affect any Financial Aid.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

Maximum Time Frame

All students are to complete their program of study in a period not to exceed 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 × 60) in the completion of his or her program. Students who anticipate completing their program of study in greater than 1.5 (150%) duration must contact the Financial Aid office to review their eligibility.

Pace of Completion

Pace of completion is defined as the number of credits or hours earned divided by the number of credits or hours attempted. You must earn credit or hours for at least 67% of the credits or hours attempted. If your aggregate percentage falls below 67%, you will not meet Satisfactory Academic Progress.

Required Evaluation Schedule

The evaluation period for determining satisfactory academic progress for all students will be each payment period. The evaluation will occur at the end of each payment period and be based on all credit or clock hours attempted and earned.

The following credits are counted as credits or clock hours attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Transfer Credit (TC) and Pass (P). All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Incomplete grades (I) will count as credits or clock hours attempted but not earned, and will not count towards the CGPA until the final grade has been posted.

Repeated (FR) courses and Withdrawal (W) grades count as credits or clock hours attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum time frame, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

Minimum CGPA	Minimum Pace of Completion (POC)
2.0	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Financial Aid Warning

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students on Financial Aid Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one payment period. Students who achieve the required SAP minimums at the end of the payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will be placed on an Academic Improvement Plan to ensure that the student is able to meet Satisfactory Academic Progress. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

Students who are receiving Veterans benefits may not be on probation longer than two (2) periods. If probation extends past the second period, the student may lose any future Veterans funding for that enrollment.

Financial Aid Probation

Students may only remain in Financial Aid Probation for one payment period. A student who achieves the required SAP minimums at the end of the payment period that s/he is in Financial Aid Probation will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the payment period that s/he is on Financial Aid Probation will be dismissed; however, he or may appeal to be placed in Non-Title IV Eligible status to continue the program if the appeal is approved.

Non-Title IV Eligible

Students must appeal to be placed in Non-Title IV Eligible status if they fail to meet the minimum SAP standards while on Financial Aid Probation. Students in Non-Title IV Eligible are not eligible for Title IV Federal Financial Aid. Students in Non-Title IV Eligible will receive academic advisement and an academic plan to assist them in improving their academic progress. All credits attempted during Non-Title IV Eligible count toward the maximum timeframe.

Non-Title IV Eligible

Students may only remain in Non-Title IV Eligible status for one payment period. A student who achieves the required SAP minimums at the end of the payment period that s/he is in Non-Title IV Eligible will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the payment period that s/he is in Non-Title IV Eligible status will be dismissed.

SAP Appeal

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the payment period can appeal to be placed on Financial Aid Probation (or Non-Title IV Eligible). Students can begin the appeal process prior to the end of the payment period. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period. Students who do not submit the appeal packet by the last day of the payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other special circumstances. The student must submit specific information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation (or Non-Title IV Eligible). Students who have submitted their appeal prior to the end of the payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period, and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will be notified in writing of the final appeal decision.

SAP Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee (GC). The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

Record Retention Statement

Blake Austin College maintains current student records for a period of not less than five years. Student transcripts will be kept indefinitely. BAC complies with all Federal, State, Accreditation, and Certification bodies. For copies or inquiries please contact the campus registrar.

Blake Austin College
Main Campus
611-K Orange Drive
Vacaville, CA 95687

Blake Austin College – Beauty Academy
Branch Campus
1679 E. Monte Vista Dr., Suite 200
Vacaville, CA 95688

FINANCIAL INFORMATION

Blake Austin College (BAC) understands, that in many circumstances individuals and their families are not able to meet the entire cost of education. BAC endeavors to provide excellent service to deliver financial aid information to prospective, current and former students and their families. BAC Information include federal, state, and institutional options to cover educational cost. Financial Aid (FA) staff assist in the completion of required documents, and processes all financial aid awards. The focus of the FA department is to assist students in the understanding of available financial

options to assist them in reaching their goals and careers. Through this process, BAC works as a partner with the student helping students alleviate or eliminating financial barriers, and maximizing all available resources to help meet each student's financial needs. The FA department works with students in a variety of ways throughout the enrollment process and while attending BAC.

Overview

Financial Aid is money that can be used to cover the costs associated with attending BAC. This money can be in the form of grants, scholarships and federal loans. All loans and some grants must be repaid. All financial aid at BAC is administered in accordance with the policies and procedures of the U.S. Department of Education. The basis of such programs is that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the families and/or student's contribution and allowable educational expenses.

The amount of expected student or family contribution is determined by an analysis of financial strength: income and net assets, which the family may have versus the allowable expenses. The student's actual eligibility amounts will be determined from the information reported on the Free Application for Federal Student Aid (FAFSA). Educational expenses that are considered a basis for establishing student need include tuition, fees, books and supplies, room, board, transportation, and personal expenses. The BAC Financial Aid office has established standard student budgets to reflect the costs of each of these items based on a statewide cost survey and local cost data.

We understand that the rules that govern the financial aid programs can sometimes be complicated. However, the staff in BAC's Financial Aid department are available to answer questions and provide special assistance as needed. The FA staff is the designated official at the college for consumer information in relation to financial assistance, and students or parents with questions should not hesitate to contact the FA Department by calling the college's main or branch number, located on the college website, and ask to be connected to the Financial Aid Department.

The Financial Aid Department at BAC is always available to assist federal loan borrowers with student loan questions or concerns. If an issue exists, borrowers should first attempt to resolve the issue by contacting the Financial Aid Office. If the borrower has made a reasonable effort to resolve the issue through normal processes and has not been successful, s/he should contact the Federal Student Aid (FSA) Ombudsman. The FSA Ombudsman will informally research a borrower's issue and make suggestions for resolution. The FSA Ombudsman contact information is listed below:

Online: http://studentaid.gov/repay-loans/disputes/prepare

Telephone: 877.557.2575
Fax: 606.396.4821

Mail: FSA Ombudsman Group
P.O. Box 1843,
Monticello, KY 42633

Student Finance Policies

Student responsibilities for applying for and receiving financial aid at BAC are as follows:

1. Complete all requested forms for financial aid accurately
2. Use all financial aid received solely for expense related to attending BAC
    a) Students that apply for financial aid understand that costs related to attending school are defined in the cost of attendance budget

3. Submit in a timely manner all additional documentation requested by Financial Aid.
    a) These documents can include tax forms and household information.

Eligibility

Eligibility for Federal Student Aid is based on financial need and several other factors. Generally, to be eligible for Federal Student Aid, a student must:

- Be past the age for compulsory school attendance in California (over 18 years old) and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED. California compulsory education law requires everyone age 6-18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
- Have a high school diploma or a General Education Development (GED) certificate or state-specific equivalency credential, or complete a high school education in a home school setting that is treated as such under state law.
- Demonstrate financial need (except for certain loans).
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required. A student can use the paper or electronic FAFSA℠ to register, register at www.sss.gov, or call 1-847-688-6888, or call Toll Free 1-888-655-1825. (TTY users can call 1-847-688-2567.)
- Maintain Satisfactory Academic Progress as published in the catalog.
- Certify that s/he is not in default on a Federal student loan and does not owe money on a Federal student grant.
- Certify that s/he will use Federal Student Aid only for educational purposes.

Applicants who are incarcerated and students who become incarcerated must immediately report this information to the student financial aid office.

Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-BAC scholarships, although all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Prior to release of any eligible FSA Title IV funds, and at the time awards are to be paid, the Financial Aid Office will check a student's enrollment and continued eligibility through the Registrar's Office. Changes in a student's enrollment or program may cause delays or removals of any scheduled disbursement(s). All awards will be posted to the student's account ledger at BAC, and, any monies that are posted above the student's outstanding current school charges, resulting in a credit balance will be distributed to the student per BAC's Credit Balance policy. It is important to keep the Business Office, the Registrar and the Financial Aid Office updated on with current address and phone number. Money will not be requested for payment of tuition or other charges earlier than 30 days after the start of the first payment period. The student's actual eligibility amounts will be determined from the information reported on the FAFSA.

Student Financial Aid Rights:

1. The right to know how financial need was determined.
2. The right to know how financial aid will be distributed.
3. The right to request an explanation of programs in the financial aid package.
4. The right to refuse any aid offered.
5. The right to request an explanation of BAC refund policy.
6. The right to know what portion of financial aid must be repaid and what portion is a grant.
    a. If a loan has been received, have the right to know the interest rate and loan repayment options and procedures.
7. The right to examine the contents of financial aid records, with a written request submitted to the Financial Aid Department.
    a. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

Program Availability

BAC makes financial aid resources available to its students including federal and alternative loans or payment plans. Some funds are need-based, meaning the funds go to students who have the most financial need as determined by the U.S Department of Education standards. There are also non-need-based funds that are available to any students who qualify for the programs regardless of their income or that of their parents. Need-based programs that BAC currently offers include the Federal Pell Grant and Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.

Need-Based Eligibility

To be eligible to receive need-based Federal assistance, a student must:

1. Be enrolled in an eligible program of study as a part-time or full-time student.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
3. Maintain Satisfactory Academic Progress in their program of study.
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
5. Demonstrate financial need.

Definition of Financial Need

Students are packaged for financial aid based on the student's financial need. Financial need is determined by subtracting student's Expected Family Contribution (EFC) to BAC's Cost of Attendance (COA). Aid from most Federal aid programs is awarded based on financial need. The information a student reports on his/her Free Application for Federal Student Aid (FAFSA) is used to calculate each specific student's "Expected Family Contribution" (EFC). Eligibility for the Pell Grant Program is determined by the student's EFC. If the student's EFC is too high, students would not be eligible for Pell Grant. To ensure compliance with federal regulations, BAC defines the students with the highest need as those students with an EFC equal to "0" (zero).

Financial aid packages are awarded as follows:

- The Pell Grant is awarded to students who meet the federal criteria including the student's EFC. Award amounts vary.
- The Federal Direct Subsidized and Unsubsidized Loans are awarded to all eligible students based upon their academic grade level, the amount of eligibility available for the student(s) based on prior borrowing, and the remaining need.

Loan amounts cannot exceed the remaining of a student's annual loan limit at the grade level associated with their training program.

Packaging

Financial aid funds usually come from more than one source. This combination of financial resources is referred to as packaging. State programs are always subject to an approved State budget. Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Due to the vast opportunities for private sources, students are encouraged to pursue private loans at the financial institution of their choice. Blake Austin primarily utilizes the following federal sources, if the student is eligible to participate:

- Federal Pell Grant
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parent Loan for Undergraduate Students (PLUS)
- Campus Based Aid – Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Financial Aid Sources

Grants

Federal Pell Grant

The Pell grant is gift assistance that does not have to be repaid. Pell grants are awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2017-2018 award year, the minimum grant for a full-time student is $592 and the maximum grant is $5,920.

A student is eligible to receive a Pell grant for up to 12 semesters or the equivalent. If a student has exceeded the 12-semester maximum, s/he will lose eligibility for additional Pell grants. Equivalency is calculated by adding together the percentage of Pell eligibility that s/he received each year to determine whether the total amount exceeds 600%.

For example, if Manpreet's maximum Pell grant award amount for the 2015-2016 school year was $5,730, but she only received $2,865 because she was only enrolled for one semester, he would have used 50% of his maximum award for that year. If during the following school year (2016- 20176), she was to enroll full time for the entire year, she will use 100% of her maximum award for that year. Together, she will have received 150% out of the total 600% lifetime limit.

Federal Supplemental Education Opportunity Grant

The Federal Supplemental Education Opportunity Grant (FSEOG) is gift assistance that does not have to be repaid. The FSEOG is awarded to students who have the most financial need as determined by the U.S. Department of Education standards. For the 2017-2018 award year, the minimum grant for a full-time student is $100 and the maximum grant is $4,000.

The Federal Supplemental Education Opportunity program is administered directly by the Financial Aid Office at each participating school and is therefore called "campus-based" aid.

Federal Loans

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment, income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. The Federal loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. Interest rates for federal student loans are subject to change by the U.S. Department of Education at any time.

Federal Direct Loans

- The student (parent in the case of PLUS loans) must complete and sign a valid Master Promissory Note.
- The student must be enrolled at least half-time to receive Direct Loan program funds. A student whose enrollment status is below half-time is not eligible for Direct Loan program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.
- A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than 30 days after the start of the program or period of enrollment. Exceptions can be made if the school meets certain Default Prevention criteria based on a 3-yr default percentage.
- Financial Aid staff may not perform credit checks on students when awarding Direct Loan program funds, except in cases of graduate PLUS loans.
- A student borrower who is in default on a Federal student loan is not eligible for additional Direct Loan funds unless eligibility is regained by resolving the existing default.

Federal Direct loans are available to students regardless of income. Before taking out loans, students should visit the Department of Education's Federal Student Aid website at http://studentaid.ed.gov/types/loans

Subsidized Federal Direct Loan

The Subsidized Federal Direct Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for undergraduate students is $3,500 for the first academic year, less origination and other fees (if applicable). Beginning July 1, 2012, only undergraduate students are eligible for subsidized loan funding. The Federal government pays the interest while the student is in school, in-grace, and during deferment periods. Loans disbursed on or after July 1, 2012, interest begins accruing on these loans when the student graduates or drops below half-time enrollment status. The minimum repayment amount is $50 per month, but it may be greater depending on the amount borrowed. However, subsidized Federal Direct loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For undergraduate subsidized loans first disbursed on or after July 1, 2017, the interest rate is fixed at 4.45%. Borrowers with other outstanding loans may be able to consolidate eligible loans and make only one monthly payment. For additional information, please refer to the loan entrance counseling materials found at https://studentloans.gov/

Unsubsidized Federal Direct Loan

The Unsubsidized Federal Direct Loan program provides additional loan funding to students who do not qualify for a full Subsidized Loan or who need additional loan funding. The Federal government does not pay the interest on unsubsidized loans while the student is in school, in-grace, and during deferment periods. Student loan borrowers are

responsible for all interest that accrues on the loan while in school, in-grace, and during deferment periods. The student may elect to make interest payments while in school to avoid the capitalization of interest and to lower the overall repayment debt. Typically loan repayment will begin six months after the student leaves school or attends less than half time. Undergraduate independent students can borrow up to $9,500 (Subsidized and Unsubsidized combined) for the first academic year, of which no more than $3,500 can be subsidized. Undergraduate dependent students can borrow up to $5,500 (Subsidized and Unsubsidized combined) for the first academic year, of which no more than $3,500 can be subsidized. Graduate students may borrow up to $20,500 per academic year, depending on eligibility. For undergraduate unsubsidized loans first disbursed on or after July 1, 2017, the interest rate is fixed at 4.45%. For graduate unsubsidized loans first disbursed on or after July 1, 2017, the interest rate is fixed at 6.00%.

Subsidized and Unsubsidized Master Promissory Note (MPN) Students can obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Direct Loan program without having to sign a new Master Promissory Note (MPN) for each academic year. The school will notify the borrower of the loan amounts awarded through the Estimated Financial Aid Award Letter. If the borrower decides to decline or adjust the type or the amount of the loan, they must contact the Financial Aid Office.

Federal Direct PLUS Loan

The Federal PLUS loan is a credit-based loan, available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Direct Loan Program first disbursed on or after July 1, 2017 will have a fixed interest rate of 7.00%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and accumulated interest.

Exception to FAFSA filing requirement:
If a dependent student only wants to receive a Federal Direct PLUS loan, s/he doesn't have to complete a FAFSA (though many schools still require it), but one parent will need to complete a loan application and promissory note.

The regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of PLUS loan funds via an estimated award letter. The confirmation process is to provide a means for the parent borrower to accept or decline a PLUS loan made for a student's subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt. Active confirmation can be completed with a signed award letter, a signed Parent Loan Data and Confirmation (PLDC) Form, or documented electronically.

Disclosure Information

Additional consumer and disclosure information regarding placement rates, median loan debt, cost of programs, etc. is at the Blake Austin College website http://www.blakeaustincollege.edu/consumer-information/

Disseminating Consumer Information

The primary method of disseminating consumer information to college students is through the College Catalog and website at http://www.blakeaustincollege.edu/consumer-information/ In addition, financial aid information is distributed through the Financial Aid Award Letter.

Applying for Financial Aid

Students must apply for financial aid using the Free Application for Federal Student Aid (FAFSA) found at

www.fafsa.ed.gov *The school code for Blake Austin College is 0400330*

If the FAFSA was previously completed for the current award year, the student can provide a copy of the Student Aid Report (SAR) to the Financial Aid Department. This information will be used to determine the student's financial aid eligibility.

There are many forms which may be required to evaluate student aid eligibility. However, a student need only apply for admission and file the Federal Application for Federal Student Aid (FAFSA) to begin the financial packaging process.

A student's application may be selected for a process known as verification. The verification process is the school use to confirm that the data reported on the FAFSA is accurate. Financial assistance will not be awarded until the verification process has been completed. Students will be notified personally, via email or phone/text message if additional documents are required. Documents that may be requested to complete processing of the verification are:

- Proof of citizenship
- Proof of selective service registration
- Marriage certificate
- Verification Worksheet
- Tax returns (parent and student and/or spouse)

Students should refer to http://studentaid.ed.gov/ sponsored by the U.S. Department of Education for more detailed information.

Documentation of Citizenship

To be eligible to receive Title IV, Higher Education Act assistance a student must:

1) Be a citizen or national of the United States, or
2) Provide evidence from the U.S. Immigration and Naturalization Service that they are:
    a. A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards
    b. Classified as one of the eligible non-citizen categories:
        i. Refugees
        ii. Victims of human trafficking
        iii. Persons granted asylum
        iv. Persons paroled into the United States for at least one year
        v. Some persons under the Violence Against Women Act
        vi. Cuban Haitian entrants

Federal Student Loan Management

Federal regulations require all first-time Federal Direct Student Loan borrowers, prior to receiving the first disbursement of their loan proceeds, to complete loan entrance counseling conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information about borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least half-time will be required to complete the exit counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package mailed by the campus. Exit counseling addresses topics such as the

requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default. Please see The Financial Aid Loan Exit Counseling section for additional information. If instructed by the Financial Aid Department to complete on-line Entrance or Exit Loan Counseling please visit the following links:

Entrance Counseling Session: https://studentloans.gov
Exit Counseling Session: https://www.nslds.ed.gov

Follow the instructions carefully, complete all sections, and provide the completed counseling confirmation in person or email to the Financial Aid department.

Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling that is available online at http://StudentLoans.gov First-time student borrowers will be directed to complete entrance counseling prior to the first disbursement of loan funds.

- Explanation and use of the Master Promissory Note (MPN).
- Effect of accepting the loan on eligibility for other aid.
- Seriousness and importance of the repayment obligation.
- Option of paying interest on Unsubsidized and Graduate PLUS loans while in school.
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the U.S. Department of Education.
- Definition of half-time enrollment.
- Consequences of not maintaining at least half-time enrollment.
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower.
- Obligation to repay the loans even if: the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, is dissatisfied with the school/program, or does not receive the services purchased from the school.
- The importance of repayment and the consequences of default, including adverse credit reports, Federal offset, and other Federal delinquent debt collection procedures and litigation.
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrowers within the same academic program as the borrower.
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records.
- Name and contact information of the person the student can contact questions regarding rights and responsibilities or loan terms and conditions.
- For first-time borrowers, explanation of the limitation on eligibility for Direct Subsidized Loans and possible borrower responsibility for accruing interest, including:
    - the possible loss of eligibility for additional Direct Subsidized Loans;
    - how a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;
    - the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized

periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans; and
    - the impact of borrower responsibility for accruing interest in the borrower's total debt.

Financial Aid Loan Exit Counseling

Students are required to attend a financial aid loan exit counseling session prior to graduating or shortly before ceasing enrollment of at least half-time study. Students who seek withdrawal from the school should see the Financial Aid department to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with the Financial Aid department to understand the financial impact of this decision and to attend loan exit counseling. Exit counseling includes the following information:

- Explanation of all repayment plans available.
- Comparison of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments.
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge.
- Explanation of the terms and conditions under which a borrower may obtain a deferment or forbearance.
- Debt management strategies to assist the student in successful loan repayment.
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans.
- A review of the Master Promissory Note (MPN) and the student's obligation to repay the loan.
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received.
- Explanation regarding the consequences of default, including adverse credit reports, Federal offset, other Federal delinquent debt collection procedures and litigation under Federal law.
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders.
- Explanation of the tax benefits available to the student.
- Information concerning the National Student Loan Data System (NSLDS) and how the student can use NSLDS to access his or her records.
- Information regarding the services offered by the student loan Ombudsman's Office.
- Information containing:
    - descriptions of federal student assistance programs,
    - the rights and responsibilities of student and institutional participants,
    - ways in which students and prospective students can assess the debt burden and monthly and total epayment obligations for their loans.
- For first-time borrowers, explanations of
    - how a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;

- the sum of the borrower's subsidized usage periods at the time of exit counseling;
- the consequences of continued borrowing or enrollment including:
  - the possible loss of eligibility for additional Direct Subsidized Loans and
  - the possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans;
- the impact of borrower becoming responsible for accruing interest on total student debt; and
- the Department of Education will notify the student borrower whether s/he is responsible for accruing interest on his or her Direct Subsidized Loans.

The Financial Aid Department is responsible to collect the following information as part of the exit counseling and provide the information to the U.S. Secretary of Education within 60 days of receipt:

- Name
- Address
- Social Security Number
- References
- Driver's License Number and State issued
- Expected Permanent Address
- Name and Address of Next-of-Kin
- Name and Address of Known or Expected Employer

Loan Deferments for Borrowers

Student loan borrowers should contact the Financial Aid Department for the terms and conditions under which they may obtain a deferment for repaying student loan debt.

Loan Deferments for Certain Individuals

Loan deferment terms and conditions are further defined for those serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. These individuals should visit the Financial Aid department for additional information.

Loan Repayment Obligation and Repayment Options

BAC employs an on-site Default Prevention Coordinator to work with any student that has received student loans, both federal and institutional, to provide a partnership/liaison to assist in the coordination of initiating communication between the student and lender/servicer and to prevent delinquency and/or default.

Students who receive Federal student loans sign a Master Promissory Note (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or inability to obtain employment. The Federal Direct Loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's Default Prevention Coordinator is available to review the different repayment options. If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact the school or lender to determine what options are available to the student.

Financial Responsibility

Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest less the amount of any refund. Students must repay loans even if they do not complete their educational programs or are unable or choose not to get jobs after graduation. Students who fail to repay a loan will be considered in default. The federal and state government or a loan guarantee agency may act against such a student, including applying any income tax refund to which the person is entitled to reduce the balance owned on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid. Students receiving federal financial aid may be entitled to a refund of funds not paid from federal financial aid funds.

Delinquency & Default

Students who experience a financial hardship and/or have difficulty making their monthly student loan payments are advised to contact the Direct Loan Servicing Center immediately to discuss their financial situation, other repayment options and determine eligibility for loan deferment or forbearance. Payments received after the due date will be considered delinquent. Default occurs when delinquent payments are not received for 270 days. Students who default on a federal student loan are not eligible for additional federal financial aid, the entire unpaid amount is due immediately, and the default(s) are reported to the national credit agencies; additional repercussions could occur.

National Student Loan Data System

National Student Loan Data System (NSLDS) is the U. S. Department of Education's central database for Federal Student Aid. Student financial aid information is submitted to the NSLDS from schools, guaranty agencies, the Direct Loan program, the Pell grant program, and other U.S. Department of Education programs. NSLDS Student Access provides a centralized, integrated view of Federal Student Aid loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or grant data. Once a student's data is reported to NSLDS, this site and all the student's information contained within is accessible to Financial Aid Staff, and guaranty agencies. In addition, students may access their own financial aid information by visiting this site. All users must sign-in and be an authorized user. To access the site, visit www.nslds.ed.gov

Disbursement of Financial Aid

Programs Not Using Standard Academic Terms ("Non-Term" or "Clock-Hour")

Disbursement of aid varies by the type of assistance.

Financial aid is awarded based on an academic year as defined on a program-by-program basis at BAC. An academic year is defined as a minimum of 24 credits or 900 hours, as measured based on the federal credit hour calculation and a minimum of 30 weeks in length. A payment period is one half of an academic year (12 credits minimum or 450 hours) or one half of the program length if the program is less than 24 credits or 900 hours.

Providing all other eligibility requirements are met, qualifying students will have a portion of the Federal Pell grant and the Federal Supplemental Educational Opportunity Grant credited to their accounts twice during the academic year. The accounts are credited at the beginning and at the mid-point of the academic year as measured in credit or clock hours earned and weeks of instructional time completed to satisfy the student's tuition and fees. Eligible Title IV and other Financial Aid funds will first be used to reduce any tuition and fee obligations charged by the BAC, the student may receive the excess amount of Federal Student Aid that creates a credit on the account.

A first-year, first-time borrower's account will not be credited with Federal Direct loans until the following two conditions have been met:

(1) Loan entrance counseling, and
(2) 30 days have passed since the first day of class

To receive subsequent disbursements, the student must complete entire payment periods and must be maintaining Satisfactory Academic Progress (SAP) in accordance with these standards. Repeating courses and Leave of Absences will extend the payment period.

The U.S. Department of Education requires that for all first-time loan borrowers a 30-day delay from the start of their program be put in place. For alternative loans, the credit balance created by the loan is disbursed as the credit balance is created, in accordance of timeline regulations as set forth by the Financial Student Aid (FSA) and Department of Education guidelines.

Exceptions to disbursement rules for schools with low default rates

Per Section 428 G (a)(3) and (b)(1) of the HEA, Direct Loans 34 CFR 685.303 (d)(6) of the FSA Handbook, schools with cohort default rates of less than 15 percent for each of the three most recent fiscal years for which data are available, including eligible foreign schools, may disburse, in a single installment, loans that are made for one semester, one trimester, one quarter, of a four-month period. Such schools also are not required to delay the delivery or disbursement of a first disbursement of a loan for 30 days for first-time, first-year undergraduate borrowers.

FSA Credit Balance

A Title IV Federal Financial Aid credit balances occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. If FSA disbursements to the student's account at the school create an FSA credit balance, BAC will pay the credit balance directly to the student or parent as soon as possible but no later than 14 days after:

- the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period;
- the balance occurred if the credit balance occurred after the first day of class of a payment period.

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent. However, the parent may authorize BAC (in writing or through StudentLoans.gov) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made. The U.S. Department of Education does not specify how a school must determine which FSA funds create an FSA credit balance.

Paying FSA Credit Balances

A school may pay a credit balance by issuing a check payable to and requiring the endorsement of the student or parent. A school is considered to have issued the check on the date that it:

- mails the check to the student or parent; or
- notifies the student that the check is available for immediate pickup and provides the specific location.

A school that is paying a student his or her credit balance with a direct disbursement must pay the student within the 14-day time frame. A school can, within that 14-day period, do many things, including sending a notice to the student that his or her money is available. A school that does that is considered to have met the 14-day requirement to give the student his or her credit balance, if the school's process complies with the rest of the regulation. That is, the school must be able to give the student a check when the student comes to the Business Office within the 14-day time frame.

If a student is told (within the 14-day period) to come to the Business Office to pick up his or her credit balance, the student must be able to leave the business office with the funds in some form (e.g., a check, cash, or an appropriate stored-value card), and not be told that a check will be mailed to him or her.

A school may hold the check for up to 21 days after the date it notifies the student. If the student does not pick up the check within this 21-day period, the institution will mail the check to the student or parent, to the address on file, or return the funds to the appropriate FSA program.

The college will cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check. All unclaimed credit balances will be returned to the appropriate FSA program.

A Statement of Student Authorization of Title IV Credit Balances is provided to students by the Financial Aid Department. Students and parents (of a dependent student applying for PLUS loans) review the statement, select the appropriate authorization categories, and provide the signed form to the Financial Aid Department. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The authorization categories available for student/parent selection are as follows:

- Based on student's authorization, the school will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.
- If funds are not requested prior to leaving the school, the student or parent can authorize the school to return the credit balance to the lender as prepayment of the student loan.
- The school will retain interest earned on the credit balance while the funds remain on the account.
- A student or parent may modify their authorization at any time by visiting the financial aid office and completing a new form.

Withholding Aid

BAC reserves the right to withhold aid from any student, at any time, which has:

1. not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards;
2. not completed mandatory entrance counseling and signed the MPN/Plus MPN
3. not performed satisfactorily at the published minimal academic standards, or, due to an attendance pattern, appears to abuse the financial assistance programs. For example, financial aid could be withheld from any student who, withdraws from two consecutive programs, or, who has previously attended two or more institutions and who has not progressed satisfactorily, or, who does not appear to be pursuing degree/diploma/certificate completion, etc.

State, Local Aid and School Aid Programs

BAC is approved to work with other agencies such as:

- Veterans Administration Benefits (VA)
- Workforce Innovation and Opportunity Act (WIOA)
- Military Spouse Career Advancement Accounts (MyCAA)

Students should visit the financial aid department to obtain additional information regarding eligibility criteria.

State Aid

State Aid is distributed to students who meet the eligibility criteria as described in the specific state aid program requirements. Students should visit the financial aid department for additional information on available state aid programs.

U.S. Department of Veterans Affairs Benefits

As an institution that has agreed to comply with the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members, Blake Austin College is honored to work with our Veterans and their families. Veterans educational benefits may extend to students enrolled in BAC. More information may be obtained from the U.S. Department of Veterans Affairs office that has possession of applicant's records. In all cases the Financial Aid Department is responsible for certifying the registration of veterans.

Students who may qualify for veterans' education benefits should notify their Blake Austin College admissions representative and meet with the BAC's Veterans Certifying Official regarding eligibility as far in advance of their scheduled class start date as possible.

When assisting veterans with possible financial options available to them, the following documentation will be required by the financial aid department to provide accurate financial packaging information:

- Veterans and all eligible military must submit all transcripts from colleges, universities or other training institutions for consideration of possible transfer credit within 30 days of the first date of their program (required by the U.S. Department of Veteran's Affairs). Note: Transcripts can be unofficial for review, however BAC reserves the right to request official transcripts for any credit that are authorized for transfer credit(s).
- Certificate of Eligibility
- DD214 (if the student is the veteran)

The following forms will be provided to the veteran by the Financial Aid department, prior to enrollment:

- Student Bill of Rights
- Educational and Training program (MyCAA)
- Shopping Sheet

All veterans interested in attending a BAC program are encouraged to complete the FAFSA, so that the financial aid staff can discuss all available options of federal funding, both direct loans and grants, that the veteran may be eligible for.

Federal Title IV options will be presented prior to discussion of an institutional payment plan, only after all favorable choices for the veteran have been exhausted.

The VA awarding cycle is August 1st – July 31st of each calendar year.

In addition to meeting Blake Austin College's standard of academic progress requirements, students receiving veteran's education benefits must also meet Veterans Administration standards of academic progress requirements. Failure to do so may result in loss of benefit eligibility until deficiencies are corrected. Students receiving VA benefits should see Additional Standards of Academic Progress Information for students receiving Veterans Education Benefits. Questions regarding these requirements should be directed to the college's veterans certifying official.

BAC limits student enrollment to 85% veteran enrollment per program of study in accordance with U.S. Department of Veterans Affairs. If a veteran is interested in enrolling in a program that already reached the 85% cap, s/he may do that but will not be eligible for VA funding. Chapter 35 students may still enroll even if the 85% has been realized.

Educational Benefits available to Veterans through Department of Veterans Affairs and Department of Defense

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

If you currently serving in the military, you be eligible for funding offered through the Department of Defense Tuition Assistance program. You can check your eligibility status and the amount for which you qualify for your Service prior to enrolling.

If you are the spouse of a child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training and/or the occupational license and credentials necessary for a portable career.

If you are the spouse of the child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill® benefits to you.

GI Bill®

Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees from colleges and universities as well as courses leading to a certificate or diploma from a technical or vocational school.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website, www.benefits.va.gov/gibill

MONTGOMERY GI Bill (Chapter 30)

This program offers educational benefits for students entering active duty for the first time after June 30, 1985 and meeting other criteria as determined by the Department of Veterans Affairs (VA). This benefit pays a monthly stipend based on enrollment status while the student attends school.

SELECTED Reserve (Chapter 1606)

This program offers educational benefits for reservists in the Army National Guard and the Air National Guard. This benefit pays a monthly stipend based on enrollment status while the student attends school.

DEPENDENT'S Education Assistance (Chapter 35)

This program offers educational benefits for spouses and children of veterans who have died or are permanently and totally disabled. This benefit pays a monthly stipend based on enrollment status while the student attends school.

POST-9/11 (Chapter 33)

This program offers educational benefits for active duty, veterans, and their family members who served after September 10, 2001. Based on the student's percentage of eligibility, this benefit pays tuition, fees, books, and a Monthly Allowance for Housing while the student attends school. GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill Students may also contact the Veterans Affairs Education Office at 1-888-442-4551.

Payment Options

Institutional Payment Plans:

Blake Austin College payment plans will not result in loan proceeds being paid to the borrowers or any outside agency. All borrowers approved for the following payment options are required to complete/provide:

- Retail Installment contract,
- All state, federal and Fair lending disclosures
- Self-Certification form
- Driver's license or State issued Identification card
- Verification of social security number

Payment plan offers extended to students are an alternative option to assist in the funding of their program. The student is under no obligation to execute a loan payment agreement with Blake Austin College. Students are encouraged to research all other options that would be more beneficial to the student prior to electing to enter into a payment agreement for BAC payment plans. Blake Austin College payment plans are offered only for the difference in the balances remaining after all other federal loans options have been awarded.

Blake Austin College does not participate with any private loan companies. Financial Aid Staff is prohibited from providing information regarding any private loan lender and does not provide a list of preferred lenders to the student.

In-School Loan

When a balance remains after all credits from federal aid and other sources have been exhausted, the student may opt to apply for a BAC payment plan with the loan to be paid in full prior to graduation. Payments must be made monthly over the length of the program and the final payment for the remaining balance due before the student's last day of attendance. No interest is charged with this payment plan. The first payment is due on the first day of class. Payments are made directly to the school.

Institutional Loan Program (ILP)

BAC offers an alternative option to cover the difference of the amount of program costs covered by financial aid and other sources and the cost of the program. Students are eligible to apply for this loan. An application is required that

must reflect the ability of the student borrower to repay the loan according to the agreed upon terms. The financial aid staff can provide information regarding the eligibility requirements. A cosigner may be required.

The first payment is due on the first day of class, and is paid directly to the college. Your payment plan is serviced by Blake Austin College, however may be transferred to a third-party servicer at BAC's sole discretion.

Automatic payments should be setup in the Financial Aid department. Monthly payments vary according to down payment, applicable fees, any interest accrued and the term (number of months) defined in the payment contract. This is a fixed rate loan.

In the event of default on BAC Institutional payment plans, by students no longer in attendance, delinquent balances will be referred to a national credit reporting agency, that will attempt to collect the debt and will result in negative reporting of the account to all three major credit bureaus. Additional fees imposed by the third-party collection company may impact the balance due on the loan. For additional information, please refer to the BAC Default Coordinator.

Institutional Scholarships

In the event of an offer of Institutional scholarship by Blake Austin College, the scholarship cannot be used in conjunction with any tuition reduction programs or create a credit balance on any student's account. In the event a credit balance is created resulting from the Scholarship, the scholarship will be reduced to remove the credit balance. Applications for scholarships will be completed during the enrollment process. All scholarship amounts are awarded based on successful completion of the program.

Collection of Fees

The financial aid office confirms that student finances are up-to-date at the end of the payment period for federal financial aid.

In the case of an active student or a student on a Leave of Absence (LOA) being delinquent on their Institutional payment(s), the following may occur (Note: Fair Lending regulations are strictly adhered to regarding any communication involving delinquent debt):

1) Phone call
2) Email to the student's personal and/or student email
3) Request the student report to the business office, sent to their instructor
4) If no payment arrangement has been made within 30 days of the original payment due date or the student does not fulfill the terms of the payment arrangement, the student may be dropped from the program.

Student Financial Obligation

The student is responsible for satisfying all financial obligations to BAC, which may have accrued in the student's account including amounts from prior education and accrued interest. In a situation where the student fails to satisfy current or prior obligations, student will be dropped from the program.

BAC reserves the right to terminate student's enrollment, withhold transcripts, certificates of completion, assistance in board applications and/or securing of externships if student fails to meet any past, present and/or future scheduled financial obligations to BAC. BAC shall not be held liable if student fails to secure any third-party funding source. Student acknowledges their financial obligations are strictly the responsibility of student and/or any cosigner but never BAC. Furthermore, BAC is not responsible to provide student with reminders and/or invoices of upcoming due dates for

payments on student's account. Any invoices and/or reminders sent to student by BAC College are sent as a nonobligatory courtesy.

Notification of Changes

You must notify the financial aid department or business office of any changes in your financial status, name, address, social security number, telephone number, or other changes in information originally reported on your financial aid application. You must also notify the financial aid office of any other aid you may be receiving or aid you will receive that you did not include on your financial aid application. Failure to notify the financial aid office of any changes may result in the lowering or canceling and/or immediate repayment of financial aid awards.

Misrepresentation & Fraud

Any student found or suspected to have misreported information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face loss of participation in federal financial aid programs for the current academic year and/or the remaining period of enrollment.

BAC will investigate any allegations of misrepresentation. As per federal regulation 668.14(g), a case of fraud will be referred to the Office of the Inspector General of the Department of Education, and if appropriate, to the state or local law enforcement agency having jurisdiction to investigate the matter.
Financial Aid Staff administering Title IV programs and funds are obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Department has procedures for handling actual or suspected cases of fraud or abuse. Individuals who submit fraudulent information or documentation to obtain financial aid funds will be investigated and all cases of fraud and abuse will be reported to the proper authorities. Regulations require only that the college refer the suspected case for investigation, not that a conclusion be reached about the propriety of the conduct.

Procedures for Fraud

If a Financial Aid Officer suspects or determines intentional misrepresentation of facts, false statements, or altered documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for further review and possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Operations Officer, School President, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

The Financial Aid Office must identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Needs analysis documents e.g. Institutional Student Information Records (ISIRs,) Student Aid Reports (SARs)
- Federal income tax returns
- Documents and information related to a student's citizenship
- School credentials – e.g. high school diploma
- Documentation of the student's Social Security Number (SSN)
- Compliance with the Selective Service registration requirement
- Other factors related to students' eligibility for Title IV funds

Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General(OIG):
Inspector General's Hotline: 1-800-MIS-USED
http://www.ed.gov/about/offices/list/oig/hotline.html

Office of Inspector General
US Department of Education
400 Maryland Avenue
SW Washington, DC 20202-1510

Refunds

Institution Refund Policy

For the purpose of determining the amount of a refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. If the student has completed 60% or more of the program for which the student was charged, the total cost of the program is considered earned and the student is responsible for any balance owed to the college. If the student has completed less than 60%, a prorated schedule will be used to calculate the amount the college has earned, which may result in a refund to the student. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. The Business Office will process any refund due to the student and will provide the refund within three weeks.

The amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

Return to Title IV Funding

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or is dropped from the program, after the cancellation period, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined.

For the purpose of determining Date of Determination for a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- failure to abide by the rules and regulations of the institution
- violation of the Student Code of Conduct

- absences in excess of maximum set forth by the institution
- failure to maintain Satisfactory Academic Progress (SAP)
- failure to meet the terms of a Student Success Plan
- failure to meet financial obligations to the School
- the student has failed to attend class for fourteen (14) consecutive Calendar days
- Failure to return from a leave of absence (LOA) as scheduled

The last date of recorded attendance will be used when calculating the refund. The refund of federal Title IV funds must be returned 45 days from the date of determination. For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded to Title IV.

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a "Return to Title IV" (R2T4) even if a credit balance has already been issued. At the time of enrollment, the student must indicate via the Authorization of Credit Balances form which authorization a student is giving BAC as it relates to excess funds. The choices include the following:

- Authorizing BAC to retain and apply any credit balance to future charges and send student any credit balance resulting from excessive funding after tuition has been paid in full.
- Authorizing BAC to return all credit balance remaining on students' account to lender and not authorizing BAC to apply any credit balance to future charges. Furthermore, understanding that this option will make student responsible for any debt to BAC.
- Authorizing BAC to send student all credit balance remaining on their account. Furthermore, understanding that this option will make student responsible for any debt to BAC.

BAC is required to complete an R2T4 calculation even if a credit balance was already issued. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded. For more information on refund policies relating to Title IV funding see https://www.nslds.ed.gov/nslds_SA

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition and fee charges previously paid by federal financial aid, prior to the student withdrawal. If a student plans to withdraw, the student should notify the Institution. After notification of the student withdrawal from the Academic department, the financial aid department will contact the student to schedule an appointment to complete the exit counseling and review the amount of funds that must be returned on the student's behalf (if applicable) and/or any balance owed. The financial aid department will work with the student to develop a repayment plan for any balance owed to the college.

If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, s/he is eligible to receive a post withdrawal disbursement of the earned aid that was not received. BAC adheres to the required 30-day notification of eligibility for a post withdrawal disbursement and will request written authorization from the student and /or parent (PLUS) within that timeframe. All post withdrawal disbursements must be requested by the student or parent (PLUS) within 180 days of the withdrawal date.

The school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

- Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.
- After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds s/he was scheduled to receive during the period.
- For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).
- The student may be required to return a portion of the funds as well.
- When funds are returned it may result in a tuition balance owed by the student.
- Non-refundable fees include and may not be limited to:
    - Registration fee of $100.00
    - Student Tuition Recovery Fund (STRF) fee

Hypothetical refund example: Assume that a student, upon enrollment in a 400-hour course, paid $4,600.00 for tuition and $300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment s/he obtained. The pro-rated refund to the student would be $3,450 based on:

$4,900	Minus	$300 documented cost of the amount of unreturned equipment)	= $4,600 total refundable
$4,600	Divided by	400 hours in the course	= $11.50 hourly charge for the course
$11.50	Multiplied	100 hours of instruction scheduled to attend	= $1150.00 owed by the student for instruction received

Refunds are then allocated in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. State Grants, and/or Private or Other Institutional Aid

If a student received excess funds that must be returned, the institution must return a portion of the funds. If the institution is not required to return all the excess funds, the student must return the remaining. Any loan funds that are required to be returned, must be repaid in accordance with the terms of the promissory note. That is, the student or Parent (PLUS) will make scheduled payments to the holder of the loan over a period of time.

If the student used personal funds to pay the difference between program cost and financial aid received, and all financial aid sources have been refunded in full, any remaining refund will be given to the student. The refund will be disbursed to the student within five business days.

Over-awards and Overpayments

An over-award or overpayment may occur when:

- You receive other aid that was not considered when making your award, and this other aid caused your aid package to exceed your financial need; or
- You made an error in reporting information on your financial aid application; or
- The school made an error in calculating your need in your award.

If after making necessary corrections or award adjustments, the over award cannot be sufficiently corrected, the student will be responsible for repaying the over-award or overpayment. Failure to repay an overpayment or over-award can result in ineligibility for financial aid in the future and can result in a hold on student school records. Contact the financial aid department for detailed information concerning over-awards and overpayments.

Cancellations, Withdrawals, and Drops

Students Right to Cancel

- A student has the right to cancel his or her enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh 7th calendar day after enrollment, whichever is later.
- Cancellation may occur when the student gives written notice of cancellation at either of the following addresses by mail, email or hand delivery.

Blake Austin College Main Campus 611-K Orange Drive Vacaville, CA 95687	Blake Austin College – Beauty Academy Branch Campus 1679 E. Monte Vista Dr., Suite 200 Vacaville, CA 95688

- The written notice of cancellation, if sent by mail, is effective when deposited in the mail (postmarked), properly addressed with postage paid.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled the school shall refund the student any money paid towards tuition within 45 days after the notice of cancellation is received, less a registration fee not to exceed $100.00 and deductions for equipment not returned in good condition.
- Any equipment or other materials provided to the student within the first seven (7) calendar days is the financial responsibility of the student. Students will receive all required resources to accomplish the objectives of the first seven calendar days of their program. Remaining resources will be distributed after the 7th calendar day.
- Subject to certain limitations, payments made by the student will be refunded within 30 days following receipt of the notice of cancellation.
- If fees are collected in advance of the start date of a program and BAC cancels the class, 100% of the tuition and fees collected will be refunded within five (5) business days of the notice of the class cancellation.

Institution Right to Cancel

- The Institution has the right to cancel the student's enrollment agreement for the program of instruction if the student does not attend after the 7th calendar day of enrollment.
- The Institution has the right to cancel the student's enrollment agreement for the program of instruction if the student does not meet the additional programmatic enrollment requirements by the 7th calendar day of enrollment.

Withdrawal after Cancellation Period (Student Initiated)

A student may withdraw from the college at any time after the cancellation period and receive a pro-rata refund of program costs if s/he has completed less than 60% of the scheduled days (or hours) in the current payment period of the program through the last day of attendance. If the student has completed more than 60% of the period of attendance

for which the student was charged, the tuition is considered earned and the student will not receive a refund. The student's financial aid will be processed according to BAC's Institutional and Return to Title IV policies.

Students must complete the following to officially withdraw:

- The student must notify the institution in writing of their intent to withdraw.
- The institution will make a reasonable effort to assist students continuing their education.
- The Academic Department will process the student's status change form, which includes the students last day of attendance, and will be signed by the student (for in-person withdrawals).
- The student should meet with the Financial Aid Department. The Financial Aid Department can answer questions regarding financial obligations due to the institution and student loan repayment responsibilities.
- If the Financial Aid department is unable to reach the student to schedule an appointment to complete the exit counseling, the financial aid department will send notification to the student via mail of:
    - Financial Summary
        - Refund amount (if applicable)
        - Charges due the school (if applicable)
        - Dates Attended
    - Exit Information
        - Federal Title IV loan amounts and Loan Servicer Contact information
        - Online website to complete Exit Counseling

BAC Initiated DROP

If the institution has determined to drop a student from his or her program after the cancellation period, the following steps will occur:

- The student will be notified either in person or in writing of the rationale for drop.
    - A letter will be provided to the student as verification of the drop
- The institution will make a reasonable effort to assist students continuing their education.
- The Academic Department will process the student's status change form, which will include the students last day of attendance.
- The student should meet with the Financial Aid Department. The Financial Aid Department can answer questions regarding financial obligations due to the institution and student loan repayment responsibilities.
- If the Financial Aid department is unable to reach the student to schedule an appointment to complete the exit counseling, the financial aid department will send notification to the student via mail of:
    - Financial Summary
        - Refund amount (if applicable)
        - Charges due the school (if applicable)
        - Dates Attended
    - Exit Information
        - Federal Title IV loan amounts and Loan Servicer Contact information
        - Online website to complete Exit Counseling

When a student is dropped from his or her program, the student is eligible to receive a pro-rata refund of program costs if s/he has completed less than 60% of the scheduled days (or hours) in the current payment period of the program through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will not receive a refund. The student's financial aid will be processed according to BAC's Institutional and Return to Title IV policies.

The institution may drop a student from their program for the following reasons:

- failure to abide by the rules and regulations of the institution
- violation of the Student Code of Conduct

- absences exceeding the maximum set forth by the institution
- failure to maintain Satisfactory Academic Progress (SAP)
- failure to meet the terms of a Student Success Plan
- failure to meet financial obligations to the School
- The student has failed to attend class for fourteen (14) consecutive Calendar days
- Failure to return from a Leave of Absence (LOA) as scheduled

BLAKE AUSTIN COLLEGE SCHEDULE OF FEES

Program Name	Hours	Weeks	Desired Program Outcomes	Total Cost of Program*
Cosmetology	1600	59	Prep for Licensure Exam	$21,495
Advanced Therapeutic Massage & Bodywork Practitioner	900	36	Prep for Licensure Exam	$16,100
Esthetician	600	24	Prep for Licensure Exam	$11,500
Spa Nail Technician	600	24	Prep for Licensure Exam	$6,750
Administrative Medical Assistant	906	38	MOUS Eligible	$15,700
Clinical Medical Assistant w/ Phlebotomy	920	46	Includes TWO externships; & CPT1 Exam Prep	$19,700
Dental Assisting	900	45	Prep for RDA Licensure Exam	$18,100
Vocational Nursing	1620	50	Prep for Licensure Exam NCLEX-PN	$33,575

UPDATED JULY 31. 2017

*Tuition, books, supplies, technology fee, lab materials and kit costs included in Total Cost.
Registration Fee: $100.00, not included in the Total Cost.
California Student Tuition Recovery Fund (STRF) fee: $0.00 is assessed at time of enrollment.
**E-book device fee of $175 will be assessed if needed. Registration Fee and STRF are non-refundable
Additional fees as applicable: NSF; Late Fee; BAC Loan Processing Fee; Course Repeat Fees may be assessed.

Optional

ATMB and HHP Program Massage Table Kit: $500 (not required to meet the educational objectives of the program)

Miscellaneous Fees

Checks returned for insufficient funds - $25
Late Fee - $15
Installment Fee - $100
Interest – varies
Transcript Fee – $15

Tuition and Fees

Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check, money order or credit card. For those students using financial aid, payments are due when the aid is received at the College. For those students not using any outside funding options, the College will accept cash payments based on the length of the program not to exceed four months of advance payment of tuition at a time. When 50% of the program has been completed the College may require full payment. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any of the following:

- suspension,
- termination and/or
- turned over to collections

The student is responsible for all contracted tuition, registration, equipment, supplies and kit fees before final paperwork is released unless the student has a signed installment contract for tuition payments that extend beyond graduation.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program 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:

- You are not a California resident, or are not enrolled in a residency program, or
- 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 educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education."

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

- The school closed before the course of instruction was completed.
- 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.
- 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.
- 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.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

REGULATIONS

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the Blake Austin College (BAC) receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

  A student who wishes to ask BAC to amend a record should write the Director of Academics, clearly identify the part of the record the student wants changed, and specify why it should be changed.

  If BAC decides not to amend the record as requested, BAC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before BAC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

  BAC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the BAC in an administrative, supervisory, academic, research, or support staff; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the BAC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the BAC.

  Disclosures of education records to another school in which a student seeks or intents to enroll must be initiated by the student.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the BAC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to

inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- School officials with legitimate educational interest;
- Other schools to which a student seeks or intents to enroll or is already enrolled;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Information the school has designated as “directory information”;
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense;
- To the public, the final results of a disciplinary proceeding; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Each year the institution must provide to all enrolled student the availability of FERPA notification.

Harassment and Nondiscrimination Policy

Blake Austin College (BAC) is an equal opportunity institution. BAC is committed to providing an educational environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, BAC prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates BAC policy.

Harassment Prevention

BAC’s policy prohibiting harassment applies to all persons involved in the operation of BAC. BAC prohibits harassment disrespectful or unprofessional conduct by any employee or student of BAC, including supervisors, managers, co-workers, or students. BAC's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working or attending BAC programs.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations,

comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by BAC policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

BAC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in BAC operations. BAC prohibits unlawful discrimination against any student, job applicant, or by any employee of BAC, including faculty and staff.

Anti-Retaliation

The institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus Administrator, or follow the General Student Complaint Procedure / Grievance Policy in the BAC Catalog.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, BAC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is a student or an employee, unless undue hardship would result.

BAC will not retaliate against individuals for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, staff and faculty.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, follow the General Student Complaint Procedure/Grievance Policy.

Title IX Compliance

Blake Austin College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and California laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other College or School policies.

It is the policy of the College to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the College.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the College's educational mission.

Complainants who wish to make a report of sexual misconduct should follow the grievance procedure published in this catalog.

The College encourages all individuals to report misconduct to:

Mandy Dass
Director of Academics – Branch Campus
Title IX Officer
Available on weekdays during regular office hours; 9:00 am – 5:30 pm
mandy@blakeaustincollege.edu (707) 448-3100

Elizabeth Blake
Director of Academics – Main Campus
Title IX Coordinator
Available on weekdays during regular office hours; 9:00 am – 5:30 pm
elizabeth@blakeaustincollege.edu; (707) 455-0557

Marla Rocha
On-Site Administrator – Branch Campus
Title IX Coordinator
Available Tuesday through Saturday; 8:00 am – 4:30 pm
marla@blakeaustincollege.edu; (707) 448-3100

Students with Disabilities

Blake Austin College (BAC) recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. BAC is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. The College cannot make accommodations that are unreasonable, unduly burdensome or that fundamentally alter the nature of the College's programs.

The student must initiate a written statement of the disability and list specific accommodations on the ADA Request for Accommodations Form. The ADA Student Handbook is available on campus at the reception desk or on the Blake Austin College website http://www.blakeaustincollege.edu/consumer-information. The College requires appropriately current documentation of any or all disabilities for which accommodation is requested, provided at the expense of the student requesting accommodation, prior to determining what services and accommodations may be undertaken for students with qualifying disabilities. Documentation of disability furnished by the student and/or developed by the ADA Committee will be kept confidential and will be shared only with College personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or a health or safety issue.

Since insufficient information may jeopardize the accommodations process, the College reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be the responsibility of the student. The College also reserves the right to request an independent evaluation by a professional of its choosing. The cost of obtaining any such independent evaluation shall be borne by the College.

Students should note that documentation supplied voluntarily as part of the process of applying to BAC is not part of the student's permanent record and is not ordinarily made available to the ADA Committee.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the College community, the College has established a process that is designed to facilitate the reasonable accommodation of students with disabilities. An ADA Committee of faculty and staff, appointed by the CEO, certifies eligibility for accommodation under the ADA for students presenting documented evidence of qualifying disabilities, and reviews and acts upon all student requests for reasonable accommodations. Further, the ADA Committee, in consultation with appropriate campus personnel, facilitates the implementation of accommodations that have been deemed reasonable and appropriate considering the nature of a student's disability and in consideration of the individual's program requirements. The ADA Committee also serves as a resource to students and faculty on issues of accommodation.

A student may request temporary accommodations for a self-limiting injury through the same process and guidelines outlined above. Though this may not fall within the described ADA or Rehabilitation Act, it is our goal to meet the needs of our students to ensure timely graduation and a positive learning experience.

Commitment to Drug-Free Schools

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug- Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain

the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

In accordance with this goal, the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to provide blood, saliva, breath, and/or urine samples, upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol, or other chemical intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any), and any representative or agent of a clinic, laboratory, and/or hospital involved in sample collection, testing, evaluation, reporting, and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers, and appropriate agencies. Refusal to comply with an investigation or a positive test results may be grounds for disciplinary action up to dismissal without ability to re-enter.

Some programs require students to undergo a preadmission drug screen. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months.

In addition, Blake Austin College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct, or because of drug screen requirements of our clinical affiliates.

Student Health Information and Immunizations

Students in certain programs require immunizations and flu vaccinations because they practice invasive procedures such as venipuncture and injections (see program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and required to take standard precautions at all times to minimize risk of exposure to communicable diseases such as hepatitis, tuberculosis, and HIV/AIDS. Students are responsible for all costs associated with health screenings and immunizations.

In addition, certain courses require students to routinely perform diagnostic tests and practice clinical skills on one another, or expose themselves to clients. When such classroom or clinic practices are required as part of the curriculum, students are required to participate in the activities to meet the objectives and ultimately graduating from their program of study.

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Housing

The Institution does not offer housing facilities and assistance to find housing is provided.

Campus Safety and Security

The institution's Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report constitutes the Institution's program to inform students and employees about security procedures and practices. It also includes campus crime statistics which are a compilation of the Incident Log and the

statistics provided by local law enforcement agencies. The Campus Operations Officer prepares the annual report with the support of the campus community and information obtained from local law enforcement and agencies.

Statistics are reported on the last three calendar years and are published by October 1st of each year. A campus is exempt from reporting the statistics, however, if it became Tittle IV eligible after January 31st of the last year to report. Our campus does not have any off-campus student organization, housing, or athletic programs.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration.

All campuses will still comply with all other Higher Education Act (HEA) safety and security related requirements. You may go to the Department of Education's web site at http://ope.ed.gov/security to view other campuses' statistics. On this site, you will also find a glossary of definitions for items described in this policy.

Social Media Policy

The social media sites represented on the Blake Austin College home page (Facebook, YouTube, Twitter, tec.) are produced and maintained by Blake Austin College. Links to content or other internet sites should not be construed as an endorsement of the organizations, entities, views, or content contained therein. Blake Austin College is not responsible for the content of those external web sites.

While Blake Austin College does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, aa violation of intellectual property rights or privacy laws, off-topic commercial or promotion of organizations or programs not related to or affiliated with the college., or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Blake Austin College's social media sites.

By submitting content to any of Blake Austin College's social media sites, users understand and acknowledge that this information is available to the public, and that Blake Austin College may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Blake Austin College. Users how do not wish to have information they have made available via these sites used published, copied, and/or reprinted, should not post on the social media sites.

Constitution Day

The Assistant Deputy Secretary for Innovation and Improvement took action, pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. This notice implements this provision as it applies to educational institutions receiving Federal funding from the Department of Education (Department).

For purposes of the Department's implementation of this requirement, "educational institutions'' includes but is not limited to "local educational agencies'' and "institutions of higher education'' receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department's authority only extends to those educational institutions receiving funding from the Department, and consequently the Department can only regulate with regard to those institutions. Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

Disciplinary Action

Student who breach school rules or conduct standards are referred to the appropriate academic administrator, who will investigate the facts surrounding the situation.

Disciplinary action varies by violation and may be appealed. Please review the Student Code of Conduct and the Grievance/Appeal Procedure.

Academic Freedom Policy

Educational institutions exist to transmit knowledge, to contribute to the development of students, and to advance the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The faculty at Blake Austin College recognizes the special responsibilities placed on them. To this end, they devote their energy to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of criticism and ideas, they show due respect for the opinions of others.

The faculty of Blake Austin College, above all, seeks to be effective teachers and are given flexibility in presenting the subject matter of their course in a manner which will challenge and maintain the interest of the students. In the spirit of academic freedom, they always maintain the right, without fear of retribution or reprisal, to questions and seek changes to improve the quality of education.

Complaints, Appeals, And Grievance Procedure

The institution encourages students to bring all complaints or grievance related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion. A student may present an appeal or grievance through the following resolution procedures. The institution will investigate all appeals, complaints or grievances fully and properly.

A grievance is defined as a student's written expression of dissatisfaction or an unresolved concern or complaint, concerning conditions of enrollment or treatment by instructors, other students, or institution staff. Grievances may include misapplication of the institutions policies, rules, regulations, procedures, or unfair treatment, such as; coercion, reprisal, or intimidation by an instructor or other institution employee.

An appeal is defined as a student's written expression, and evidence, of an unresolved discrepancy or decision. Appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.
- The decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The decision was based on an unreasonable departure from previously articulated standards.

Step 1:

A student should bring the concern to the attention of the appropriate instructor or staff member to attempt resolution.

Step 2:

If the concern is not resolved with the instructor, or if the concern is related to the instructor, the student should bring the concern to the attention of his or her lead program instructor or Director.

Step 3:

Should the student's concern not be resolved to the student's satisfaction after completing Steps 1 and 2, or if Steps 1 and 2 are otherwise impractical because the concern is related to those individuals, the student should next bring a **written account** of the concern to the Administrative/Compliance Team.

Step 4:

The Administrative Academic Team will review the written account and determine if there is further action required and provide feedback to the student. If the concern is not resolved to the student's satisfaction the student may request Grievance/Appeal committee review.

Step 5:

The Grievance/Appeal Committee consists of Academic, Student Services, and non-academic representatives. The Committee will convene to review the details of the written concerns. The Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the institutional policies. The Committee may request the presence of the student at any time. Minutes will be written and include a resolution. Minutes will be distributed to attendees within 2 working days of the meeting.

Step 6:

If the concern is not resolved to the student's satisfaction the student may submit a written account of the actions taken and rationale for why the student does not agree with the resolution within 2 business days of receiving the Committee's decision. The written account must be submitted via email to the Institutional Administrative Team at AdministrativeTeam@BlakeAustinCollege.edu. The written account must include factual information concerning conditions of enrollment or treatment by instructors, other students, or BAC staff. Grievances may include misapplication of the institutions policies, rules, regulations, procedures, or unfair treatment such as; coercion, reprisal, or intimidation by an instruction or other institutional employee.

Step 7:

If the grievance cannot be resolved between the institution and the student directly, the student may contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Or
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bbpe.ca.gov
(888) 370-7589 or by fax (916) 263-1897.

For Vocational Nursing students may contact:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Dr., Suite 205
Sacramento, CA 95833
(916) 263-7800

A Massage Therapy student or any member of the public for questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the:

California Massage Therapy Council
One Capital Mall, Suite 320
Sacramento, CA 95814
www.CAMTC.org
(916) 669-5336 or by fax (916) 669-5337

Step 8:

If the student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting the Council on Occupational Education (COE). All complaints reviewed by COE must be in written form and should grant permission for the COE to forward a copy of the complaint to the institution for our response. All communication with COE must include names and mailing addresses of the person making the complaint.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30346
www.council.org
(770) 396-3898

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

Licensure and Certification

Blake Austin College prepares students to take appropriate certification and licensure exams related to their individual program of study. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

QUESTIONS

Any questions a student may have regarding this catalog that are not satisfactorily answered by the Institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Or
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bbpe.ca.gov
(888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

Roster of Faculty 2017

Blake Austin College – Main Campus

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours Part Time	Full Time
Administrative Medical Assistant Program						
Elizabeth Blake *Director of Academics*	2014	• Bachelor of Science in Public Health KAPLAN UNIVERSITY • Registered Medical Assistant (RMA) • Medical Assisting Certificate of Completion • BLS/CPR Instructor Certification	• 8 years Teaching Experience • 1 years Allied Health Program Director • 8 years of Externship Coordinator Experience • 3 years Director of Academics • 10 years Medical Assistant Front & Back Office Experience	All courses of the AMA Programs	As Needed	
Mandy Dass *Director of Academics*	2013	• Bachelor of Science in Healthcare Management KAPLAN UNIVERSITY • Medical Assisting Certificate of Completion • Certificate in ECG performance • BLS/CPR Instructor Certification	• 11 years Teaching Experience • 4 years Allied Health Program Director • 3 years Director of Academics • 5 years Medical Assistant Front & Back Office Experience	All courses of the AMA Programs	As Needed	
Don Collier	2016	• High School Diploma • Emergency Medical Technician • Administrative Medical Assistant C	• 3 years Teaching Experience • 3 years EMT Experience • 9 years Administrative Experience	All courses of AMA Programs		20
Dental Assisting Program						
Marla Rocha *Dental Assisting Program Director*	2017	• High School Diploma • Certified in Coronal Polishing • Certified in Pit & Fissure • Certified in X-ray • Certified in Sealants • 30 hr. Teaching Methodology • Registered Dental Assistant • BLS/CPR Instructor Certification	• 12 years Teaching Experience • 10 years Dental Program Director • 22 years Registered Dental Assistant Experience	All courses of the DA Program	As Needed	
Samantha Melo	2016	• High School Diploma • Certified in Coronal Polishing • Certified in Pit & Fissure	• 1 year Teaching Experience • 7 years Dental Assistant Experience	All courses of the DA Program		20

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
		• Certified in X-ray • Certified in Sealants • Registered Dental Assistant				
Shannon Viola	2017	• High School Diploma • Certified in Coronal Polishing • Certified in Pit & Fissure • Certified in X-ray • Certified in Sealants • Registered Dental Assistant	• 1 year Teaching Experience • 3 years Dental Assistant Experience	All courses of the DA Program		20
Melyssa Martinez	2017	• Registered Dental Assistant • High School Diploma	• 8 year Dental Assistant Experience • 5 years Teaching Experience	All courses of the DA Program	On-Call	
Debbie Vasquez-Green	207	• Registered Dental Assistant • High School Diploma	• 22 years Dental Assistant Experience	All courses of the DA Program	On-Call	
Clinical Medical Assistant w/ Phlebotomy Program						
Mandy Dass *Director of Academics*	2013	• Bachelor of Science in Healthcare Management KAPLAN UNIVERSITY • Medical Assisting Certificate of Completion • Certificate in ECG performance • BLS/CPR Instructor Certification	• 10 years Teaching Experience • 3 years Allied Health Program Director • 3 years Director of Academics • 5 years Medical Assistant Front & Back Office Experience	110, 120, 130, 140, 150, 160, 170, EXTMA	As Needed	
Elizabeth Blake *Director of Academics*	2014	• Bachelor of Science in Public Health KAPLAN UNIVERSITY • Registered Medical Assistant (RMA) • Medical Assisting Certificate of Completion • BLS/CPR Instructor Certification	• 8 years Teaching Experience • 1 years Allied Health Program Director • 8 years of Externship Coordinator Experience • 3 years Director of Academics • 10 years Medical Assistant Front & Back Office Experience	110, 120, 130, 140, 150, 160, 170, EXTMA	As Needed	
Kevin Alexander	2008	• High School Diploma • CA Certified Phlebotomy Technician I • Certificate in Lab/ Phlebotomy/EKG/MA • BLS/CPR Instructor Certification	• 4 years Teaching Experience • 5 years Lab Assistant Experience • 8 years Medical Assistant/Phlebotomist	All courses of the CMA-P Program		20

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
Joleen Ware	2017	• High School Diploma • Medical Assistant Certificate	• 13 years Medical Assistant Front & Back Office Experience	110, 120, 130, 140, 150, 160, 170, EXTMA	20	
Vocational Nursing Program						
Michael Butcher	2015	• Doctorate of Nursing Practice MARSHALL UNIVERSITY, WEST VIRGINA • Bachelor of Science in Nursing MOUNTAIN STATE UNIVERSITY, WEST VIRGINIA • CA Licensed Registered Nurse • CA Licensed Nurse Anesthetist	• 2 years Teaching Experience • 10 years Nursing Practice	All VN Courses	As Needed	
Revinia Libatique	2008	• Bachelor of Science in Nursing UNIVERSITY OF SANTO TOMAS • CA Licensed Registered Nurse	• 9 years Teaching Experience • 21 years Nursing Practice • 3 years Nursing Management	All VN Courses	6	
Jane Moore	2009	• Master of Science in Nursing UNIVERSITY OF CALIFORNIA • Bachelor of Science in Nursing • CA Licensed Registered Nurse • CA Licensed Clinical Nurse Specialist	• 21 years Teaching Experience • 31 years Nursing Practice • 7 years Nursing Management	All VN Courses	On-Call	
Eileen Dean	2009	• Master of Science in Nursing Education UNIVERSITY OF PHOENIX • Master of Art in Psychology CHAPMAN UNIVERSITY • Master of Science in Health Sciences CHAPMAN UNIVERSITY • CA Community Colleges Instructor Credential • CA Licensed Registered Nurse	• 33 years Teaching Experience • 41 years Nursing Practice	All VN Courses	12	
Milagros Zumel	2011	• Bachelor of Science in Nursing DE OCAMPO MEMORIAL SCHOOLS • CA Licensed Registered Nurse	• 6 years Teaching Experience • 30 years Nursing Practice	All VN Courses	20	
Sherman Champen	2011	• Master of Science in Nursing SAMUEL MERRITT COLLEGE • Bachelor of Science in Nursing • Associates of Science in Nursing • CA Licensed Registered Nurse	• 5 years Teaching Experience • 32 years Nursing Practice • 7 years Nursing Management	All VN Courses	12	

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
		• CA Licensed Family Nurse Practitioner				
Stephen LePera	2011	• Bachelor of Science in Nursing SAINT MARY'S COLLEGE CA • CA Licensed Registered Nurse • CA Licensed Paramedic	• 25 years Teaching Experience • 22 years Nursing Practice • 28 years Paramedic Experience	All VN Courses	On-Call	
Michael Bliss	2011	• Associate in Science in Nursing AMERICAN RIVER COLLEGE • Associate in Arts in Liberal Arts • CA Licensed Registered Nurse	• 6 years Teaching Experience • 28 years Nursing Practice • 5 years Nursing Management	All VN Courses	On-Call	
Efigenia Roszko	2012	• Bachelor of Science in Nursing EMILIO AGUINALDO COLLEGE • CA Licensed Vocational Nurse	• 7 years Teaching Experience • 32 years Nursing Practice	All VN Courses	On-Call	
Gail Greiner-Marcotte	2015	• Bachelor of Science in Nursing CALIFORNIA STATE UNIVERSITY, HAYWARD • CA Licensed Registered Nurse	• 8 years Teaching Experience • 41 years Nursing Practice	All VN Courses		30
Jill McChesney	2015	• Associate Degree, Nursing PACIFIC UNION COLLEGE, CA • CA Licensed Registered Nurse	• 2 years Teaching Experience • 14 years Nursing Practice	All VN Courses		33
Jocelyn Warnock	2015	• Bachelor of Science in Nursing • SAN FRANCISCO STATE UNIVERSITY, CA • CA Licensed Registered Nurse	• 10 years Teaching Experience • 40 years Nursing Practice • 7 years Nurse Management	All VN Courses		33
Kathie Lawrence	2015	• Associate Degree in Criminal Justice • SOLANO COMMUNITY COLLEGE, CA • CA Licensed Vocational Nurse	• 2 years Teaching Experience • 23 years Nursing Practice • 7 years Nurse Management	All VN Courses	20	
Sterling Castillo	2015	• Bachelor of Applied Management Grand Canyon University, Phoenix AZ • Associate degree, Allied Health Sciences Community College of the Air Force • CA Licensed Vocational Nurse • EMS Certification-EMT Level	• 21 years Teaching Experience • 7 years Nursing Practice • 24 years Air Force Medic	All VN Courses		35
Lawrence Murphy	2016	• Bachelor of Science in Nursing CALIFORNIA UNIVERSITY DOMINGUEZ HILL CA • Associate in Science NAPA COLLEGE	• 1 year Teaching Experience • 31 years Nursing Experience	All VN Courses	On-Call	

Blake Austin College – Branch Campus

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours Part Time	Full Time
Cosmetology Program						
Kayla Lawrence	2015	• High School Diploma • CA Licensed Cosmetologist	• 11 years Cosmetologist • 5 years Teaching Experience	Cosmetology	28	
Daniela Chandler	2016	• High School Diploma • CA Licensed Cosmetologist	• 4 years Cosmetologist • 1 year Teaching Experience	Cosmetology		30
Anita Regan	2016	• High School Diploma • CA Licensed Cosmetologist	• 36 years Cosmetologist • 16 years Teaching Experience	Cosmetology		7
Alicia Vaupotich	2016	• High School Diploma • CA Licensed Cosmetologist	• 14 years Cosmetologist • 5 years Teaching Experience	Cosmetology		30
Yolanda Hutchings	2017	• High School Diploma • CA Licensed Cosmetologist	• 25 years Cosmetologist • 5 years Teaching Experience	Cosmetology	22	
Rachel Espinoza	2015	• High School Diploma • CA Licensed Cosmetologist • MUD Certified Instructor	• 5 years Cosmetologist • 2 years Teaching Experience	Cosmetology	On Call	
Esthetician Program						
Dina Stephanie Espinosa	2013	• GED • CA Licensed Esthetician • MUD Certified Instructor •	• 8 years Esthetician • 4 years Teaching Experience	Esthetics		20
Amanda Wilson	2016	• High School Diploma • CA Licensed Esthetician	• 4 years Esthetician • 1 year Teaching Experience	Esthetics	25	
Gina Santana	2014	• High School Diploma • CA Licensed Esthetician	• 12 years Esthetician • 3 years Teaching Experience	Esthetics		20
Brittany Purcell	2015	• High School Diploma • CA Licensed Esthetician	• 4 years Esthetician • 2 years Instructor	Esthetics	25	
Kapua Browning	2015	• High School Diploma • CA Licensed Esthetician • MUD Certified Instructor	• 8 years Esthetician • 2 years Instructor	Esthetics	On-Call	
Advanced Therapeutic Massage & Bodywork Practitioner Program						
Erin Sansoni	2017	• High School Diploma • Certified Massage Therapist	• 7 years Massage Therapist	All ATMB Courses	25	
Jamie Hanuka	2017	• High School Diploma • Certified Massage Therapist	• 12 years Massage Therapist • 5 years Teaching Experience	All ATMB Courses	25	

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
Spa Nail Technician Program						
Anita Regan	2016	• High School Diploma • CA Licensed Cosmetologist	• 36 years Cosmetologist • 16 years Teaching Experience	Spa Nail Tech		25