



SST

School of Security Technology

Location:

302 West Katella Avenue
Orange, CA 92867
(714) 633-1366

Website:

www.locksmith-school.com

Our Next Class Begins _____

ADULT COURSES

OCCUPATIONAL EDUCATION IN THE SECURITY INDUSTRY

2013-14 PROGRAMS

7/1/2014 to 6/30/2015

DIVISION OF COMLOCK SECURITY GROUP, INC.



Table of Contents

Approval Disclosure Statement
Course Objective and Description
Program Descriptions 3

Enrollment
Student Services
Placement Assistance
Attendance Requirements 4

Class Conduct and Dismissal
Certificate Requirements
Progress Reports and Records
Student Records
School Location and Facility
Health and Safety Requirements 5

School Hours & Operations
Class Size
Certificate of Completion
Important School Disclosure Information 6

Basic Locksmith Course Outline. 8

Payment Schedule
Fees 9

Student Tuition Recovery Fund Information 10

Tool and Material Requirements
School Instructors 11

Notice of Student Rights
Refund / Cancellation Policy 12

Refund / Withdrawal 13

Notice of Cancellation 14

The School of Security Technology operated under the name “School of Lock Technology” from 1991 to early 2000.



Approval Disclosure Statement

The School of Security Technology (SST), 302 West Katella, Orange, CA is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education code. Courses are as follows:

- Basic Locksmithing D.O.T. Code #709.281-014 - 96 Hours**
- Basic Retail Locksmith Operation - 224 Hours**
- Basic Field Locksmith Operation - 544 Hours**

Course Objective and Description

Our Locksmithing program courses are designed to allow our students to gain a clear and basic understanding of the locksmith industry and the specific functions of a general locksmith and to provide hands-on-experience that will assist an individual who is seeking job opportunities in the locksmith industry.

Program Description

BASIC LOCKSMITHING COURSE: Strong overview of Basic Locksmithing with hands-on-experience. Instruction includes: key blank identification, key machines & duplication, the various types of lock hardware & applications, trouble-shooting, lock picking and impressioning, code cutting, basic master keying and customer service. Specific tools are provided to successfully accomplish the course. This is an evening course composed of 96 hours of class time and practical lab. The course schedule is as follows:

Tuesday & Thursday 4 hours 6:00pm - 10:00 pm or
Monday & Wednesday 4 hours 6:00 pm - 10:00pm

BASIC RETAIL LOCKSMITH OPERATION: This program includes the BASIC LOCKSMITHING course and education in a store environment in which the student is exposed to practical experience and application of the skills learned. The program is designed to be taken concurrently with the classroom instruction beginning in the fifth week of the basic course. A workbook is issued with specific tasks to accomplish specific skills to perform and record. This course totals 224 hours; 96 hours in the classroom, two evenings per week and 128 hours, apprenticing two days a week in a specified parent company retail service center. Basic Locksmithing Course is a prerequisite.

BASIC FIELD LOCKSMITH OPERATION: This program includes the BASIC RETAIL LOCKSMITH OPERATION course and education in a field environment in which the student is exposed to practical experience that is unique to working in a service vehicle in the field. The field portion of this program begins after completing the classroom experience and retail operations part of the program. This course totals 544 hours; 96 hours in the classroom, two evenings a week, 128 hours apprenticing two days a week in a specified parent company retail service center and 320 hours, five days per week for two months in a parent company service truck. Basic Locksmithing and Retail Operations are prerequisites.

FUNDAMENTALS OF LOCK CYLINDER KEYING: This program is designed to provide the training and knowledge of keying cylinders to individuals such as apartment managers and maintenance, facility and security personnel. This intense hands-on course covers understanding lock cylinders, the various methods of cylinder disassembly, removal of cylinders from a variety of lock hardware, keying a cylinder with a single key and multiple keys, and simple troubleshooting functions. **This program does not lead to becoming a locksmith but provides training on a specific locksmith function only, and is not approved through the State of California.** The course is scheduled as demand dictates. The course meets for three consecutive days (Tuesday, Wednesday, Thursday) from 9:00am to 4:00pm.

Enrollment

An applicant may apply for enrollment on any business weekday between 9:00am and 4:00pm. Special arrangements for alternate times may be arranged if necessary. A required Entrance Exam to access the student's ability to benefit from the school's training will be administered to everyone who wishes to enroll. This exam has been approved by the Bureau as an alternative exam because the USDE has no approved exam relative to the occupational training provided by this institution. An applicant must be a high school graduate or equivalent. If an applicant does not have a High School Diploma or equivalent, they may be permitted to enroll if s/he demonstrates the aptitude for this education through an entrance examination (Ability to Benefit Test) and interview, upon the approval of the school director. Enrolling students must be at least 18 years of age.

The School will admit students from outside the U.S. provided they can satisfactorily complete the required entrance exam and comply with School's enrollment requirements. The School instructs in English only. Prospective students must be able to satisfactorily read, write, speak, and understand English. The School does not have any English language services available. Proficiency of the English language will be evaluated through the interview and testing process. The School does not have any visa services and cannot vouch for a student's status.

The Bureau of Security and Investigative Services requires every person employed by a registered locksmith to possess a locksmith license registration. A Locksmith Registration application, which includes a set of the student's fingerprints, will be sent to the state for investigation. The student is required to pay for the service of fingerprinting at authorized Live Scan facilities. Possessing a felony record within the last 7 years or a misdemeanor record within the last 3 years may have an adverse effect in obtaining a license. A student will be required to sign a locksmith registration regulations form attesting that their record is clear of violations within these standards. The state requires approximately three to six months for license application processing.

Student Services

1. If you miss a class session for an unforeseen circumstance, the School will make every effort to schedule a make-up time to assist you in catching up with the particular lesson.
2. The School will assist students with writing a resume as needed.
3. The School will assist a student in determining equipment, tools, and other information needed to start their career as an employee or an independent owner.
4. School will assist with following up on student's licensing progress.

Placement Assistance

Although SST makes no guarantee of future employment, we actively search for potential openings with locksmith companies, and others that utilize in-house locksmiths. Potential openings and leads will be posted on the SST bulletin board and sent to graduates via email and/or mail. The school also offers life-time placement assistance to our graduates.

Attendance Requirements

Students are expected to attend all scheduled classes in order to achieve the learning goals of their programs. Prospective employers are often as concerned with attendance records as with academic records. Attendance is recorded every hour of each class session. If the student is tardy two (2) times during a one month period, the instructor will counsel the student to improve attendance. Upon the third tardy in that time period, the student will be suspended for one class period. Additional absences will result in termination of their participation in class. Students who are absent from classes due to illness, death in the family, jury duty or other uncontrollable circumstances should contact the instructor directly to arrange for make-up work for the missed classes. If a student must interrupt his/her attendance for an extended period for the above described



uncontrollable reasons, the student may continue his/her education during the next available class, at the discretion of the Director

Class Conduct & Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly and to maintain a satisfactory level of academic achievement. The school administration reserves the right to dismiss any student who exhibits conduct that:

1. Is detrimental to the individual, other students, or the administration,
2. Fails to maintain satisfactory academic progress,
3. Fails to meet financial obligations to the school as agreed upon,
4. Sells, uses, or has possession of alcohol or other controlled substances on school property, including the parking area
5. Possesses any type of weapon while on school property, including the parking area
6. Fails to maintain satisfactory attendance

If a student is dismissed for any of the above reasons, the student may appeal to the administration for reinstatement within two class days of dismissal. A committee of the Director, Associate Director and student's instructor will make a determination of reinstatement. Due to the importance of attending each class, reinstatement may require that the student be placed in the next session so that the student does not miss any instruction.

Certification Requirements

A grade of 70% is passing. This means an overall grade average of at least 70% on all tests are required. Tests are given following each lesson of instruction. The final exam consists of three parts; written, practical, and verbal. When the student satisfactorily completes the course, the student will be presented with a certificate of completion.

Progress Reports & Records

There are quizzes and tests associated with the material presented in this course. Records of each student's progress are maintained as the course progresses. In order for a student to pass this course, the student must achieve at least a satisfactory grade ("C" average / 70%).

Student Records

Students are advised that state law requires this educational facility need only maintain school and student records for a period of five (5) years. Transcripts are maintained permanently.

School Location & Facility

The main location of the school is located in Orange at 302 W. Katella Avenue between Glassell St. and Batavia St. The facility is located between the 57 and 55 freeways at 302 W. Katella Ave. The primary training and classroom area is a large room at the southwest corner of the facility. The classroom is designed to accommodate up to (8) students. The restrooms are located next to the classroom and are easily accessible. Shop and store areas are located at the front of the facility. Please note that the school location and facility is handicap accessible. The School does not have a library however security industry trade magazines that provide technical information typically beyond the school's curriculum are available to check out as additional resources.

Health & Safety Requirements

There is no smoking allowed in the building. All students will follow safety rules provided by the instructor. The Facility fully complies with federal, state, and local ordinances and regulations regarding safety.



School Hours and Operation

Basic Locksmithing Course: Tuesday & Thursday 4-hours 6:00pm – 10:00pm or
Monday & Wednesday 4-hours 6:00pm – 10:00pm

Basic Locksmithing classes begin approximately every four months. There is no open enrollment. Register early to reserve a seat for the class you want.

Keying Course: Tuesday, Wednesday, Thursday 6-hours 9:00am – 4:00pm
1-hour lunch break on your own

The keying course is scheduled when there is a minimum of eight individuals prepared to enroll.

Class Size

Classes are limited to no more than eight students for optimum instruction effectiveness.

Certificate of Completion

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. This school awards a Certificate of Completion.

Important School Disclosure Information

This institution does not provide English-as-a-second-language instruction.

Prospective students are encouraged to visit the physical facilities of the school and to discuss individual educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

There are no bureaus or agencies that set minimum standards for our curriculum and course of study. However, the Bureau of Security and Investigative Services requires every person employed by a licensed locksmith company that services the general public consumer to possess a locksmith license registration. Prospective students who are employed by a non-locksmith company are not required to possess a Locksmith license registration because they would not be working with the general public consumer. However, it may be prudent to obtain an employer license registration to procure locksmith supplies from locksmith supply companies (as most will only sell to a licensed locksmith).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND
CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the School of Security Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the Basic Locksmithing program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you 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 the School of Security Technology to determine if your Certificate of Completion will transfer.

The School's programs do not have transferability of credits or credentials earned with any other institution. The certificate of completion that you earn at this institution is not transferable nor are there any credits that can be transferred. The School has not entered into any transfer or articulation agreements with any other



institutions. There is no award of credit for prior experiential learning, assessment processes, or provisions for appeal. You should make certain that your attendance at this institution will meet your educational goals.

The School is an unaccredited institution and is not eligible to participate in federal and state financial aid programs. The School does not have any form of financial aid.

The School does not offer distance education.

If you are unable to complete the course due to outside circumstances and wish to take a leave-of-absence for more than three class sessions, the School will reschedule the remainder of your class sessions with another scheduled course, if agreeable. Under some circumstances the School may have the student repeat the entire course at no additional expense.

The School does not have dormitory facilities under its control and is not responsible for coordinating housing for out-of-area students. There are a small number of lodging facilities within 2 miles of the school's location. Although there is no guarantee of the lodging rates, it appears rates may be estimated from \$75 to \$150 per day.

The School has never had a pending petition in bankruptcy, operated as a debtor in possession, filed a petition within the preceding five years, or had a petition in bankruptcy 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.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education and persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, Charles Brown. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov.

**BUREAU for PRIVATE POSTSECONDARY EDUCATION
P. O. BOX 980818, WEST SACRAMENTO, CA 95798-0818, or
2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833
(916) 431-6959 / Toll Free: (888) 370-7589 / F-(916) 2631897
www.bppe.ca.gov**

All information in this catalog is current and correct and is so certified as true by:

Charles Brown

Charles Brown, School Director

Basic Locksmith Course Outline

Introduction To Locksmithing

- a. Basic Concepts
- b. Basic Tools
- c. Code of Ethics & Laws
- d. Manufacturers & Distributors
- e. Competition

Key Blank Identification

- a. Bit, Barrel, & Flat
- b. Small and Large Pin & Wafer
- c. Length
- d. Restricted
- e. Foreign & Domestic Automotive
- f. Tubular
- g. Head Shape
- h. Millings
- i. Master Keyways

Key Machines and Key Duplication

- a. Key Machine Basic
- b. Types of Key Machines / Purposes
- c. Key Duplication Basics
- d. Key Generation – Basic Terminology
 - 1. Code Cutting
 - 2. Impressioning
 - 3. Reading
 - 4. Decoding

Basic Lock Types and How They Work

- a. Wafer
- b. Pin
- c. Ward
- d. Lever
- e. Components of a Cylinder
- f. Basic Rim & Mortise Cylinder Design & Function
- g. Functions & Finishes

Rekeying Procedures

- a. Shear Lines
- b. Rekeying Procedures
- c. Single & Master keying
- d. Pinning Charts
- e. Opening Techniques
- f. Shimming
- g. Decoding
- h. Cylinder Removal
- i. Troubleshooting

Key in Knob Locks – Key in Lever Locks

- a. Basic Bored Locks
- b. Grades & Types
- c. Light & Standard Duty Residential
- d. Standard & Heavy Duty Commercial
- e. Special Applications
 - 1. Unit Locks
 - 2. Corrosion Resistant
 - 3. Handicapped Levers
- f. Bored Installation Practice

Deadbolts Locks

- a. Deadbolt Grades & Types
- b. Single & Double Cylinder
- c. Single Sided

Mortise Locks

- a. Definition
- b. Design & Types
- c. How They Work

Installations

- a. Preparations
- b. The Tools
- c. Types of Hardware
- d. Types of Installations
- e. Door Composition
- f. Techniques

Basic Picking

- a. Theory & Technique
- b. Shear Lines
- c. Tolerances
- d. Tools & Usage
 - 1. Picks & Pick Gun
 - 2. Tension Tools
- e. Practice
 - 1. 1 Pin, 2 Pins, 3 Pins, etc.
 - 2. Wafer Locks

Code Cutting and Impressioning

- a. Codes
 - 1. Types, Locations
 - 2. Code Information & Machines
- b. Impressioning

Basic Master Keying

- a. Theory & Description
- b. Shear Lines & Decoding
- c. One & Two Step System
- d. Mathematical Progression

Introduction to Safes

- a. Safe Types & Ratings
- b. Combination Lock operation
- c. Combination Change
- d. Troubleshooting

Introduction to Electronic Security

- a. Features & Benefits
- b. System Components
- c. System & Single Door Access
- d. Applications

Customer Service in the Security Industry

Recap Course and Final Exam

Note: Format & content, may change without notice



Payment Schedule

A deposit is required upon enrollment. Remainder of tuition can be paid throughout the length of the course upon approval. There are occasions where a payment schedule may be developed to assist a student to pay for the course over an extended period of time. Interest accrued may occur on longer payment programs. Although the school is approved to operate by the State of California, the School is an unaccredited institution which means students enrolled at the school are not eligible for federal financial aid programs.

Fees:

BASIC LOCKSMITHING COURSE (96 hours, with optional 24 hours of retail observation.)

REGISTRATION (Non-refundable)	\$ 55.00
LOCKSMITH PERMIT APPLICATION (Non-refundable)	\$ 95.00*
TUITION	\$2,900.00
COURSE STARTER KIT (Tools, Materials & Tax)	<u>\$ 800.00</u>
TOTAL COURSE COST	\$3,850.00

BASIC RETAIL LOCKSMITH OPERATION PROGRAM (224 hours)

REGISTRATION (Non-refundable)	\$ 55.00
LOCKSMITH PERMIT APPLICATION (Non-refundable)	\$ 95.00*
COURSE STARTER KIT (Tools, Materials & Tax)	\$ 800.00
BASIC LOCKSMITHING TUITION	\$ 2,900.00
BASIC RETAIL OPERATION TUITION	<u>\$1,700.00</u>
TOTAL PROGRAM COST	\$5,550.00

BASIC FIELD LOCKSMITH OPERATION PROGRAM (544 hours)

REGISTRATION (Non-refundable)	\$ 55.00
LOCKSMITH PERMIT APPLICATION (Non-refundable)	\$ 95.00*
COURSE STARTER KIT (Tools, Materials & Tax)	\$ 800.00
BASIC LOCKSMITHING TUITION	\$2,900.00
BASIC RETAIL OPERATION TUITION	\$1,700.00
BASIC FIELD LOCKSMITH OPERATION TUITION	<u>\$2,300.00</u>
TOTAL PROGRAM COST	\$7,850.00

*This fee does not include the cost of the fingerprinting process performed by local law enforcement agencies or any other agency which performs this service.

FUNDAMENTALS OF LOCK CYLINDER KEYING

REGISTRATION, COURSE, & MATERIALS \$650.00

This course does not lead to becoming a Locksmith

Materials included:

- Keying Manual
- Probe
- 6-1 Screwdriver
- Key Decoder
- Small screwdriver
- Follower
- Plug removal tool
- Shims
- Pin tweezers
- Cylinder springs

Other equipment & tools are available for purchase



Student Tuition Recovery Fund Information

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 fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

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

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

Questions regarding the STRF may be directed to the following address:

**BUREAU for PRIVATE POSTSECONDARY EDUCATION
P. O. BOX 980818, WEST SACRAMENTO, CA 95798-0818, or
2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833
(916) 431-6959 / Toll Free: (888) 370-7589 / F-(916) 2631897
www.bppe.ca.gov**



Tool & Material Requirements

Locksmith Starter Tool Kit for the Basic Locksmith Course:

The following tools and materials are supplied as part of the 'Starter Kit' issued. It is your responsibility to maintain the tools and materials in proper condition and to keep them secure. It is your responsibility to bring your kit with you to every class.

TOOL KIT INCLUDES:

TWEEZERS	.005" PINNING KIT	PICK SET
PLUG SPINNER	KEY DECODER	PICK BOOK
IMPRESSIONING FILE	KEY EXTRACTOR SET	PROBE
SHIMS	KWK CYL REMOVAL TOOL	TOOL BOX
6 IN 1 SCREWDRIVER	SPANNER WRENCH	IMPRESSION PLATE
IMPRESSIONING GRIP	PLUG FOLLOWER	2 LOCKSETS
TRU-ARC PLIERS	POCKET SCREWDRIVER	2 CYLINDERS
SAFETY GLASSES	AEROSOL LUBRICANT	WORKSHIRTS (For externships)

MANUAL INCLUDES:

APPROVAL DISCLOSURE STATEMENT	TECHNICAL DATA	CODE OF ETHICS
TOOLS & MATERIALS REQUIREMENTS	NOTICE OF CANCELLATION	HARDWARE
WEEKLY CLASS HANDOUT MATERIAL	NOTICE OF STUDENT RIGHTS	KEY CATALOG

TOOLS THAT STUDENTS MUST BRING WITH THEM:

CLAW OR BALL PEEN HAMMER	3/4" WOOD CHISEL
--------------------------	------------------

- ◆ Due to the nature of the security industry, picks will not be handed out with the Starter Kit until the Picking Class begins (approximately the 8th week).
- ◆ Tool list may change without notice but value will remain the same.
- ◆ Personal hand tools the student is required to bring totals an estimated value of \$20.00.

Training Instructors

Rick Rasmussen

Rick Rasmussen has been in the lock and security business for over 25 years. He began his career working in the maintenance department at a school district. He worked as a maintenance carpenter and also assisted the current locksmith and prepared to take over the district's locksmith responsibilities full time. He was a customer of Commercial Lock (formerly known as Bill's Lock & Safe) and developed a working relationship that grew into an employment opportunity.

Starting out as a field technician, he moved on to store manager, and then area district manager. He also was an instructor in the early years of the School of Security Technology, then known as School of Lock Technology. Rick taught classes between 1991 and 1999. During that time, Rick also shared responsibility as an associate director for the school.

After leaving this area of employment, he redirected his career to the security product distribution arena and began his employment with Clark Security Products. Rick has worked primarily in inside sales, working closely with locksmiths with their security product needs. Additionally, he has instructed classes at security expos and conventions. Rick continues in this role and returned to teaching at the School of Security Technology in January 2008. In his 25 years in the industry, Rick has served on various committees, achieved many sales awards and held certifications as an instructor for the state of California Certified Postsecondary Education, in addition to state certification as an associate director. He is also a state permitted locksmith. During his career, Rick has demonstrated a high degree of self-discipline, motivation and professionalism.



Notice of Student Rights

You may cancel your contract for school, without any penalty or obligation as described in the Notice of Cancellation that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

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

**BUREAU for PRIVATE POSTSECONDARY EDUCATION
P. O. BOX 980818, WEST SACRAMENTO, CA 95798-0818, or
2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833
(916) 431-6959 / Toll Free: (888) 370-7589 / F-(916) 2631897
www.bppe.ca.gov**

Refund / Cancellation Policy

1. The student shall have the right to cancel the enrollment agreement for a course of instruction, including any equipment or other goods and services included in the agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. Cancellation shall occur when the student gives written notice of cancellation to the School at the address specified in this agreement.
3. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed, with postage prepaid.
4. The written notice of cancellation need not take a particular form. However expressed, it must indicate the Student's desire not to be bound by the agreement.
5. If the Student cancels the enrollment agreement, the Student shall have no liability, except as provided in Paragraph 6 and the School shall refund any consideration paid by the Student within 30 days after the School receives notice of cancellation.
5. If the School gave the Student any equipment, the Student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the Student fails to return the equipment within this 10-day period, the School may retain that portion of the consideration paid by the Student equal to the documented cost of the equipment itemized in the agreement and shall refund the portion of the consideration exceeding the price of the equipment. The Student may retain the equipment without further liability.
6. If you obtain a loan to pay for any of the School's programs, the you will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if you receive federal student financial aid funds, you are entitled to a refund of the money not paid from federal financial aid funds.



Refund Policy: Withdrawal

1. The Student has the right to withdraw from a course of instruction at any time. If the Student withdraws from a course of instruction after midnight of the seventh day after the day on which the student attended the first class of the course of instruction, the School will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro rata basis, less a \$50.00 registration fee and the cost of any equipment the School provided the student which was not returned within ten days following the date of the student's withdrawal.

$$\frac{(\text{Cost} - \text{Registration Fee}) \times \text{Total hours paid not received} - \text{Equipment}}{\text{Total hours paid}} = \text{Refund}$$

Example: Assume a 650 hour program costing \$5,300.00 for tuition and \$50.00 for registration, and books and supplies of \$225.00. The student withdraws after 200 hours and takes no school equipment. The refund calculation would be as follows:

$$\frac{(\$5,300.00 - \$50.00) \times 450 \text{ Hours paid not received} - 0}{650 \text{ Total hours paid}} = \$3,622.50$$

2. For the purpose of determining a refund, the Student shall be deemed to have withdrawn from a course of instruction when any of the following occur:
 - a) The Student notifies the School of the Student's withdrawal or of the date of the Student's withdrawal, whichever is later.
 - b) The School terminates the Student's enrollment as provided in the agreement.
 - c) The Student has failed to attend classes for a one-week period. For the purpose of this paragraph, the date of the Student's withdrawal shall be deemed the last day of recorded attendance.



Notice of Cancellation

(Enter date of first class or date first lesson received, whichever is applicable)

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

If you cancel, any payment you made and any negotiable instrument signed by you, shall be returned to you within (30) days following the School's receipt of your cancellation notice.

But, if the School gave you any equipment, you must return the equipment within (10) days of the date you signed a cancellation notice. If you do not return the equipment within this (10) day period, the School may keep an amount of what you paid that equals the price of the equipment. The School is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the Contract for the School, mail (Certified) or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

School of Security Technology
Attn.: Charles Brown, Director
302 W. Katella Avenue
Orange, Ca. 92867-4705

NOT LATER THAN

(Enter date that is the seventh day following the day of the first class or the day the first lesson was received, whichever is applicable)

"I cancel the Contract for School."

(Student's signature)_____ (Date)_____

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the School or by not attending class. If you have any complaints, questions or problems that you cannot work out with the school, call or write:

**BUREAU for PRIVATE POSTSECONDARY EDUCATION
P. O. BOX 980818, WEST SACRAMENTO, CA 95798-0818, or
2535 Capitol Oaks Drive, Suite 400, SACRAMENTO, CA 95833
(916) 431-6959 / Toll Free: (888) 370-7589 / F-(916) 2631897
www.bppe.ca.gov**