



**COURSE
CATALOG
2016**

ENROLLMENT STARTS NOW

345 East Santa Clara Street, Suite 106
San Jose CA 95113

PHONE: (408) 998-4534
www.ttl-school.com

Mission

of the Institution

Mission Statement

Our mission is to provide a high quality educational experience to each enrolled student. Moreover, our goal is to have each of our students acquire knowledge and skills which will enable graduates to obtain entry-level or up-date their career to specialist positions in one of their varying professions.

Kind of Training/Outcomes

We provide focused and intensive training to assist our students in acquiring employment. We have classes and programs to train students in Auto CAD, CNC programming, P.C.B Design & Layout, Computer/Electronic Technology, Machinist Set up & Operator, General Contractor License B, Mechanical Design as: Solid Work & Pro Engineer, etc...

Targeted Student Population:

The number of students to be served will include adult members of the public. No particular segment or sub-set of the general population is targeted.

Student Records

Records for all students will be keeping for five years. Students may inspect and review their educational records. To do so, they must submit a written request form identifying the specific information that they would like to review. Students could find, upon your review, that there are records which are inaccurate or misleading. They may request the errors be correct. In the event that a difference of opinion exists regarding the existence of errors, students may ask that a meeting to be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of students financial, academic and other school records. We will not be able to release such information to any individual without having first received their written request form unless required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all time. Enrolling students will receive a list of the current rules of conduct at the time of enrollment. They are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.



School Location

T.T.L College

345 East Santa Clara Street, Suite 106
 San Jose, CA 95113
 Phone: (408) 998-4534



Effective Dates of this Catalog

January 01, 2016 to December 31, 2016

Tuition, Fees, and Program Descriptions

All fees are subject to change without notice. The tuition covers the cost of all classroom instructions. All fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the administrative office in school. This school does not extend credit.

Returned Check Fee: \$20

Program Name	Tuition	Registration Fee	Estimated Cost of Book / Materials	Total Program Charges
Auto CAD (6-months) 144-hrs	\$1500	\$25	Open	\$1525
Mechanical Design			Total	\$6,525
CAD - SolidWorks (9 mos) 108-hrs	\$2250	\$25	Open	\$2275
CAD - Pro-Engineer (6 mos) 96-hrs	\$2100	\$25	Open	\$2125
CAD- Siemens NX (6 mos) 96-hrs	\$2100	\$25	Open	\$2125
Computer Accounting (Accounting Assistant Clerk) (12 mos) 288-hrs	\$4200	\$25	Open	\$4225
CNC Programming			Total	\$5325
- Geopath (9 mos) 108-hrs	\$1800	\$25	Open	\$1825
- MasterCam - Mill machine (9 mos) 108-hrs	\$2250	\$25	Open	\$2275
- MasterCam - Lathe Machine (6-mos) 72-hrs	\$1500	\$25	Open	\$1525
Microsoft Office (12 mos) 192-hrs	\$1800	\$25	Open	\$1825
Computer Technology (6 mos) 144-hrs	\$1200	\$25	Open	\$1225

Electronic Technician (12- mos) 288-hrs	\$3600	\$25	Open	\$3625
Electronic Assembly Technique Workshop (6 mos) 144-hrs	\$900	\$25	Open	\$925
Graphic Design (6 mos) 144-hrs	\$1800	\$25	Open	\$1825
Machinist Set up and Operator			Total	\$4250
- Operator (6 mos) 132-hrs	\$2400	\$25	Open	\$2425
- Set Up (3 mos)96-hrs	\$2400	\$25	Open	\$2425
Networking Technology (Entry-Level) (6 mos) 96-hrs	\$1800	\$25	Open	\$1825
PCB Design and Layout (6 mos) 96-hrs	\$2700	\$25	Open	\$2725
Web Design (6 mos) 96-hrs	\$1800	\$25	Open	\$1825

GENERAL CONTRACTOR (LICENSE-B) (12 months / 48 weeks) 288-hrs	\$4200	\$25	Open	\$4255
PLUMBING CONTRACTOR (LICENSE C36) (12 months / 48 weeks) 288-hrs	\$5400	\$25	Open	\$5425
ELECTRICAL CONTRACTOR (License C10) (12 months / 48 weeks) 288-hrs	\$5400	\$25	Open	\$5425
LANDSCAPING CONTRACTOR (LICENSE C27) (12 months / 48 weeks) 288-hrs	\$5400	\$25	Open	\$5425
REAL STATE – Sales Agent (6 months) 144-hrs	\$900	\$25	Open	\$925

AUTOCAD (COMPUTER-AIDED DRAFTING)

Tuition \$1,500 (6 months) [144-Hrs](#)
\$250 per month

Prerequisite: Microsoft Word

Book: Open

AUTO CAD is a commercial software application for 2D and 3D computer-aided design (CAD) and drafting. Students enrolled in this course will receive training in the fundamental principles of technical drawing, standard procedure for producing designed working drawings of a structure on Electrical or Mechanical devices, indicating fasteners and joining requirements from engineering data. Students who complete this program will be able to develop detailed design drawing and specifications for Electrical or Mechanical equipment, dies, tools, and controls by using computer-assisted drafting (CAD) equipment. In addition, computer drafting is a graphic language used by the industry to communicate ideas and plans. Layout and draw schematic, orthographic, or angle views to depict functional relationships of components, assemblies, systems and machines.

COMPUTER ACCOUNTING

(Computer Application for Accounting)

Tuition \$4200 (12 months) 288-hrs
\$350 per month

Prerequisite: High School Diploma

Students will learn and have knowledge of accounting concepts, procedures in the field of accounting and know how to use or apply Microsoft Excel, QuickBooks software into Accounting field as: Accounting Payable and Receivable, Bookkeeping, Payroll, etc... Prepare students for advanced studies in accounting job. They will have a fundamental skill necessary to run the QuickBooks software program as it relates to the accounts payable and accounts receivable function and well as the ability to export information from the QuickBooks programs to spreadsheet. After complete this program, students may enter the job market in the field of accounting as: Accounting Clerk Assistant for financial accounting of any business, help Account Clerk do a job as: Accounting Payable or Receivable, Bookkeeping, Payroll, etc....or Accounting for small business.

Accounting 101 (Microsoft Excel)
Accounting 102 (QuickBooks)
Accounting 103 (College Accounting)

CNC Programming

Students will learn to write programs for machine shop by using CNC Programming software system in order to communicate between computer and machine shop. They will be able to program of two, three-axis and multi-axis into Computer Numerical Controlled grilling and milling machines. Instructors will direct lectures, hands-on labs and projects using **GEOPATH** Cad/Cam software and **MASTERCAM** software systems will comprise the majority of lessons. An understanding of these programs and the importance of such computer fundamentals as file management and software usage will be taught in an integrated manner. Students will know how to modify programs and solve any problems encounter during operation and save modified programs, calculate machine speed and feed ratios, the size and position of cuts and insert control instructions into machine control units in order to start operation.

CNC-1: Geopath (CAD/CAM software)

Prerequisite: Microsoft Word

Tuition \$1,800.....(9 months) [108-hrs](#)
\$200 per month

Book & Software: \$100

CNC-2: MasterCam

Mill Machine: 2D, 3D and Multi Axis

Tuition \$2,250 (9 months) [108-hrs](#)
\$250 per month

Prerequisite: Microsoft Word

Book

- 2 & 3 Axis has 2-books \$150
- Multi-Axis has 2-book \$200

Lathe Machine

Tuition \$1,500.....(6-months) [72-hrs](#)
\$250 per month

Prerequisite: Microsoft Word

Book \$75

MICROSOFT OFFICE

Tuition \$1800 (12 months) [192-hrs](#)

Prerequisite: None

This course is to help students demonstrate the ability to use word processing applications on a personal computer. **Microsoft Word:** students will gain all the basic skills that you need to create a wide range of standardized business documents. **Microsoft Excel:** Students will gain all the basic skills in record bookkeeping, basic math function, and charts for presentation, etc...**Microsoft Power Point:** Students will gain all of the basic skill in designing and creating slides for presentation for meeting or sales.

Word (4 months)

Prerequisite: None

Tuition \$600 (\$150/month)

Book \$25

Excel (4 months)

Prerequisite: None

Tuition \$600 (\$150/month)

Book \$25

PowerPoint (4 months)

Prerequisite: Microsoft word

Tuition \$600 (\$150/month)

Book \$25

COMPUTER TECHNOLOGY (COT - 101)

Tuition \$1200 (6 months) **144-hrs**
\$200 per month
Book \$100

Prerequisite: Microsoft Word

This course focuses on Computer hardware. Provides students with knowledge and skills to build-up computer, repair, upgrade, install new hardware, configure and troubleshooting on personal computers. Students will be able to install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.

ELECTRONICS TECHNICIAN (ETC - 102)

Tuition \$3,600 (12 months) **288-hrs**
\$300 per month
Book Open

Prerequisite: High school

Students will learn to read and analyze circuits from schematics. They will learn AC/DC concepts and principles, the action of Electron flow, Analog & Digital Circuit, digital number systems, Boolean algebra, Digital integrated circuits, Logic gates, Flip-flop, Binary counter, shift registers, troubleshooting and circuit design.

ELECTRICITY TECHNOLOGY

Tuition \$4,050 (9-months) **216-hrs**
\$450 per month

Prerequisite: High school Diploma
Book: Open

This program is residential and commercial electrical maintenance course. It focus on technique and equipment in which require a thorough knowledge of electrical wiring and electrical codes. Furthermore, it includes OHM Law, Kirchhoff Law in series and Parallel Circuits learn to apply the laws to circuit of Capacitor and Inductive coil to calculate total impedance, phase angle and power consumption. Also, students will learn Electrical Motors and Motor control in single and three-phase operation. They will know how to test faulty equipment to diagnose malfunctions, using test equipment. Moreover, they will know the basics of preventive maintenance tasks, such as checking, cleaning and repairing equipment, to detect and prevent problem. After complete student will take **Electrician State license**

ELECTRONIC Assembly Technique Workshop

Tuition \$900 (6 months) **144-hrs**
\$150 per month

Prerequisite: None
Books \$100

Modular soldering Station, Series Magnifier, Oscilloscope, Microscope, SMT system, DC power supply, Cutters, Pliers, Tip-T-Tweezers, cables, wires, Electronic fan, Digital multi-meter, Semiconductors, IC's, Diodes, Transistors.

Electronic assembly knowledge as: soldering procedure, components identification, color codes, schematic symbol. Students learn how to touch up, rework, wiring cable on the PC board.

SMT: experience hand on Surface Mount Technology with knowledge and components identification, specification, technique hand on soldering on the SMT boards.

GRAPHIC DESIGN

Tuition \$1,800 (6 months) [144-hrs](#)
\$300 per month

Prerequisite: Microsoft Word
Books: Open

Graphic Design is communicate ideas using words and images. Design emphasis composition on color, value, positive and negative space, shape and line. Students will learn how to generate design ideas and develop them into a portfolio. This course focuses on developing an awareness of the computer in graphic and layout. Achieve working knowledge of Adobe **Photoshop** and **Illustrator**.

Real Estate (Sales Agent)

Tuition \$900 (6 months) 144-hrs
\$150 per month

Prerequisite: None
Book: Open

The Real Estate program prepares individuals to take the Real Estate Sales Agent license examination from California Real Estate State Department. Students acquire have knowledge and understand of Real estate Principles, Practical and Financial process. Student also learn basic real estate math pertaining to mortgages. The student will be prepared to take the Real estate license examination to become a Realtor (Real Estate sales agent).

1. Real Estate Principles
2. Real Estate Practical
3. Real Estate Financial

CAD SolidWorkS/Pro-Engineer

SOLIDWORKS

Tuition \$2,250.....(9-months) 108-hrs
\$250 per month2-Books \$270

Prerequisite: Microsoft Word & Auto Cad

PRO-ENGINEER

Tuition \$2100.....(6 months) 96-hrs
\$350 per monthBooks \$190

Prerequisite: Microsoft Word & Auto Cad

Siemens NX Design

Tuition \$2100.....(6 months) 96-hrs
\$350 per monthBooks \$190

Prerequisite: Microsoft Word & Auto Cad

Apply **SolidWorks/Pro-Engineer/Siemens NX software**/programming language and command to sketch or design of 2D and 3D modeling Mechanical products by request from Mechanical Engineer designer. In this program, students will receive training in the fundamental principles of technical drawings, standard procedures for producing designed drawings of a structure and mechanical devices indicating dimensions, fasteners and joining requirements, and other engineering data. They will be able to analyze specifications, sketches, drawings, ideas, and related data to assess factors affecting component designs and the procedures and instructions to be followed.

MACHINIST SET UP & OPERATOR

This course provides student with theory and hands-on experience necessary for position Machinist Set up and Operator. Students will learn basic machine tool skills as: Identify material of the part, Select suitable tools, Draw/sketch parts, and evaluate drawing, Identify type, size shape and condition of material. Beside it, student will learn Math applicable for machinist. Student will know how to measure parts and how to read a Blue print

Students will learn how operate and set up Mill machines. Know how to measure equipment in precision; debugging and finishing products come out from machine; and know how maintenance machine. This course will also help students improve their abilities to comprehend every function of the Machinist machine, arrange the tools and parts according to the given program. Operate it to get a parts done follow exactly requirement from a program given.

MACHINIST SET UP & OPERATOR

MSO-1: Machinist Operator

Tuition \$1950 (6 mos) 132-hrs

Prerequisite: None

- Theory (3 mos) 36-hrs \$600
\$200 per month
2-Books \$100
- Workshop (3 mos) 96-hrs \$1800
\$600 per month
1-Book & Materials \$100

MSO-2: Machinist Set up

Tuition \$2400 (3 mos) 96-hrs
\$800 per month

Prerequisite: Machinist Operator

NETWORKING TECHNOLOGY

Tuition \$1800 (6 months) **96-hrs**
\$300 per month

Prerequisite: Computer Technology

Book: Open

This program develops to install, configure and troubleshoot problems of networking system. It helps to build your own network. It manages network just like any Administrators, understanding of different types of Network Operating System.

The main area of focus is Hands-on-computer repair and software configurations on PCs. The students will get Hands-on networking and fundamentals and security configurations utilizing PCs, servers, routers and managed switches.

They will know how to design, configure and test computer hardware, networking software and operating system software. Additional, the student will know how to maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software and all configurations.

PRINTED CIRCUIT BOARD (PCB) DESIGN & LAYOUT

Tuition \$2,700 (6 months) **96-hrs**
\$450 per month

Prerequisite: Knowledge in Electronic & Computer Basic

Book: Open

Fundamental of Printed Circuit Boards Design is using **Allegro** modem full version software to create parts, draw schematics, design and layout PC boards. This is a hand on class that requires many lab hours. As a member of the Higher Education program offered by Mentor Graphics, we are proud to use PADS, sophisticated, full-featured board design software. Students will learn to create parts and schematics using Power Logic, design and layout boards using Power PCB, and use the advanced routing features of Blaze Router. They will draft detail and assembly drawings of design components, circuitry and printed circuit boards, and using computer-assisted equipment or standard drafting techniques and devices.

WEB DESIGN

Tuition \$1800 (6 months) 96-hrs
\$300 per month

Prerequisite: Graphic Design
Book Open

Web Design will help students to design their own Web site-exploring all new techniques and application for those who are new to Web-publishing world. Students can use software to create Website display sideshow, sound, music and background. They will be able to operate desktop publishing software and equipment to design, layout, and develop their message into a portfolio. Also, the will know how to study layout or other design instructions to determine work that is to be done and sequence of operation

CONTRACTORS STATE LICENSE BOARD

These are prep courses for candidates who want to take those licenses; Per Contractors State License Boards (C.S.L.B), candidates must pass two written tests to get the license:

- 1/ Law and business
- 2/ Trades

1/ In Law and business part, candidate will learn eight major sections (6- months)

- a) Business organization
- b) Business financial
- c) Employment requirements
- d) Bonds, insurances and liens
- e) Contract requirements and execution
- f) Licensing requirements
- g) Safety requirements
- h) Public works

2/ In Trade part Candidate will learn: (6- months)

The codes, structures and safety regulations relating to the classification of the licenses they want to get. Candidate will learn to read the blue prints, do the estimation with various projects. Candidate will learn test strategies and practice tests on computer to get familiar with test formats for real examination.

“Students are required four years of practical experience in that field before to take the test for License AND must passed The Contractors’ License Law before to take The Trade Test.”

GENERAL CONTRACTOR (LICENSE-B)

(12 months / 48 weeks) [288-hrs](#)

Prerequisite: None

Tuition \$4,200 (\$350/month)

Book \$350

ELECTRICAL CONTRACTOR (LICENSE-C10)

(12 months / 48 weeks) [288-hrs](#)

Prerequisite: None

Tuition \$5,400 (\$450/month)

Book \$350

PLUMBING CONTRACTOR (LICENSE-C36)

(12 months / 48 weeks) [288-hrs](#)

Prerequisite: None

Tuition \$5,400 (\$450/month)

Book \$350

LANDSCAPING CONTRACTOR

(LICENSE-C27)

(12 months / 48 weeks) [288-hrs](#)

Prerequisite: None

Tuition \$5,400 (\$450/month)

Book \$350

Policies and Procedures Regarding Financial Aid and Loan Repayment

TTL does not provide financial aid to its students.

Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been

satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov. Phone # (916) 574-7720. Fax # (916) 574-8646.

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at TTL College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in TTL College's certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TTL College to determine if your certificate(s) will transfer.”

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Any student has a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student writes description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

Leave of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Academic Probation – Dismissal Policy

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Attendance Policy – All Programs

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

Acceptance of Transfer Credit Policy

No transfer of credit is available.

Challenge Exam Credit Policy

No credit based on the taking of challenge exams is available.

Admissions Policy – All Programs

For each of the programs offered, the applicant must be at least 18 years of age and a high school graduate or have earned a GED certificate.

Ability to Benefit Students

No Ability to Benefit Students will be admitted. High school graduation or its equivalent is required.

Articulation Agreements

No articulation agreements with other institutions are established.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.

- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Academic Probation – Dismissal Policy

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

A	4.00	A-	3.67
B+	3.33	B	3.00
B-	2.67	C+	2.33
C	2.00	C-	1.67
D+	1.33	D	1.00
D-	0.67	F	0.00

In calculating a student's grade point average, the following policy applies:

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw Student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Student Housing

This institution does not operate dormitories or other housing facilities as all instruction is offered in distance learning programs.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Description of Facilities

The main campus is located in a two story retail office building approximately 50 years of age.. The facility serves as both a administrative office and a full instructional site. Classrooms are located on the second floor and there is ample parking immediately adjacent to the school.

Academic Freedom

TTL College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the institution encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

TTL College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive

objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Achievement Tests Credit Policy

No credit based on the taking of achievement exams is available.

State Financial Aid Participation

This institution does not participate in state financial aid funding.

Special Notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not 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

Placement Services

This institution does not provide placement assistance.

End of Document