

CATALOG ADDENDUM

(Effective 3-3-14)

West Coast Ultrasound Institute Catalog

Academic Year 2013-2014,

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STUDENT'S RIGHT TO CANCEL

If you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds. To cancel this enrollment agreement and/or terminate from the course of study, the student must mail or deliver a signed and dated copy of the Cancellation Notice (available in the Registrar's office), or mail, or deliver another written notice, or send a telegram. If it is mailed, it is deemed effective when it is deposited in the mail properly with prepaid postage paid.

Rejection: If you are not accepted into the College, the enrollment agreement will be cancelled. A refund will be issued within thirty (30) days of the cancellation date.

Tour of the Facilities: If you have not visited the College prior to enrollment, you may withdraw without penalty within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the College facilities and inspection of equipment where your education services would be provided.

Three-Day Cancellation Policy: All monies paid by an applicant must be refunded if requested within three (3) days (excluding weekends and federal or state holidays) after signing an enrollment agreement and making an initial payment. A refund will be issued within thirty (30) days of the cancellation date. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the College is entitled to a refund of all monies paid, minus the \$100.00 application fee.

Seven-Day Cancellation Policy: A student who has been in attendance may cancel, without penalty, on or before the seventh (7th) day following the first day of regularly scheduled instruction. The student will receive a complete tuition refund excluding the \$100.00 application fee within thirty (30) days of the cancellation date. Any student who decides to drop after the seventh (7th) day following the first day of regularly scheduled instruction will be considered a withdrawn student and refund calculations will be performed as detailed below.

Withdrawing After Classes Have Started: A student has the right to withdraw from the College at any time. A refund will be based on the Institution's Refund Policy. West Coast Ultrasound Institute complies with state and federal refund policies. You may terminate your enrollment by giving written notice to the College. Notice is effective as of the date of the postmark, if properly addressed with proper postage or the date the notice is delivered to the College. Written notice need not take any particular form.

Termination: This enrollment agreement may be terminated by the College for unsatisfactory academic progress, poor attendance, use of controlled substances on campus, violation of the College's conduct policy, conduct detrimental to the College, failure to comply with financial aid regulations or non-observance of other student regulations. If you are dismissed, you may appeal to the Appeals Committee, whose decision will be final. More information is available in the College's Catalog.

Refund of Title IV:

Financial aid recipients who withdraw or have been terminated and have completed 60% or less of the federal aid payment period (quarter) at the time of withdrawal are subject to the Return to Title IV federal refund regulations. For the purpose of determining a refund to the Title IV programs under this section, a student shall be deemed to have withdrawn from the school if any of the following occurs:

- The student notifies the school of their intent to withdraw
- The school determines that the student has failed to maintain satisfactory academic progress, failed to abide by the school's policies and procedures, failed to meet attendance requirements, or failed to meet financial requirements.
- The student failed to attend for 14 consecutive days.

For the purpose of determining the date that a student withdrew, the student shall be determined to have withdrawn when any of the following occurs:

- The date the College receives written notice of the student's withdrawal.
- The date the College terminates a student's enrollment.
- The day a student fails to attend classes for a 14 consecutive day period.

The regulations require the amount of a Title IV refund be based on the percentage of Title IV funds that are earned by a student at the time of withdrawal. To determine if any Title IV funds must be returned, the school must calculate the following:

1. Percentage of payment period (Quarter) completed = number of days completed in the payment period (Quarter) divided by total days in the payment period (Quarter).
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period (Quarter), multiplied by the percentage of the payment period (Quarter) completed. The result is the amount of Title IV earned by the student.
3. The earned Title IV is subtracted from the aid that was actually disbursed.
4. The school will return the lesser of the total unearned Title IV aid or the unearned institutional charges for the payment period (Quarter).
5. The unearned Title IV aid is allocated back to the Title IV programs in the following order as required by regulations:

Unsubsidized Direct Loan
Subsidized Direct Loan
PLUS Loan

If excess funds remain after repayment of all loan amounts, the remaining excess will be credited as follows:

Federal Pell Grant
Federal SEOG Grant
Cal Grant

If withdrawal or termination occurs after the seventh day of instruction and before 60% of the instruction of the program is completed, West Coast Ultrasound Institute will refund a pro-rated tuition amount, less the \$100.00 application fee within thirty (30) days of cancellation.

| % of the Quarterly clock hours attempted: | Tuition Refund amount: |
|---|------------------------|
| 10% or less | At least a 90% refund |
| More than 10% and less than or equal to 20% | At least a 80% refund |
| More than 20% and less than or equal to 30% | At least a 70% refund |
| More than 30% and less than or equal to 40% | At least a 60% refund |
| More than 40% and less than or equal to 50% | At least a 50% refund |
| More than 50% and less than 60% | At least 40% refund |
| 60% or more | No refund required |

WEST COAST ULTRASOUND INSTITUTE STAFF, FACULTY AND PERSONNEL

Executive Management

Myra Chason, BS, BSN, RDMS

Chief Executive Officer/Regional Director

Dr. Ram Dandillaya, MD, FACC

Medical Director

Andrew High, BS, J.D.

Chief Operations Officer

ADA Compliance Director

Mary Ann Crone, BS, MA

Regional Director of Operations

Deanna Martin

Regional Director of Compliance

Keith Remmele, BS

Chief Financial Officer

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Mieke Wibowo, BS

Beverly Hills Campus Assistant Director

Faculty Managers

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Director of Education/Director of Vocational Nursing

Beverly Hills Campus and Ontario Branch Campus

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Beverly Hills Campus

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Director of Education

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Assistant Director of Nursing

Ontario Branch Campus

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Dr. Pierre Wong, MD

Program Director of Pediatric Cardiac Ultrasound and

Congenital Heart Disease

Dr. Michael Hoffman, MD Radiologist,

Program Director of MRI & DMS

Beverly Hills Campus

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Imaging Ontario Branch Campus

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Director of General Education

Biao Liang, RDMS

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