



**COURSE  
CATALOG  
2017**

**ENROLLMENT STARTS NOW**

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

PHONE: (408) 998-4534  
[www.ttl-school.com](http://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, CAD in advance (Solid Work & Pro Engineer), CNC programming, Computer Accounting, Computer office (Microsoft Office), Computer/Electronic Technology, Machinist Set up & Operator, Networking, P.C.B Design & Layout, Web Design, General Contractor License B, Electrician License C10, Real Estate Sale Agent, 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 will be subject to immediate dismissing for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.



## Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs.

## Language of instruction

We will not seek a score on a TOEFL. However student must understand the lectures in class by English language. Instructions will be given in no language other than English.

## 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, 2017 to December 31, 2017

TTL College is a Private institution and is approved to operate by The Bureau for Private Postsecondary Education.

## 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 not include books or Materials
Auto CAD (6-months) 144-hrs	\$1,500	\$25	\$110	\$1,525
CAD in Advance				<b>Total \$6,075</b>
CAD - SolidWorks (6-months) 96-hrs	\$1,800	\$25	\$236	\$1,825
CAD - Pro-Engineer (6-months) 72-hrs	\$2,100	\$25	\$110	\$2,125
Computer Accounting (Accounting Assistant Clerk) (12 months) 288-hrs	\$4,200	\$25	Open	\$4,225
- Microsoft Excel			\$ 35	
- QuickBooks			\$225	

- College Accounting			\$195	
CNC Programming				<b>Total \$6,375</b>
- Geopath (6 mos) 96-hrs	\$1,800	\$25	\$100	\$1,825
- MasterCam - Mill machine (9 mos) 108-hrs	\$2,700	\$25	\$370	\$2,725
- MasterCam - Lathe Machine (6-mos) 72-hrs	\$1,800	\$25	\$80	\$1,825
Microsoft Office - (12 mos) 192-hrs	\$1,800	\$25		\$1,825
- Words			\$35	
- Excel			\$35	
- PowerPoint			\$35	
- Access.			\$35	
Computer Technology (6 mos) 144-hrs	\$1,500	\$25	\$75	\$1,525
Electronic Technician (12- months) 288-hrs	\$3,600	\$25	\$125	\$3,625
Electronic Assembly Technique Workshop (6 months) 144- hrs	\$900	\$25	\$100	\$925
Graphic Design (6 months) 144-hrs	\$1,800	\$25	\$178	\$1,825
Machinist Set up and Operator				<b>Total \$4,400</b>
- Operator (6 months) 132-hrs	\$1,950	\$25	\$100	\$1,975
- Set Up (3 months) 96-hrs	\$2,400	\$25	\$75	\$2,425
Networking Technology (Cisco Certified Network) (12-months) 288-hrs	\$3,600	\$25	\$270	\$3,625
PCB Design and Layout (6 months) 96-hrs	\$2,700	\$25	\$275	\$2,725
Web Design (6 months) 96-hrs	\$1,800	\$25	\$136	\$1,825

GENERAL CONTRACTOR (LICENSE-B) (12 months / 48 weeks) 288-hrs	\$4,200	\$25	\$350	\$4,255
ELECTRICIAN CONTRACTOR (License C10) (12 months / 48 weeks) 288-hrs	\$5,400	\$25	\$350	\$5,425
REAL STATE – Sales Agent (6 months) 144-hrs	\$900	\$25	\$250	\$925

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also

refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full. All fees are subject to change.

### **STRF Disclosure**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

Students are advised that 1. Schools are required, by law, to collect the fee from California Residents. 2. That students whose tuition is paid by a third part payer are excluded from the STRF, 3. Students are responsible for paying the state assessment amount for the STRF. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, Sacramento, CA

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary Education Act.

**STRF Fee:** Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate has changed from fifty cents (\$.50) per one thousand dollars (\$1000) of school charges to zero (\$0)

**AUTOCAD**  
(COMPUTER-AIDED DRAFTING)

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

Begin: June 03, 2017. End: December 30, 2017

Prerequisite: Microsoft Word

Equipment Used by Instructor and Student:  
Book, Computer, Program software

**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 from Basic to Advanced. They will learn 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 as: 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.

No internship or externship is required

**CAD in Advance**  
**Solidworks/Pro-Engineer**

**SOLIDWORKS**

Tuition \$1,800 (6-months) 96-hrs  
(\$300 per month)

Begin: June 5, 2017. End: Nov. 30, 2017

Prerequisite: Microsoft Word & Auto Cad

Equipment Used by Instructor and Student:  
Book, Computer, Program software

**PRO-ENGINEER**

Tuition \$2100 (6 months) 96-hrs  
(\$350 per month)

Begin: June 5, 2017. End: Nov. 30, 2017

Prerequisite: Microsoft Word & Auto Cad

Equipment Used by Instructor and Student:  
Book, Computer, Program software

Apply **SolidWorks/Pro-Engineer software** programming language and command to sketch to design of 2D and 3D modeling Mechanical products by request from Mechanical Engineer designer. In this program, students will be training in the fundamental principles technical drawing. They will learn standard procedures to sketch to design drawings of mechanical devices structure products, indicating dimensions, fasteners and joining requirements from engineering data. They will be able to analyze specifications, sketches, drawings, ideas in which data relate to assess factors, component designs.

No internship or externship is required

## COMPUTER ACCOUNTING

(Computer Application for Accounting)

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

Begin: August 03, 2017. End: December 30, 2017

Prerequisite: High School Diploma

Equipment Used by Instructor and Student:  
Book, Computer, Program software

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)

No internship or externship is required

## COMPUTER TECHNOLOGY

Tuition \$150 (6 months) 144-hrs  
(\$250 per month)

Begin: March 1, 2017. End: August 31, 2017

Prerequisite: Microsoft Word

Equipment Used by Instructor and Student: Book, Computer.

Lab Equipment used: Mother PC Board, PC power supply, CPU, components, Chipsets, Controllers, Memories, Booting, etc...

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.

No internship or externship is required

## CNC Programming

Prerequisite: High School Diploma

Equipment Used by Instructor and Student:  
Book, Computer, Program software

Students will learn to write programs for machine shop by using CNC Programming software. Student will learn how to communicate between computer software and machine. They will set up program of Two, three or Multi-Axis to do the parts. Instructors will lecture in class and hands-on in labs with projects by using **GEOPATH** or **MASTERCAM** software. Software will comprise the majority of lessons. Students will know how to modify programs, solve any problems encounter during operation as: calculate machine speed, feed ratios, Set up the size and position of parts will be cut, insert them into machine control units in order to start operation. Understanding of these programs is very importance. Student will learn how management software usage and integrated manner after that.

No internship or externship is required

### **CNC-1: Geopath (CAD/CAM software)**

Tuition \$1,800 (6-months) 96-hrs  
(\$300 per month)

Begin: April 08, 2017. End: September 30, 2017

Begin: October 07, 2017. End: March 31, 2018

Prerequisite: Microsoft Word

### **CNC-2: MasterCam**

Mill Machine: 2D, 3D and Multi Axis

Tuition \$2,700 (9 months) 108-hrs  
(\$300 per month)

Begin: June 4, 2017. End: February 26, 2017

Prerequisite: Microsoft Word

Books:

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

### **Lathe Machine**

Tuition \$1,800 (6-months) 72-hrs  
(\$300 per month)

Begin: March 12, 2017. End: August 27, 2017

Prerequisite: Microsoft Word

Book: \$75



# Computer Office (MICROSOFT OFFICE)

Tuition \$1,800 (12 months) 192-hrs

Prerequisite: None

Equipment Used by Instructor and Student:  
Book, Computer, Program software

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. **Microsoft Access:** Student will learn Database Creation, Querying, and Maintaining. Design and Administering a Database System

- Begin: January 3, 2017. End: June 30, 2017
- Begin: February 6, 2017. End: July 28, 2017
- Begin: March 1, 2017. End: August 31, 2017
- Begin: April 3, 2017. End: Sept. 29, 2017
- Begin: May 1, 2017. End: Oct. 27, 2017
- Begin: June 5, 2017. End: Nov. 30, 2017
- Begin: July 5, 2017. End: Dec. 29, 2017
- Begin: August 7, 2017. End: Jan. 31, 2018
- Begin: Sept. 5, 2017. End: Feb. 28, 2018
- Begin: Oct. 2, 2017. End: March 30, 2018
- Begin: Nov. 6, 2017. End: April 27, 2018
- Begin: Dec. 4, 2017. End: May. 31, 2018

## Word (3 months)

Prerequisite: None

Tuition \$450 (\$150/month)

Book \$25

## Excel (3 months)

Prerequisite: Microsoft word

Tuition \$450 (\$150/month)

Book \$25

## PowerPoint (3 months)

Prerequisite: Microsoft word

Tuition \$450 (\$150/month)

Book \$25

## Access (3 months)

Prerequisite: Microsoft word

Prerequisite: Microsoft word

Tuition \$450 (\$150/month)

Book \$25

No internship or externship is required

## ELECTRICIAN CONTRACTOR License C10

Tuition \$5,400 (12-months) 216-hrs  
(\$450 per month)

Begin: June 5, 2017. End: May 31, 2018

Prerequisite: High school Diploma

Equipment Used by Instructor and Student:  
Book, Computer.

This program is residential and commercial electrical maintenance course. It focuses 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**

No internship or externship is required

## ELECTRONICS Assembly Technique

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

Prerequisite: None

Equipment Used by Instructor and Student:  
Book

**Lab** Equipment used: 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.

Student will learn how to touch up, soldering procedure, rework, wiring cable on the PC board and SMT (Surface Mount Technology) by techniques hand on practical more time in lab room. Beside that student will have knowledge to identify components, color codes and can read blue prints with symbol schematic.

Begin: January 3, 2017. End: June 30, 2017  
Begin: February 6, 2017. End: July 28, 2017  
Begin: March 12, 2017. End: August 24, 2017  
Begin: April 3, 2017. End: Sept. 29, 2017  
Begin: May 1, 2017. End: Oct. 27, 2017  
Begin: June 5, 2017. End: Nov. 30, 2017  
Begin: July 5, 2017. End: Dec. 29, 2017  
Begin: August 7, 2017. End: Jan. 31, 2018  
Begin: Sept. 5, 2017. End: Feb. 28, 2018  
Begin: Oct. 2, 2017. End: March 30, 2018  
Begin: Nov. 6, 2017. End: April 27, 2018  
Begin: Dec. 4, 2017. End: May. 31, 2018

No internship or externship is required

## GRAPHIC DESIGN

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

Begin: June 5, 2017. End: Nov. 30, 2017

Prerequisite: Microsoft Word

Equipment Used by Instructor and Student:  
Book, Computer.

**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**.

No internship or externship is required

## ELECTRONICS TECHNICIAN

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

Book Open

Begin: June 5, 2017. End: May 31, 2018

Prerequisite: High school

Equipment Used by Instructor and Student:  
Book, Computer.

Lab Equipment used: Oscilloscope,  
Microscope, Chipsets, etc...

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.

No internship or externship is required

## MACHINIST SET UP & OPERATOR

This course provides student with theory and hands-on experience necessary for position Machinist Set up and Operator.

In Theory class: Students will learn basic machine tool skills as: Identify material of the parts, 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 as Geometry and Trigonometry. Student will know how to measure parts and how to read a Blue print

At Work-shop, Students will be practice to know 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 follow the given blueprint program. Operate it to get a parts done follow exactly requirement from a program given.

No internship or externship is required

### MACHINIST SET UP & OPERATOR

#### MSO-1: Machinist Operator

Tuition \$1950 (6 months) 132-hrs

Begin: April 3, 2017. End: Sept. 29, 2017  
Begin: July 5, 2017. End: Dec. 29, 2017  
Begin: Oct. 2, 2017. End: March 30, 2018

Prerequisite: None

Equipment Used by Instructor and Student:  
Book

- Theory (3 mos) 36-hrs \$600  
(\$200 per month)  
2-Books \$100
- Workshop (3 mos) 96-hrs \$1350  
(\$450 per month)  
1-Book & Materials \$100

Practical workshop: VTN Manufacturing Inc.  
901 Boggs Terrace, Fremont, CA 94539

#### MSO-2: Machinist Set up

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

Begin: Oct. 2, 2017. End: March 30, 2018

Prerequisite: Machinist Operator

Equipment Used by Instructor and Student:  
Book

Practical workshop: VTN Manufacturing Inc.  
901 Boggs Terrace, Fremont, CA 94539

## NETWORKING TECHNOLOGY

Tuition \$4200 (12-months) 288-hrs  
(\$300 per month)

Begin: July 5, 2017. End: June 30, 2018

Prerequisite: Computer Technology

Equipment Used by Instructor and Student:  
Book, Computer, Program software

### **Cisco Certified Network Associate (CCNA)**

The Cisco CCNA Security course is designed for students seeking career-oriented, entry-level security specialist skills. This course equips students with both the technical knowledge and skill experience needed to prepare for entry-level security specialist careers. The CCNA Security curriculum blends classroom hands-on experience using Cisco routers and switches and an online e-learning solution. CCNA Security aims to develop an in-depth understanding of network security principles as well as security tools such as: protocol sniffers/analyzers, TCP/IP and common desktop utilities, Cisco IOS Software, Cisco VPN client, and Web-based resources. The CCNA Security curriculum prepares students for the Implementing Cisco IOS Network Security (IINS) certification exam (640-553), leading to the CCNA Security certification.

This curriculum provides students with the skills needed to succeed in networking-related degree programs and helps them to prepare for the CCNA Security certification. It also helps students develop the skills necessary to fulfill the job responsibilities of network technicians, network administrators, and network engineers.

No internship or externship is required

## PRINTED CIRCUITBOARD (PCB) DESIGN & LAYOUT

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

Begin: July 5, 2017. End: Dec. 29, 2017

Prerequisite: Knowledge in Electronic &  
Computer Basic

Equipment Used by Instructor and Student:  
Book, Computer, Program software

Fundamental of Printed Circuit Boards Design is using **Allegro** modern 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.

No internship or externship is required

## WEB DESIGN

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

Begin: July 5, 2017. End: Dec. 29, 2017

Prerequisite: Graphic Design

Equipment Used by Instructor and Student:  
Book, Computer, Program software

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, they will know how to study layout or other design instructions to determine work that is to be done and sequence of operation

No internship or externship is required

## 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 Practice
3. Real Estate Financial

## 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

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

Begin: April 3, 2017. End: Sept. 29, 2017

Prerequisite: None

Equipment Used by Instructor and Student: Book

### **ELECTRICAL CONTRACTOR (LICENSE-C10)**

(12 months / 48 weeks) 288-hrs

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

Begin: Sept. 5, 2017. End: August 31, 2018

Prerequisite: None

Equipment Used by Instructor and Student: Book

No internship or externship is required

## **Policies and Procedures Regarding Financial Aid and Loan Repayment**

TTL does not provide financial aid or Student Loan 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818. Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov). Phone: (888) 370-7589 or (916) 431-6959. Fax # (916) 263-1897.

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](http://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.

### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. Student will receive a “Certificate of Completion” after they finished and passed that program. A student enrolled in an unaccredited institution is not eligible for Federal Financial aid.

### **Licensing – Requirements for Licensure**

School is the only education services offered programs lead an occupation that requires License from State Board as: Electrician License C-10, General Contractor License B or Real Estate – Sale Agent License program. Student will take the exam from State Board by themselves

### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **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 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.

**C Complete** To complete program and receive a “Certificate of Completion” student must attend a minimum of 85% of schedule hours of instruction, achieve an average score of 70% or greater on quizzes and exams.

### **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program Brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school’s office

### **Renewal of Catalog**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

### **Faculty:**

All most of Faculties have Master or Bachelor or AS Degree plus more than 5-years working experiences in that field of program. Except Electronic Assembly Technique and Machinist set up and operator; Instructor doesn’t have degree but he/she has Certificates from another institution in the United State with more than 10-years working experience on that field.

### **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 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.

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