

Veterans Stand Together College #4

SCHOOL CATALOG

Valid from January 1st through December 31st, 2022 #6

ADDRESS OF INSTRUCTIONAL LOCATION #4, 5

19401 South Vermont Avenue, Suite D202, Torrance, CA 90502
Phone: (424) 266-9532

www.usavest.org #4

This publication is certified as true and correct in content and policy as of the date of publication. Veterans Stand Together (VST), however, reserves the right to make changes of any nature in programs, calendar, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and the canceling of scheduled classes or other academic activities. Changes become binding on all students at the time they are officially announced and posted.

VST is committed to equal opportunity and equal treatment for all qualified individuals. Emergency Response Training will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

VST is a 501c3 nonprofit organization that is seeking approval from the current California Bureau for Private Postsecondary Education (BPPE). This institution's application for approval to operate has not yet been approved by the Bureau for Private Postsecondary Education. The California Private Postsecondary Education Act of 2009 (Act) provides that all institutions may continue to operate but shall comply with, and are subject to, the Act under Title 5, Division 7.5 of the California Code of Regulations (5, CCR). #7

Distance education is not offered at VST. #40

The Administration and Faculty Staff who are proud to be part of this institute and to work for the betterment of our students' lives: #26

See Addendum with Catalog.

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CONSUMER INFORMATION #9, 13, 14, 22

This catalog is provided to assist new students in order to become acquainted with VST. It is intended to be used as a guide to familiarize the students with the school's regulations, as well as general information regarding the program. A hard copy will be given upon request. The catalog can also be found on VST's website.

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. #9

Any questions that 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 at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834 (web site: www.bppe.ca.gov) (Tel: 916-574-8900; Fax: 916-263-1897):

Bureau for Private Postsecondary Education

Mailing:	P.O. Box 980818	Tel:	(916) 574-8900
	West Sacramento, CA 95798-0818	Toll Free:	(888) 370-7589
Physical:	1747 N. Market Blvd., Suite 225,	Fax:	(916) 263-1897
	Sacramento, CA 95834	Web:	www.bppe.ca.gov
		Email:	bppe@dca.ca.gov

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. #14

Currently, VST is not accredited by a recognized accrediting agency by the United States Department of Education. Currently, the school does not need to meet national accredited standards in order for our graduates to be eligible to sit for the applicable licensure exam in California and other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. #22

OUR MISSION & AND OBJECTIVES #10

Veterans Stand Together (VST) was created by veterans to empower veterans as well as the communities they serve. Our mission is to help in the fight against homelessness, PTSD, and substance abuse by directing the individual being serviced into positive outcomes and preventive measures. By facilitating vocational training through our own resources, community partners, and workforce opportunities, our clients will become empowered. We will facilitate and educate the client to their existing and prospective benefits by using our proprietary “milestone” system. We will use every resource available to service our clients, thus servicing our community.

At Veterans Stand Together, we are committed to developing and fostering long-term working relationships with our students, even after graduation.

OUR VISION

Veterans Stand Together is a 501c3 nonprofit organization that empowers veterans and the community through support and advocacy.

DESCRIPTION OF THE FACILITIES #11

The school is located on the first floor of a business office suite located in a commercial zone. The structure is of concrete tilt-up design. The CEO Office, Administrative Office, Placement Services, and Receptionist area are located at this location. The facility is ADA compliant. The building has a kitchenette and restrooms.

ADMISSION POLICIES #17, 19, 21

The requirements are as follows:

- Must be 18+ years old
- Have a valid photo identification.
- English Proficiency equivalent to the 10th grade level
- Show a copy of high school diploma/GED/HiSET or higher, or DD214 for veterans
- Specifically for the Security Training program: Have no felonies, severe misdemeanors, or active warrants
- Specifically for the Security Training program: Undergo a criminal background check through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

Another helpful resource that is available to help those who do not possess high school diplomas or GEDs is the High School Equivalency Test (HiSET) authorized by the California Department of Education.

ACADEMIC FREEDOM

The institute is committed to assuring academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the institute encourages its faculty 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 sanctioned by the institution.

ATTENDANCE POLICY #31

The student must attend all classes in order to receive all certifications offered in this program. If any class is missed, the student must make it up the following session. This 112-hour program necessitates full attendance from beginning to end in order to graduate.

Instructors are required to submit attendance records after each class. If known in advance, the student is encouraged to disclose to the instructor the day he or she will be absent.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES #25

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class's session or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation or withdrawal shall occur only when it is in writing. The notice should be sent or delivered to the school administrative office at 19401 South Vermont Avenue Suite D202, Torrance, California 90502. If sent by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

HOLIDAYS AND HOURS OF OPERATION

Long Term Classes are not scheduled on the following days:

- New Year's Eve and New Year's Day
- Martin Luther King's Birthday
- President Day
- Independence Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

The school's regular business hours are:

9:00 A.M. to 5:00 P.M. Monday through Friday

EQUIPMENT AND MATERIALS UTILIZED FOR INSTRUCTION #11

All training manuals are provided for the length of the program, except the following:

- *California Peace Officers' Penal Code 2016 (QWIK CODE)*;
LawTech Publishing Group, Ltd, 2015.
- *Emergency Response Book Standard Edition ERG0019 (2018)*.
Printed and distributed by LabelMaster. Chicago, IL.

Supplies and materials provided every session: Pens, pencils, and handouts are provided for all students at no charge.

Classroom equipment consists of tables, chairs, whiteboard, a screen projector, posters, handouts, charts, and a laptop.

Private Security Officer Armed & School Security Officer Equipment:

Batons Straight, Side Handle PR24, Expandable; Practice Weapons (Blue Guns); Double Lock Handcuffs with keys; CPR Mannequins, Practice AED equipment; Pepper Spray, Practice Spray (Water)

LIBRARY AND OTHER LEARNING RESOURCES #12

VST does not offer an on-site library; however, all learning resources needed to complete our programs are provided to all students participating in them. The fundamental part of the Security Officer Training program stems from the Bureau of Security and Investigative Services website.

PROGRAMS OFFERED #20, #21

Security Officer Training

Logistics and Supply Chain Specialist

Project Management Professional

The table below lists each certificate available in the Security Training, Logistics and Program Management programs and their respective requirements for eligibility for licensure for employment: #21

The programs utilize a combination of the following methods of instruction:

- Lecture (reading and videos)
- Written tests/examinations and quizzes at the end of every module
- Assignments and handouts
- Role plays and hands-on demonstrations
- Class discussion and group projects

Name of Program	Security Officer SOC: 33-9032 #39
Program Description #21	<p>The Security Officer Program is an 80-hour security course. The Security Officer program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high-end security and security related coursework.</p> <p>This program includes the following courses:</p> <ul style="list-style-type: none"> • CA BSIS Guard Card • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Observation and Documentation • CPR/First Aid • Sexual Harassment Prevention • Chemical Agents • School Security Guard SB1626
Instructors Needed	<ul style="list-style-type: none"> • 3
Instructor Qualification Needed	<ul style="list-style-type: none"> • CA BSIS Firearms Certified Instructor permit • CA BSIS Baton Certified Instructor permit • American Heart Association/Red Cross Certified Instructor permit
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the FBI and California DOJ
Graduation Requirements #20	<p>To graduate, a student must complete all prescribed coursework, earn a passing grade (this is a pass/fail short program) and be in good financial standing with VST.</p>
Certification and Licenses #21	<ul style="list-style-type: none"> • California Guard Card Permit issued by the BSIS • California Exposed Firearms Permit issued by BSIS • California Baton Permit issued by BSIS

	<ul style="list-style-type: none"> American Heart Association (AHA) 2 Year Certification VST Certificate of Completion 						
Total Clock Hours #20	This program is 80 hours.						
Final Tests or Exams #20	Final Exam						
Required Internship or Externship #20	None						
Enrollment Projection	<table> <tr> <td>2021</td> <td>2022</td> <td>2023</td> </tr> <tr> <td>90</td> <td>260</td> <td>420</td> </tr> </table>	2021	2022	2023	90	260	420
2021	2022	2023					
90	260	420					
Name of Program	Logistics and Supply Chain Specialist SOC 13-1081.02 #39						
Program Description	The Supply Chain Logistics program is a 10-day program. The program is ideal for individuals wishing to break into the logistics and supply chain industry by receiving the training and certificates in numerous logistics-related courses.						
Instructors Needed	<ul style="list-style-type: none"> 1 						
Instructor Qualification Needed	<ul style="list-style-type: none"> VST Instructors training At least three years of work experience in the Logistics and Supply Chain industry. 						
Special Admission Requirements	<ul style="list-style-type: none"> Must be 18 or older and hold a High School Diploma or equivalency. 						
Graduation Requirements #20	To graduate, a student must complete all prescribed coursework and earn a passing grade. (This is a pass/fail short program.)						
Certification and Licenses	<ul style="list-style-type: none"> VST Certificate of Completion OSHA Certification NRF Certification 						
Total Clock Hours #20	This program is 80 hours, 10 days in length.						
Final Tests or Exams #20	Final Exam						
Required Internship or Externship #20	None						
Enrollment Projection	<table> <tr> <td>2021</td> <td>2022</td> <td>2023</td> </tr> <tr> <td>15</td> <td>90</td> <td>180</td> </tr> </table>	2021	2022	2023	15	90	180
2021	2022	2023					
15	90	180					
Name of Program	Project Management Professional SOC: 15-1299.09 #39						

Program Description	Project management plays a crucial role in executing and completing projects efficiently. Get a step-by-step introduction to the project management process, and then review the differences between theory and practice. Use the tools and knowledge acquired to create your own project plan.		
Instructors Needed	<ul style="list-style-type: none"> • 1 		
Instructor Qualification Needed	<ul style="list-style-type: none"> • VST Instructors training • At least three years of work experience in the Logistics and Supply Chain industry. 		
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older and hold a High School Diploma or equivalency. 		
Graduation Requirements #20	To graduate, a student must complete all prescribed coursework and earn a passing grade. (This is a pass/fail short program.)		
Certification and Licenses	<ul style="list-style-type: none"> • VST Certificate of Completion 		
Total Clock Hours #20	This program is 80 hours, 10 days in length.		
Final Tests or Exams #20	Final Exam		
Required Internship or Externship #20	None		
Enrollment Projection	2021	2022	2023
	15	90	180

PROGRAM SCHEDULES

Security Officer Training Schedule

Schedule	Course	Hours
Day 1	CA BSIS Guard Card	8
Day 2	Arrest and Control	8
Day 3	School Security Agents SB1626 I	8
Day 4	School Security Agents SB1626 II	8
Day 5	School Security Agents SB1626 III	8
Day 6	CA Exposed Firearms Permit I	8
Day 7	CA Exposed Firearms Permit II	8

Day 8	CA BSIS Baton Permit	8
Day 9	CPR/First Aid/AED/Hazmat	8
Day 10	Observation & Documentation/Liability & Legal	8
Total Program Hours		80

Logistics and Supply Chain Specialist Schedule

Schedule	Course	Hours
Day 1	Logistics and Supply Chain Specialist Introduction	8
Day 2	OSHA 10 Hour General Industry Safety Card	8
Day 3	OSHA 7500 Intro to Safety & Health Management	8
Day 4	Introduction to Public Warehousing	8
Day 5	Introduction to Manufacturing Skills Standards Council	8
Day 6	Customer Service and Sales Certification	8
Day 7	CPR/First Aid/AED	8
Day 8	Industry Specific Job Search Strategies and Training	8
Day 9	Warehouse and Distribution	8
Day 10	Company profile studies	8
Total Program Hours		80

Project Management Professional Schedule

Schedule	Course	Hours
Day 1	Creating A High-performing Team	8
Day 2	Negotiate Projects Agreements And Stakeholders	8
Day 3	Train Team Members And Stakeholders	8
Day 4	Engage And Support Virtual Teams	8
Day 5	Build Shared Understanding About A Project	8
Day 6	Starting the Project	8
Day 7	Determining Appropriate Project Tasks	8
Day 8	Leading and Supporting Team Performance	8

Day 9	Managing Compliance Requirements	8
Day 10	Employ continuous Process Improvement	8
Total Program Hours		80

Licensing Requirements (Security Program Online)

Licensure from the Bureau of Security and Investigative Services (BSIS) Licensure #21	List of the Bureau of Security and Investigative Services' (BSIS's) Requirements for Eligibility for Licensure #21
CA BSIS Guard Card	<ul style="list-style-type: none"> • Be at least 18 years old (BPC Section 7582.8) • Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and • Complete the Power to Arrest training (see "Training Requirements" below)
CA BSIS Exposed Firearms Permit	<ul style="list-style-type: none"> • Be a citizen of the United States or have permanent legal alien status (BPC Sections 7542.2, 7583.23, and 7596.3); and • be at least 21 years of age (BPC Sections 7542.2, 7583.23, and 7596.3); and • not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7542.3, 7583.24, 7583.25, and 7596.8); and • be a licensed Private Investigator, Qualified Manager of a Private Investigator, Private Patrol Operator, Qualified Manager of a Private Patrol Operator, Alarm Company Operator, Qualified Manager of an Alarm Company Operator or be a registered Security Guard or Alarm Agent with BSIS (BPC Sections 7542.2, 7583.23, and 7596); and must • complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7542.2, 7583.23, 7583.24, and 7596.8); and • complete and submit the Firearms Permit Initial Application to the Bureau

	<ul style="list-style-type: none"> • Complete the required training courses, including passing all required examinations and qualifications (BPC Sections 7542.2, 7583.22, 7583.23, 7596 and California Code of Regulations Title 16, Division 7, Section 635); and • pay the Firearms Permit Initial Application (Title 16, California Code of Regulations, Section 640). • complete an assessment, if applicable (BPC Section 7583.47). (Visit the following link for additional information about the firearms assessment: https://bsis.ca.gov/firearmsassessment/SIS FIREARMS PERMIT - ASSESSMENT REQUIREMENT FOR SECURITY GUARDS - Bureau of Security and Investigative Services (ca.gov))
CA BSIS Baton Permit	<ul style="list-style-type: none"> • Be 18 or older. • Receive baton training from a Bureau of Security and Investigative Services (BSIS) certified baton training facility and instructor. • Have or obtain a valid security guard registration. • Initial Fee (paid to the baton training facility) - \$50 • Training facility charges a fee for training in addition to the permit fee. • Permit is issued by the baton training facility upon successful completion of training. <p>The BSIS maintains that the baton permit does not require renewal or additional training. However, the baton permit is only valid when the holder has a valid security guard registration.</p>
School Security Guard SB1626	<ul style="list-style-type: none"> • Complete a 24-hour school security guard training course developed by BSIS in consultation with the Commission on Peace Officers Standards and Training (POST), as required by Business and Professions Code (BPC) section 7583.45.

STANDARDS FOR STUDENT ACHIEVEMENT #30

Student achievement is measured using a Pass or Fail system. All students must pass all assignments, quizzes, and tests in order to maintain satisfactory progress. Trainees who fail examinations may restudy and try again.

STUDENT GRIEVANCE POLICY #34

It is the student's right to be able to file a complaint. The purpose of this policy is to enable the student to resolve a complaint arising out of any alleged unauthorized or unjustified act or decision, other than a grade appeal. A Complaint Form is given to the student on the first day of class. All complaints must be in writing and submitted to the School Administrator At this address: 19401 South Vermont Avenue, Torrance, CA 90502.

All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov

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 at 1747 N. Market Blvd., Ste 225 Sacramento, CA 95834 (physical address), P.O. Box 980818, West Sacramento, CA 95798-0818 (mailing address), Telephone and Fax #'s: (916) 574-8900, 1-888-370-7589 (toll free); fax: (916) 263-1897.

TUITION AND FEES #23

Security Officer Training - \$1970.50

Logistics and Supply Chain Specialist - \$1,935.50

Project Management Professional - \$1,995.50

PROGRAM	Security Officer Training
HOURS	80
REFUNDABLE AMOUNT TUITION	\$1,500.00
NON-REFUNDABLE STRF FEE	\$0.50
BOOKS/SUPPLIES (NON-REFUNDABLE)	\$100.00
LOCAL AND STATE FEES	\$370.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1,970.50
ESTIMATED SCHEDULE OF TOTAL CHARGES	\$1,970.50
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	\$1,970.50

PROGRAM	Logistics and Supply Chain Specialist
HOURS	80
REFUNDABLE AMOUNT TUITION	\$1,500.00
NON-REFUNDABLE STRF FEE	\$0.50
BOOKS/SUPPLIES (NON-REFUNDABLE)	\$100.00
LOCAL AND STATE FEES	\$335.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1,935.50
ESTIMATED SCHEDULE OF TOTAL CHARGES	\$1,935.50
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	\$1,935.50

PROGRAM	Project Management Professional
HOURS	80
REFUNDABLE AMOUNT TUITION	\$1,865.00
NON-REFUNDABLE STRF FEE	\$0.50
BOOKS/SUPPLIES (NON-REFUNDABLE)	\$130.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1,995.50
ESTIMATED SCHEDULE OF TOTAL CHARGES	\$1,995.50
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	\$1,995.50

Certification Fees for Logistics and Project Management:

National Retail Foundation Certificate: \$8

OSHA Certificate: \$100

Local and State fees for the Security Program:

CA Guard Card Application: \$50.00

CA Firearms Application: \$80.00

CA Baton permit: \$50.00

Live scan for no Firearms: \$69.00

Live scan for Guard Card & Firearms Certification: \$105.00

Fingerprint Rolling Fee: \$25

Gun Range fees for Firearms Certification: \$40

American Red Cross for First Aid CPR AED Training Certification cards: \$27.00

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT VST #15

The transferability of credits you earn at VST is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Private Security Officer (Armed) & School Security Officer Training Program (112 hours) certification courses are at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at VST 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 VST to determine if your certificate(s) will be accepted.

VST does not have an articulation agreement with any other institutions and that includes colleges, universities, or any other training facilities. VST does not accept transfer students from any outside school. **#17**

Credits earned from any other institution are not acceptable by VST unless it is a continuation for the Guard Card levels as well as other additional courses. **#17**

POLICIES AND PROCEDURES REGARDING EXPERIENTIAL LEARNING

#18

The Bureau of Security and Investigative Services does not allow any institution to provide credit for prior experience unless it is a continuation for the Guard Card levels. If the student currently holds a Guard Card from the 8-hour training, he or she will still need to complete the required hours of training, including 40 hours (SB 2880). VST does not give credit for previous educational training or professional experience.

ADMISSION OF STUDENTS FROM OTHER COUNTRIES #17, #19

VST is proud to welcome all students from all over the world. VST does not provide I-20 forms for individuals seeking student visas or any type of visa services. Furthermore, it does not vouch student status.

ENGLISH AS A SECOND LANGUAGE #19

All programs at VST are taught in English. No English as a Second Language program is offered at this moment; therefore, the student is expected to have the necessary English proficiency level in order to be part of the training in our programs. Foreign students may show proof of language proficiency, such as a passing score on TOEFL (Test of English as a Foreign Language). This test should be taken at a third-party agency.

FINANCIAL AID, LOAN POLICIES, AND OTHER DISCLOSURES #27, 29

VST does not participate in federal and state financial aid programs. Any student enrolled in an unaccredited institution is not eligible for federal financial aid.

It is the student's responsibility to fully repay a loan acquired from an outside financial institution. VST is not responsible for any student's financial obligation. **#28**

Veterans Stand Together is not accredited or recognized by the United States Department of Education. No accredited or unaccredited degree program is offered at VST and that includes bachelors, masters, and doctoral degrees. VST shall maintain records of the name, address, email address, and telephone number of each student who is enrolled in the program.

STUDENT TUITION RECOVERY FUND (STRF) #24

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Street, Suite 225 Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan _____ or _____ loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt

that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

MAINTENANCE OF STUDENT RECORDS #38

VST will retain all students' information files for a minimum of five years whether the program is finished or not. Student transcripts will be kept permanently. Hard copies will be maintained at **19401 South Vermont Avenue, Suite D202, Torrance, CA 90502**. Student files shall be available for inspection and copying during normal business hours, Monday through Friday, and may be charged reasonable costs actually incurred for the use of equipment and material to make copies as specified in Section 1563(b) (1) of the Evidence Code:

"Reasonable cost," as used in this section, shall include, but not be limited to, the following specific costs: ten cents (\$0.10) per page for standard reproduction of documents of a size of 8 ½ inches by 14 inches or less. VST will also maintain a second set of all academic and financial records in digital format off-site, which are maintained in a manner secure from damage or loss.

LEAVE OF ABSENCE #33

Leave of absence (LOA) may be taken up to one year from start of program, for any reason, at the discretion of the paying department or agency. Fees must be paid for each completed module at the beginning of the leave of absence. The student must re-start training prior to the one-year leave of absence. LOA must be in writing and must also be pre-approved by the Student Services Director. The letter must include the dates. The length of A Leave of Absence is up to 14 days at a time. Students who fail to return from a LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA.

PROBATION, DISMISSAL, AND STUDENT CONDUCT #32

Students are expected to always conduct themselves in a respectful and professional manner. The same respect is expected from the faculty and any person who is part of the staff. The school reserves the right to suspend or dismiss any student who does not abide by school regulations.

The following conduct may result in probation or dismissal:

- Inappropriate or unethical conduct
- Theft or destruction of equipment, school or student property
- Plagiarism
- Verbal and physical abuse towards anybody on school property
- Failure to meet attendance policies or academic standards

- Illegal possession of firearm or any other weapon without permission
- Possession, use or sale of illicit drugs and alcoholic beverages on school property
- Smoking on school property
- Violation of any school regulation

NON-DISCRIMINATORY POLICY

VST does not discriminate against any individual on the basis of age, sex, race, color, creed, financial status, religion, national and ethnic origin, handicap, political affiliation or sexual orientation in the administration of its educational program or employment practices if applicable.

SEXUAL HARASSMENT

Sexual harassment of or by any student is unquestionably prohibited. It is VST's policy to maintain an environment free of any form of discrimination and sexual harassment is one of them. Sexual harassment involving a staff member, a student or any individual on school property is forbidden. This policy is applicable to individuals of the opposite sex as well the same sex.

JOB PLACEMENT ASSISTANCE #36

Job placement assistance is provided to graduates at no additional charge and in perpetuity. As a nonprofit organization, our team are dedicated to assisting graduates with employment and supportive services. Upon successful completion of the full training, assistance may either be conducted via phone, emails, or on-site employers. Job placements are never 100% guaranteed since they depend on availability. On graduation day, the student will receive a certificate of completion, other certificates (depending on Guard Card clearance for the Security Officer Training program), referrals, and an official letter of recommendation from Veterans Stand Together (upon request).

HOUSING ASSISTANCE 37.A, 37.B, 37.C

VST training is a non-residency program. The school does not have dorms, nor does it provide housing assistance. VST has no responsibility in finding housing for students. The price range for a one-bedroom apartment as of September 1st, 2021, near the school area ranges approximately from \$1,700 to \$2,000 per month.

STUDENT SERVICES #35

VST provides on-site training resources, employment brochures, guidance and counseling should the student request any type of help related to the program. VST faculty and staff members are available for help throughout the student's enrollment as well as post-graduation, especially regarding licensing and job placement.

The student's success is essential to VST. If a student is encountering problems related to transportation, childcare, finances or any problem that could jeopardize the attendance of the training, he or she is strongly advised to let the instructor know in case help is available right away.

FEDERAL PRIVACY ACT

The Federal Privacy Act of 1974 requires VST to notify students that their social security number may be disclosed under certain circumstances. Social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds and tracing of individuals who have borrowed funds from federal, state or private programs.

STATEMENT ON BANKRUPTCY #8

VST Training has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the U.S. Bankruptcy Code.

EQUIPMENT PER CLASS #13

Course Name	Equipment	Equipment to Student Ratio
CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies Child CPR Practice Dummies Infant CPR Practice Dummies Defibrillator Sanitation Masks Supplemental Instructional Videos Power Point Presentation Projector / Screen Student Desks/Chairs Heartsaver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heartsaver First Aid CPR AED Student Workbook with Heartsaver First Aid Quick Reference Guide Heartsaver CPR AED Adult, Child & Infant Reminder Card	1:4
California Guard Card Certification	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs	1:1
OC Spray	Instructor Computer Course Syllabus/Curriculum PowerPoint Presentation Exam Materials Student Desks/Chairs Practice Pepper Spray Canisters (water)	1:1

Arrest and Control	Course Syllabus/Curriculum Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs Instructor Computer	1:1

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Veterans Stand Together catalog. I have read the policies, regulations, course completion requirements, costs, payments and refund policies. I have asked all questions in relation to this program, and I understand what is expected of me while attending the program.

I certify that I have received a copy of the catalog, school performance sheet, completion rates, placement rates, license examination passage rates, as well as salary/ wage information included in the school performance Fact sheet.

Student Full Name: _____

Student Signature: _____

Date: _____

School Representative Signature: _____

Date: _____