



## 2008 STUDENT HANDBOOK

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## **INTRODUCTION**

Allied Schools, a division of Allied Business Schools, Inc., would like to welcome you as one of our distance education students.

The primary goal of Allied Schools is our students' success. Our mission is to thoroughly prepare you with the education and practical knowledge you will need to succeed in the career of your choice.

In order to help you in your course, Allied has put together this student handbook. It answers your questions about the school and its policies.

We will do our best to make your educational experience a pleasant and rewarding one.

## **HISTORY**

Allied Schools is a distance learning institution that offers a wide range of vocational courses. Allied was originally established as a real estate school. The success of the real estate program prompted Allied to create more than twenty distance education courses in other subjects. These include: Real Estate Appraisal, Home Inspection, Medical and Business courses. Our courses are available on-line and/or traditionally.



## **EDUCATIONAL PHILOSOPHY**

Our society is composed of individuals with different attributes, needs, and values. Each individual makes decisions and choices based on what is perceived to be most beneficial to him or her. Most of us recognize that self-directed continuing education is high on the list of beneficial activities we all need.

At Allied Schools, educational programs are developed and administered in an environment where individuals, employers, and other community-related groups participate to produce a continually upgraded learning process that benefits the individual and our society.

## **MISSION STATEMENT**

Allied Business Schools, Inc., a distance education institution, is committed to providing affordable, high-quality courses, instructional materials, and student services that are easy for students to access and use. Allied's goal is to provide courses that prepare students for new careers in the areas of real estate, allied health, and business by enabling students to pass state licensure or certification exams or to satisfy the student's personal requirements. This goal is achieved by ensuring that all courses provide clear learning outcomes, student support, detailed instructions, and assessment which lead to course mastery and student success.



## **GENERAL INFORMATION**

### **Financial Assistance**

Allied Schools offers financial assistance. Please call for details.

### **Hours of Operation**

8:00 a.m. - 5:00 p.m. P.S.T.

### **Holidays Observed**

Allied Schools observes the following holidays:

|                  |                  |
|------------------|------------------|
| New Year's Day   | Labor Day        |
| Memorial Day     | Thanksgiving Day |
| Independence Day | Christmas Day    |

## **ACCREDITATION, LICENSES, AND APPROVALS**

Allied Schools is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC), 1601 18th Street, N.W., Washington, D.C. 20009, Phone: (202) 234-5100.

The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The accrediting commission of the Distance Education and Training Council is a recognized member of the Council for Higher Education Accreditation.



| <b>Approved</b>   | <b>Year Approved</b> |
|---|----------------------|
| California Department of Real Estate (DRE) (916) 227-0900                           | 1992                 |
| Office of Real Estate Appraisers (OREA) (916) 263-0722                              | 1993                 |
| Bureau for Private Postsecondary and Vocational Education (BPPVE)                   | 1992                 |
| International Distance Education Certification Center (IDECC)                       | 2003                 |
| California Real Estate Inspection Association (CREIA)                               | 1999                 |
| Appraiser Qualifications Board (AQB)  | 2000                 |
| California Eligible Training Provider List (ETPL)                                   | 2000                 |
| Florida Real Estate Commission (FREC)   | 2005                 |
| Georgia Real Estate Commission (GREC)   | 2006                 |
| Texas Real Estate Commission (TREC)   | 2005                 |
| Virginia Eligible Training Provider List (ETPL), Virginia Vocational Rehabilitation | 2001                 |
| Virginia Department of Professional and Occupational Regulation                     | 2004                 |



|  |                      |
|--|----------------------|
| Washington Vocational Rehabilitation   | 2001                 |
| Washington State Department of Licensing                                     | 2004                 |
| Wyoming Division of Vocational Rehabilitation (DVR)                          | 2001                 |
| <b>Registered</b>  | <b>Year Approved</b> |
| Bureau for Private Postsecondary and Vocational Education (BPPVE)            | 1999                 |
| <b>Member</b>  | <b>Year Approved</b> |
| American Academy of Professional Coders (AAPC)                               | 2006                 |
| American Institute of Professional Bookkeepers (AIPB)                        | 2001                 |
| American Society of Home Inspectors, Inc. (ASHI)                             | 2002                 |
| Association of Construction Inspectors (ACI)                                 | 2001                 |
| Better Business Bureau (BBB)   | 1992                 |
| California Association of Rehabilitation & Reemployment Professional (CARRP) | 1998                 |
| California Association of Private Postsecondary Schools (CAPPS)              | 1998                 |



|  |      |
|--|------|
| California Real Estate Educator's Association (CREA)             | 1997 |
| California Real Estate Inspection Association (CREIA)            | 2001 |
| Hispanic Business Association                                    | 2000 |
| Housing Inspection Foundation (HIF)                              | 1998 |
| International Association of Administrative Professionals (IAAP) | 2001 |
| International Real Estate Institute (IREI)                       | 1998 |
| Medical Association of Billers (MAB)                             | 2001 |
| National Association of Home Inspectors (NAHI)                   | 1998 |
| National Association of Real Estate Appraisers (NAREA)           | 1997 |
| Organization of Bilingual Rehabilitation Associates (OBRA)       | 2000 |
| Southern California Rehabilitation Exchange (SCRE)               | 1998 |
| South Orange County Regional Chamber of Commerce                 | 2000 |



## **POLICIES AND PROCEDURES**

### **Admissions Policy**

To be admitted to Allied Schools, a student must be 18 years of age or have parent/legal guardian authorization. The student must be a high school graduate or equivalent.

### **Student Integrity and Academic Honesty Policy**

Allied Business School, Inc. strives to encourage a spirit of honesty and integrity. Students will engage in any learning exercise or assessment with integrity and responsibility. Any work submitted by a student must represent original work by that student. Students are responsible for knowing and applying accepted principles of sound research and writing in all work. Any questions about what constitutes unethical behavior or plagiarism should be discussed with the instructor.

### **Student Privacy Policy**

Student Records

Family Educational Rights and Privacy Act (FERPA)

Schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows Allied to disclose those records, without consent, to the following parties or under the following conditions (34 CRF§ 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;



- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **Buyers Right to Cancel**

You have the right to cancel the enrollment agreement and obtain a refund. Requests for cancellation and refunds may be made in any manner. Students should return course materials to:

#### **Allied Business Schools, Inc.**

Attn: Refund Department

22952 Alcalde

Laguna Hills, CA 92653

(888) 925-4282

[Refunds@alliedschools.com](mailto:Refunds@alliedschools.com)

The student has a right to a full refund of all charges up to five (5) days after enrollment. If canceling during this five-day period, students should refuse UPS shipments from Allied Schools. From day six (6) to day (30) after enrollment, the student has a right to a full refund (excluding shipping charges). For refunds made after 30 days, a 20% non-refundable registration fee of the cost of the course (not to exceed \$200) will be deducted from the refund amount. Refunds for cancellations will be paid within 30 days.



### **Refund Information**

If you have completed 60% or less of the course and wish to withdraw, you are entitled to receive a “pro-rata” refund for the unused portion of the tuition until the course termination date (see exceptions below).

- 1) Deduct the non-refundable registration fee of 20% of the cost of the course (not to exceed \$200) from the total amount paid for the course. Divide this figure by the number of lessons in the course. The answer is the “per lesson” charge for the course.
- 2) Multiply the lessons NOT COMPLETED by the “per lesson charge. The answer is the refund amount due.

Refunds will be paid within 30-days of cancellation or withdrawal. Rights to refund usually terminate one year after date of enrollment. See enrollment agreement for exact course termination dates.

### **Grading Policy**

To earn credit for the course, students must satisfactorily complete, submit, and pass all required assignments, submit required quizzes, and/or a final examination with a score of 70% or better.

Your assignment will be graded in the order it was received. Please allow up to 72 hours for your assignment to be graded and for the grade to be posted on to your record. Assignments submitted during the weekend or during holidays will be processed the next business day.



Students can arrange for their final examinations when all required coursework has been satisfactorily completed and forwarded to Student Services for grading. When a student submits an unsatisfactory assignment, he/she is notified in writing or over the telephone.

We encourage the student to study the material again before resubmitting the unsatisfactory coursework for grading. If a student does not pass the final examination, he or she is eligible to retake the final examination.

Learning outcomes and achievement of course/program objectives are measured by a combination of homework (including case studies, enrichment assignments, research projects, and essays), quizzes, final projects, and a proctored final examination. No part of the final exam will be returned to the student (or the proctor) once it is submitted to Allied for grading.

Based on the successful completion of required assignments and tests, the student is qualified to enter a profession in an entry-level capacity or can sit for a state licensing exam.

### **Process for Resolving Disputed Grades**

It is the responsibility of the Educational Support department graders to evaluate each student's work and to assign a grade which is a fair and valid measure of the student's achievement in the course. In the event of a dispute over an assigned grade, the student will document in writing the reasons for the grade dispute. The student must provide a copy of his or her perception of the dispute, the specific assignment or exam being disputed, the title of the course, and the student's full name (as enrolled) to the



Manager of Educational Support where it will be noted in the student record.

The individual who graded the assignment and the manager of Educational Support will meet to attempt resolution of the disputed grade within seven business days of the receipt of the dispute in writing from the student. The result of the resolution will be communicated back to the student.

If the matter is still unresolved, the student may pursue the matter further with the vocational Director of Education who will make a final decision on the matter. Once this decision is rendered, it will be considered final. No further negotiations will be allowed.

### **Complaint Procedure**

From time to time, differences in interpretation of school policies will arise among students, faculty/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) that are involved. If the problem cannot be resolved in this manner, the General Manager of the School should be contacted.

Normally, the informal procedure of discussing the difference will resolve the problem.

If you are not satisfied with the outcome, you may contact:

The California Department of Consumer Affairs  
Consumer Information Division  
1625 North Market Blvd., Suite N112  
Sacramento, CA 95834, phone (800) 952-5210



### **AMERICAN COUNCIL ON EDUCATION (ACE)**

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for the following Allied course:

- ◆ Administrative Assistant (4 credits),
- ◆ Computerized Financial Accounting (3 credits)
- ◆ Medical Administrative Assistant (3 credits)
- ◆ Medical Billing (3 credits)
- ◆ Medical Keyboarding (2 credits)

The [American Council on Education](http://www.acenet.edu/acecredit), the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives. For more information, visit the ACE CREDIT website at <http://www.acenet.edu/acecredit>.

College Credit Recommendation Service  
**American Council on Education**  
One Dupont Circle  
Washington, D.C. 20036-1193

### **FACULTY**

Allied Schools' faculty is certified to serve as instructors in a California private postsecondary and vocational institution under California Education Codes 94311(a) and 94311(e). The California Educational Code states that every instructor and administrator possesses adequate experience and professional qualifications to teach the course or to perform the duties that the person is assigned, and satisfies all standards established by the Bureau for Private



Postsecondary and Vocational Education (BPPVE) by regulation. Each instructor and administrator holds a valid Certificate of Authorization for Service issued by the BPPVE in the specified competence areas in which the individual will serve.

### **EDUCATIONAL SUPPORT SERVICES**

If you have a question about your course, you may contact our Educational Support services by telephone, fax, or email. The Educational Support staff is trained to answer any question and solve any problem. Educational Support not only assists the student during the course, but also works with the student on follow-up education and re-licensing requirements.

### **JOB ASSISTANCE NETWORK**

Allied Schools has developed a comprehensive job assistance program called JANET (Job Assistance Network). It consists of a course and personal service. The goal of this program is to give the student the information needed for a successful job search.

Students enrolled in the JANET course will review the following topics:

- résumé and cover letters
- uncovering job opportunities
- networking
- FAQs (Frequently Asked Questions)

In addition, JANET students receive a 70-minute video entitled *Interview Power*, which provides an in-depth look at the interview process, including the correct responses to challenging interview questions. JANET students also



receive the comprehensive career guide, *What Color is My Parachute?*

The Job Assistance Network program is registered with the State of California. This means that Allied Schools must meet minimum standards imposed by the state for registered schools.

### **ALLIED CAREER CENTER**

Conducting a successful job search is important. Contact our Career Center at (888) 751-2308 for helpful advice on:

- résumé and cover letter preparation
- networking
- interviewing skills
- career-specific information on today's job market.

Allied Schools is affiliated with many employment staffing services nationwide. We actively encourage our graduates to continue developing their careers by gaining crucial work experience and valuable on-the-job training.

### **DISTANCE EDUCATION**

Distance education has been described as home schooling, correspondence education, and distance learning.

Traditional distance education relies on the postal service to deliver educational materials to the student, and to deliver homework assignments to the school. Modern technology has changed the methods by which students and teachers communicate with each other. These methods now include email, the Internet, and voice mail.

Students can set their own pace with a study schedule designed around work, family, and personal lifestyles.