



Neurodiagnostic Technology Institute

2025 CATALOG Volume 8

805 OAKLEY SEAVER DRIVE , SUITE 103
CLERMONT, FL 34711

407 - 601 - 7832

NEURODIAGNOSTICTECHNOLOGYINSTITUTE.COM



Information contained in this catalog is subject to change at the discretion of the Neurodiagnostic Technology Institute without prior notification. Unless specifically stated otherwise in a particular catalog policy, in the event of any inconsistency or conflict between the information contained in this catalog and any other material, the information contained in the catalog shall take precedence. Neurodiagnostic Technology Institute is not responsible for information or claims made by individuals not affiliated with the institute that are contrary to Neurodiagnostic Technology Institute published catalog material.

Statement of Control

Neurodiagnostic Technology Institute is wholly owned by Virtual Learning Institute, LLC., a limited liability company formed under the laws of the State of Florida to do business. Dr. Ahmed H. Sadek is the President and Chief Executive Officer of Virtual Learning Institute, LLC. The official office mailing address is 805 Oakley Seaver Drive, Suite 103, Clermont, Florida 34711.

Institutional License

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684.

Neurodiagnostic Technology Institute is approved to offer a Neurodiagnostic Technology certificate program which is delivered in an online environment.

In Indiana, this institution is regulated by:

Indiana Department of Workforce Development
Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 46204 OCTS@dwd.in.gov
<http://www.in.gov/dwd/2731.htm>

Program Recognition



Neurodiagnostic Technology Institute is recognized by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) Neurodiagnostic Credentialing and Accreditation Program Evaluation Committee as an approved Pathway II program. Our graduates are prepared and eligible to take the ABRET EEG Registration Exam to become credentialed Registered EEG Technologists (R. EEG T.) Additional information regarding this institution may be obtained by contacting the ABRET Executive Office at 2908 Greenbriar Drive, Suite A, Springfield, IL 62704, or via telephone number (217) 726-7980

Accreditation



Neurodiagnostic Technology Institute is accredited by the Accrediting Council for Continuing Education & Training. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Certified true and correct in content and policy.

A handwritten signature in black ink, appearing to read "A. Sadek".

The contents of this document were last updated and published August 4, 2025.

WELCOME MESSAGE



Ahmed Sadek, MD, President

I am thrilled to extend a warm and enthusiastic welcome to each and every one of you as you embark on an exciting journey into the world of neurodiagnostic technology. It is my distinct honor to serve as the President of this esteemed institution, and I am delighted to have you join our learning community.

Neurodiagnostic technology is a field of immense importance, one that plays a vital role in diagnosing and understanding neurological conditions, ultimately improving the lives of countless individuals. As you embark on this path, you will not only gain a deep understanding of the human nervous system but also acquire the skills and knowledge needed to make a real difference in the lives of patients and their families.

What sets our school apart is not just the academic rigor but also our commitment to your personal and professional growth. We believe in fostering a sense of community among our students, where you can collaborate, share experiences, and build lifelong connections with peers from around the country.

Our faculty and staff are dedicated to guiding you on your educational journey, providing mentorship, and helping you realize your full potential.

Remember that success in neurodiagnostic technology requires dedication, hard work, and a thirst for knowledge. Your journey may have challenges, but with determination and the support of our exceptional faculty and resources, you are well-equipped to overcome them. Our success as a school is measured by your success as students, and I am confident that together, we will achieve greatness.

I look forward to witnessing your growth, accomplishments, and contributions to the field. Welcome to Neurodiagnostic Technology Institute - a place where knowledge meets compassion, and where you will shape a brighter future for all.

Table of Contents

ABOUT US	4
MISSION STATEMENT	4
STATEMENT OF PURPOSE	4
CORE VALUES	5
GOALS	5
ADMINISTRATION	6
Dr. Ahmed Sadek, Neurologist & Epileptologist	6
Tara Velez, A.S.	6
FACULTY	7
Chris Moses, R. EEG T.	7
Susan Bowen, R. EEG T.,	7
Sheri Hager, R. EEG T.	7
Christopher Kotara, R. EEG T.	7
Siham Zakara, R. EEG T.	8
FACILITIES	8
NON-DISCRIMINATION POLICY	8
ADMISSIONS	8
ADMISSION REQUIREMENTS	8
Prior Convictions and Medical Marijuana Use	10
ADMISSION PROCEDURE	10
ADMISSION STATUS	11
ADMISSIONS FOR PEOPLE WITH DISABILITIES	12
REQUESTS FOR ACCOMMODATIONS	12
ENROLLMENT AGREEMENT	12
ACADEMIC CALENDAR	12
HOLIDAYS	13
ORIENTATION	13
New Student Orientation	13
Clinical Site Orientation	13
CURRICULUM	14
PROGRAM DESCRIPTION	14
OBJECTIVE	14
UNIT OF CREDIT	14
COURSE NAMING SYSTEM	15
COURSE NUMBERING SYSTEM	15
COURSE DESCRIPTIONS	15
First Term	15
Second Term	16

Third Term	16
Fourth Term	16
METHOD OF INSTRUCTION	17
ONLINE LEARNING ENVIRONMENT.....	17
CLINICAL EXTERNSHIP	17
APPROVED CLINICAL SITES	17
DISTRIBUTION OF MATERIALS	18
REQUIRED EQUIPMENT	18
REQUIRED SUPPLIES	18
TEXTBOOKS	19
PROGRAM COMPETENCIES	20
TUITION & FEES	20
TUITION	20
TUITION PAYMENT OPTIONS.....	21
FEES	21
TERMS OF PAYMENT	21
TOTAL ESTIMATED EXPENSES.....	22
FINANCIAL ASSISTANCE	Error! Bookmark not defined.
CANCELLATIONS, TERMINATIONS & REFUND POLICIES.....	22
TUITION AND BILLING SERVICES.....	24
Student's Fiscal Responsibility	24
Consequences for Non-Payment.....	24
TRANSFER OF CREDITS	25
TRANSFER OF CREDITS REQUEST – TRANSFERRING IN	25
TRANSFER OF CREDITS APPEAL PROCESS.....	25
TRANSFER OF CREDITS REQUEST – TRANSFERRING OUT	25
ACADEMIC CHALLENGE CREDIT.....	25
ACADEMIC & STUDENT POLICIES	26
SATISFACTORY ACADEMIC PROGRESS.....	26
DETERMINATION OF PROGRESS STATUS	27
WARNING	27
Probation	27
No Progress	27
Appeals.....	27
Retaking Courses	28
Interruptions and Withdrawals	28
Reinstatement	28
ADMINISTRATIVE DISCRETION	28
ATTENDANCE	28

Online Attendance	28
Clinical Site Attendance	29
Tardiness & Early Departure.....	29
Scheduled Absences	29
LEAVE OF ABSENCE	29
GRADING.....	30
MAKE-UP WORK	30
PROGRESS EVALUATIONS	30
EMERGENCY PREPAREDNESS.....	30
EMERGENCY AT NTI	32
STUDENT CODE OF CONDUCT	32
CODE OF CONDUCT DISCIPLINARY ACTIONS.....	33
COPYRIGHT POLICY	33
DRUG & ALCOHOL POLICY	34
POSSESSION AND/OR USE: FIRST OFFENSE.....	34
POSSESSION AND/OR USE: SECOND OFFENSE.....	34
HARASSMENT POLICY.....	34
SEXUAL HARASSMENT POLICY	34
TERMINATION POLICY	34
REQUEST TO APPEAL TERMINATION	35
RE-ADMISSION	35
STUDENT COMPLAINTS & GRIEVANCES	35
LEVEL ONE: DIRECT DISCUSSION FOR RESOLUTION	35
LEVEL TWO: ADMINISTRATIVE INVESTIGATION.....	35
LEVEL THREE: REQUEST FOR APPEAL.....	36
LEVEL FOUR: EXTERNAL REVIEW	36
NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE	37
GRADUATION REQUIREMENTS	38
ABRET EEG REGISTRY EXAM	38
STUDENT SERVICES	38
ACADEMIC ADVISEMENT	38
LIBRARY & LEARNING RESOURCES	38
TUTORING SERVICES (Instructors)	39
CAREER SERVICES	39
ACCESSIBILITY & STUDENT SUPPORT (ADMINISTRATION)	39
STUDENT EVALUATIONS	39
STUDENT QUESTIONS	40
STUDENT NOTIFICATIONS	40
STUDENT RECORDS	40

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	40
TECHNICAL SUPPORT	42
STATE-SPECIFIC POLICIES & DISCLOSURES	42
CALIFORNIA RESIDENTS	42
GEORGIA RESIDENTS	43
INDIANA RESIDENTS	43
IOWA RESIDENTS	44

ABOUT US

Neurodiagnostic Technology Institute (“the Institute”) was founded by Dr. Ahmed Sadek for the purpose of providing a quality educational experience for students interested in a career in neurodiagnostic technology. Passionate about neurology, Dr. Sadek and his team seek to share their knowledge and experience with students via the modern, online classroom. Our unique method of instruction will equip students with the knowledge and skills necessary to be hired as an Electroencephalography (EEG) Technician and to confidently take the Electroencephalography (EEG) Registration Exam to become Registered EEG Technologists (R. EEG T.) Our goal is to develop the most professional and capable neurodiagnostic technologists in the industry.

MISSION STATEMENT

Neurodiagnostic Technology Institute is dedicated to providing an online neurodiagnostic education that is of high quality, convenient, and affordable.

STATEMENT OF PURPOSE

At Neurodiagnostic Technology Institute, we have a passion for what we do and want to encourage others to join and enjoy the many benefits offered by a career in neurodiagnostic technology. We will accomplish our goals through the following:

Our Reach...

- By expanding access to neurodiagnostic training to make it more convenient for individuals limited by location or time
- By creating a unique blended-learning environment that harnesses the interactivity of the Internet and blends it with experiential learning achieved in a hands-on clinical setting
- By developing a network of local and national neurodiagnostic professionals to support new students and alumni

How We Teach...

- By leveraging technology to create an interactive and collaborative atmosphere purposefully designed to develop students’ critical thinking skills and technological savvy
- By sharing real-life experiences of seasoned neurodiagnostic physicians and practitioners in a hands-on learning environment

Frequent Testing...

- To obtain confirmation of student knowledge, understanding, and mastery of skills through frequent written and procedural testing
- To prepare students to confidently pass the Electroencephalography (EEG) Registration Exam

Raising the Standard...

- By challenging students to reach their highest potential in their knowledge, understanding, skills, and professionalism in the practice of neurodiagnostic technology
- By promoting exceptional patient care
- By developing medical professionals who are productive employees and members of their communities

Leading the industry as the preferred neurodiagnostic technology school for students, faculty and staff.

CORE VALUES

Neurodiagnostic Technology Institute's core values guide our goals and key operational areas. Indeed, our core values are: **quality education, student retention, and student support.**

Quality education is a key focus provided to students by regular updates and review of curriculum, textbooks, innovation and technology, and of our partnerships with esteemed hospitals and medical facilities for students' clinicals.

Student retention is maintained by offering student services, including **student support**, by consistent and accessible communication with faculty and administration for any possible concern.

GOALS

The following goals are valued by Neurodiagnostic Technology Institute. They serve as guidelines in how we conduct business, how we interact with each other, and how we engage with applicants, students, and alumni. These guiding principles include:

- To provide a neurodiagnostic technology program that is educationally sound, up-to-date, of high quality, and demonstrably effective.
- To publicly state and clearly demonstrate that the Institute does not discriminate on the basis of age, race, ethnic origin, gender, sexual orientation, or religion.
- To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing the institution and its services to all people.
- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employability where applicable.
- To demonstrate the ultimate benefit of private educational training programs through satisfied students.
- To ensure proper and ethical administration of all financial aspects of the Institute.
- To embrace voluntary self-regulation, which is inherent to the accreditation process.
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive workforce.

ADMINISTRATION

Dr. Ahmed Sadek, Neurologist & Epileptologist

Dr. Sadek, the President and Medical Director of Neurodiagnostic Technology Institute, is an Ivy League educated neurologist with extensive training in the field of epilepsy management. He spent two years at the University of Pennsylvania in Philadelphia, one of the principal institutions and major epilepsy centers in the country and conducted his residency training at Baylor College of Medicine in Houston. In addition to his epilepsy fellowship, Dr. Sadek also completed a two-year neuroimaging research fellowship at the University of Pennsylvania and has authored numerous publications and several book chapters.

Dr. Sadek serves as the Director of the Orlando Epilepsy Center, Co-Director of the Epilepsy Monitoring Unit at Orlando Health, and the Director of the Clinical Neurodiagnostic Department at Orlando Health. He has taken the position of Assistant Professor of Neurology at the University of Central Florida – School of Medicine and is also the Clinical Assistant Professor of Neurology at the University of Florida Health, Shands Hospital.

Dr. Sadek is a member of the Board of Directors of the Epilepsy Association of Central Florida (EACF).

Credentials: Certified in Neurology by the American Board of Psychiatry and Neurology
 Certified in Clinical Neurophysiology by the American Board of Psychiatry and Neurology
 Certified in Epilepsy by the American Board of Psychiatry and Neurology

Tara Velez, A.S.

Tara Velez is the Director of Administration at the Neurodiagnostic Technology Institute. Prior to joining the Institute, Tara spent many years working along side Dr. Sadek as Manager of his medical practice Orlando Epilepsy Center, and then later Practice Manager for all of OEC's offices. Tara's dedication, hard work, and ability to exceed expectations allowed her to quickly grow within the practice. Tara brings that same passion, dedication, exemplary work ethic, and skill to Neurodiagnostic Technology Institute as Director of Administration where she oversees all departments, serves the students as a liaison and resource, and ensures the institute succeeds in all aspects.

Education: Associate's Degree, High Tech Institute

FACULTY

Chris Moses, R. EEG T.

Chris Moses is the Head of Academics and oversees the institute's academic programs and education. With several years of neurodiagnostic experience, Chris focuses on bridging the gap between online and in-person education to assist students in obtaining a well rounded educational experience.

Education: BS in Neurodiagnostics

Credentials: R. EEG T.

Susan Bowen, R. EEG T.,

Susan Bowen has over two decades of neurodiagnostic technology experience and brings the skills, experience, and high-quality work ethic she has developed throughout her neurodiagnostic technology career to NTI as a dedicated and experienced instructor. Notably, as a result of her high-quality patient care, Susan received two Daisy awards throughout her career. Further, her proficient practices and adept skills has allowed her grow tremendously as she actively maintains leadership roles at her clinical facility. Indeed, Susan's passion for neurodiagnostic technology allows her to shine and succeed as an instructor at NTI.

Education: Associate of Science in Respiratory Care from Marshall University
Bachelor of Arts in Biology, Psychiatry, and Sociology from Marshall University

Credentials: Registered EEG Technologist with the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET)

Sheri Hager, R. EEG T.

Sheri Hager, an instructor with more than two decades of experience in the realm of Neurophysiology, brings her expertise to a diverse range of clinical settings, encompassing patients of all age groups. Her most cherished clinical experience was her tenure as a technologist at a Pediatric Neurology Level 1 Trauma Center. Sheri's ardor lies in imparting her wealth of knowledge and experience to play a pivotal role in shaping the future of aspiring Neurodiagnostic Technologists.

Education: Associates of Arts in Health Science in Electroencephalograph from California College for Health Science

Credentials: Registered EEG Technologist with the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET)

Christopher Kotara, R. EEG T.

With over six years of clinical experience, Christopher Kotara is a dedicated instructor at Neurodiagnostic Technical Institute, bringing real-world expertise in neurodiagnostic technology. As an EEG Technologist II at a prominent Orlando hospital, he plays a crucial role in the pediatric epilepsy monitoring unit. Christopher's commitment to patient care and passion for neurodiagnostics drive his teaching, inspiring students to excel in this vital healthcare field. He actively contributes to fostering a supportive online learning environment at NTI, aiding in the education and development of future neurodiagnostic professionals.

Education: Certificate in Neurodiagnostic Technology from Neurodiagnostic Technology Institute

Credentials: Registered EEG Technologist with the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET)

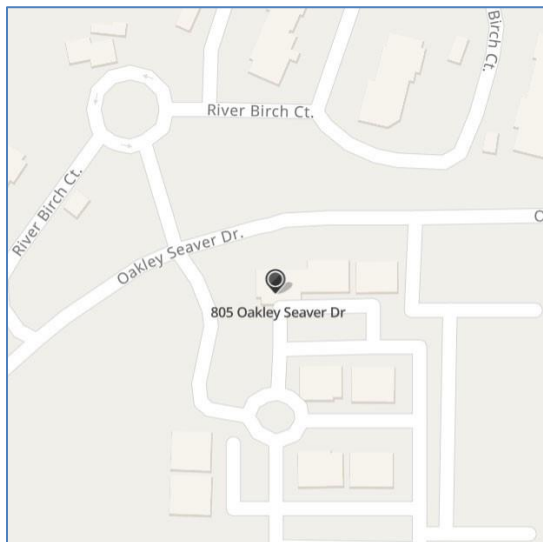
Siham Zakara, R. EEG T.

Siham Zakar, R. EEG. T., brings over six years of neurodiagnostic expertise, working with adult and pediatric patients. Currently, Siham holds the position of Lead/Senior EEG Technologist at AdventHealth in Orlando, Florida. With a strong background in EEG recordings, Siham has demonstrated proficiency in analyzing study information and mentoring technologists at all levels. Her dedication to teaching, coupled with her expertise in neurodiagnostics, positions her as an ideal instructor. She excels in imparting practical knowledge and mentoring aspiring technologists.

Education: Certificate in Electroneurodiagnostic Technology from Institute of Health Science

Credentials: Registered EEG Technologist with the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET)

FACILITIES



The Institute's administrative office is located in Clermont, Florida. With its proximity to major cities like Orlando, Tampa, Jacksonville, and Gainesville, Clermont offers access to a diverse talent pool and networking opportunities within the healthcare sector.

Because courses are taught via the Internet, the Neurodiagnostic Technology Institute office offers sufficient space to conduct administrative tasks, standard office operations, and securely maintain student and employee records.

Our office is 160 square feet and contains standard office equipment including computers, telephones, a copier, scanner, and fax machine. There is an area to review student records, meet with the Administration and access the office's library of neurodiagnostic books and journals. Office hours are 9:30 am – 5:30 pm Eastern, Monday through Friday.

NON-DISCRIMINATION POLICY

Neurodiagnostic Technology Institute embraces diversity in all areas of education as it enhances the intellectual fabric of our institution, fostering a dynamic and intellectually stimulating atmosphere where varied viewpoints and experiences serve as catalysts for profound learning and growth.

The Institute does not discriminate or tolerate harassment or bullying in its educational programs or activities for any reason, including race, religion, gender, color, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, gender identity, socioeconomic status or family background. Complaints of discrimination will be treated and investigated with full regard for the Institute's due process requirements.

ADMISSIONS

ADMISSION REQUIREMENTS

Neurodiagnostic Technology Institute has established the following minimum eligibility admission requirements. Satisfying these minimum requirements does not guarantee admission. Admission is selective, and admitted students typically exceed the minimum requirements.

Formal application and admission to Neurodiagnostic Technology Institute is required. Admission is open to any qualified applicant. No qualified person will be excluded from enrollment based on age, race, gender, disability, or national origin. Applicants must meet the following minimum requirements to be considered for admission:

School Admission Requirements:

1. Must be at least eighteen (18) years old; or, if under the age of 18, a parent or guardian must sign the enrollment application. All applicants must be at least 18 years old prior to beginning the first course.
2. Must be a high school graduate or have achieved a GED.
3. Official academic transcripts for high school/GED and college must be provided.
 - a. Foreign Education: Foreign education is defined as education acquired outside of the United States or the District of Columbia. Foreign education must be evaluated by a credential evaluation service recognized by the U.S. Department of Education. Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services:
 - i. National Association of Credential Evaluation Services (NACES) is an association of 19 credential evaluation services with admission standards and an enforced code of good practice. www.naces.org
 - ii. Association of International Credentials Evaluators (AICE) is an association of 10 credential evaluation services with a board of advisors and an enforced code of ethics. www.aice-eval.org
 - b. The foreign credential evaluation must include/describe:
 - i. The type of education received by the applicant;
 - ii. The level of education in relation to the U.S. education system, and state that its comparability recommendations follow the general guidelines of the International Evaluation Standards Council;
 - iii. The content of the applicant's educational program earned abroad and the standard obtained;
 - iv. The status of the awarding foreign school's recognition and legitimacy in its home country's education system; and
 - v. Any other information of interest such as what the evaluation service did to obtain this information, the qualifications of the evaluator, and any indications as to other problems such as forgery.
 - c. Foreign credential evaluations that do not contain the above information or that state there is insufficient information provided by the applicant on which to base an evaluation will not be accepted. If the requested evaluation shows the foreign education to be legitimate and comparable to that expected of a candidate with U.S. credentials, it may be accepted at the discretion of the Institute.
 - d. Credential evaluations are not free and applicants are responsible for the cost of the service. The cost will vary according to the complexity of the case and the amount of documentation provided. Notarized English translations for any non-English documents must be obtained prior to submitting any documents to a credential evaluation service.
4. Provide valid government issued photo identification.
5. Complete and submit the Application for Admission and pay the Application fee.
6. Provide official scores from the TEAS assessment on an official transcript dated within 2 years of the application for admission. Applicants must achieve an overall minimum score of Proficient (58.7%) on the TEAS – Allied Health assessment to be considered for admission. The following applicants are exempt from this requirement:
 - a. Applicants who provide official transcripts from a college or university located within the United States may be exempt if their grades are above 70% or a C; or
 - b. An active-duty member of any branch of the United States Armed Services.
7. Approved for a clinical rotation at an approved clinical site.

Clinical Site Admission Requirements:

Clinical Site Admission Requirements are dictated by the hospitals and neurological facilities where students perform their externships. At a minimum, students are expected to meet the following criteria:

1. Provide a Certificate of Health form signed by a physician which verifies that the applicant has the following:
 - a. the ability to walk and stand for long periods of time;
 - b. the possession of above-average manual dexterity and hand/eye coordination;
 - c. good vision and hearing (or correctable to good);
 - d. the ability to lift 40 lbs.; and

- e. is physically capable of working within a hospital environment.
- In addition to the above, pregnant students must obtain a separate health declaration letter signed by an obstetrician.
- 2. Provide proof of Basic Life Support for Healthcare Providers certification from the American Heart Association or the Red Cross. Other providers will not be accepted.
 - 3. Provide proof of current vaccinations via StudentCheck (*approximately \$38.50, excluding taxes*) for the following immunizations: Hepatitis B; Influenza; Measles, Mumps and Rubella (MMR), Varicella; Tetanus, Diphtheria, Pertussis (Tdap); and any additional immunizations required by the clinical site. Your personal physician, local hospital, or county health department will be able to provide you with more information about how to obtain these important vaccinations.
 - a. Some clinical facilities require proof of a current, negative COVID-19 test prior to accepting a student for clinical externship.
 - 4. Provide a negative drug screening via StudentCheck (*approximately \$54.60, excluding taxes*). This is a timesensitive requirement and should not be performed more than 60 days prior to beginning the program.
 - 5. Pass a background check via StudentCheck (*approximately \$64.45, excluding taxes*). This is a time-sensitive requirement and should not be performed more than 60 days prior to beginning the program.
 - 6. Some facilities may require students to provide proof of a health insurance.
 - 7. Some facilities may require students to purchase professional liability insurance. 8. Additional facility-specific paperwork may be required.

Questions about the admissions requirements should be directed to the Admissions Office at 407-601-7832.

Prior Convictions and Medical Marijuana Use

Certain convictions or the use of medical marijuana may adversely affect your ability to benefit from this training program and/or secure employment within the healthcare sector. It is essential to understand and abide by the laws and policies governing healthcare hiring in your area. Individuals in these circumstances are advised to thoroughly review state healthcare hiring laws and the specific hiring policies of healthcare institutions in their respective areas. Your awareness and compliance with these regulations are critical for ensuring your success in pursuing a career in healthcare.

ADMISSION PROCEDURE

Applicants must complete the admission process in a timely manner. Admission to the program is contingent upon the applicant providing complete, accurate, and current admissions information. Acceptance of the applicant into the neurodiagnostic technology program requires the successful completion and submission of all required materials, the availability of an approved clinical site, and the recommendation of the admission committee. Official records and official transcripts should be mailed to the address listed below:

Admissions
Neurodiagnostic Technology Institute
805 Oakley Seaver Drive, Suite 103
Clermont, Florida 34711

Applicants will be advised of their status via email. Records and transcripts received by the Institute become the property of the Institute.

ADMISSION STATUS

Upon receipt of a complete application package, the applicant's qualifications will be reviewed and assigned one of the following academic standings:

- **Approved:** Approved status will be granted to applicants who submit a complete Admissions packet in a timely manner and meet the Admission Requirements stated above.
- **Denied:** Denied status will be assigned to applicants who fail to submit a complete Admissions packet or does not meet the Admission Requirements stated above

Appeals on the decision regarding admission should be made in writing and addressed to the Director of Administration. Appeals will be heard by an administrative committee and may include a personal interview and additional documentation.

Once the appeal is reviewed, the committee will render a final decision and notify the applicant by email.

ADMISSIONS FOR PEOPLE WITH DISABILITIES

At Neurodiagnostic Technology Institute, we uphold a commitment to inclusivity and non-discrimination in our admissions process. All prospective students, regardless of disability status, are required to complete a standard admissions application. We do not maintain a separate application process for students with disabilities, and there is no obligation for applicants to disclose any disability during the admissions process.

REQUESTS FOR ACCOMMODATIONS

Neurodiagnostic Technology Institute is dedicated to fostering an inclusive learning environment where all students can thrive academically and personally. We are committed to working with students with disabilities to provide reasonable accommodations that support their success in their academic pursuits. All students who anticipate requiring accommodations are encouraged to contact the Administration office and submit documentation of their disability once they have been accepted into the program and have committed to attending Neurodiagnostic Technology Institute.

Clinical externship sites include hospitals or neurological facilities that operate independently from the school. These sites maintain their own policies regarding special accommodations, which fall outside the jurisdiction of the school.

ENROLLMENT AGREEMENT

Approved applicants are required to complete the Institute's Enrollment Agreement. The Enrollment Agreement is a binding contract between the applicant and Neurodiagnostic Technology Institute. It defines the obligations of both parties. A signed Enrollment Agreement is valid for one year from the date signed. Students who have not started the program within this timeframe are required to reapply.

ACADEMIC CALENDAR

Important Dates	
Application Deadlines	Sixty (60) days prior to the beginning of the first term
Clinical Site Approval Deadline	Fifteen (15) days prior to the beginning of the first term
Vaccinations Deadline	Fifteen (15) days prior to the beginning of the first term
Background Check Results Deadline	Fifteen (15) days prior to the beginning of the first term
Drug Screen Results Deadline	Fifteen (15) days prior to the beginning of the first term
Tuition Payment Deadlines	Fifteen (15) days prior to the beginning of each term

Session	Session Begins	Session Ends	Session Breaks
Winter	January 5, 2025	March 29, 2025	March 30, 2025 – April 5, 2025
Spring	April 6, 2025	June 28, 2025	June 29, 2025 – July 5, 2025
Summer	July 6, 2025	September 27, 2025	September 28, 2025 – October 4, 2025
Autumn	October 5, 2025	December 27, 2025	December 28, 2025 – December 31, 2025
Winter	January 4, 2026	March 28, 2026	March 29, 2026 – April 4, 2026

HOLIDAYS

The Institute's programs are online. Students have access to course materials 24 hours a day, 7 days a week giving them the flexibility to observe holidays aligned with their personal beliefs and still comply with the Attendance Policy. Students must submit all assignments and tests by the designated deadlines. Students are expected to organize their schedules effectively to meet these requirements.

ORIENTATION

New Student Orientation

Students are required to attend the New Student Orientation scheduled one week before the first term begins. The goal of orientation is to ensure that students are able to access the Institute's Student Portal and provide them with a guided tour of the resources available within. Students are encouraged to begin networking and building alliances which will be beneficial to them throughout their career. New Student Orientation will include an overview of how to access and work within the Student Portal, including the following:

- how and where to log in to the Student Portal,
- how to complete and update the Student Profile,
- where to access the course syllabus and weekly materials,
- how submit assignments and tests,
- opportunities to interact online with other students and their instructors,
- where to find their grades, and
- how to get help for course materials and/or technical support.

Additionally, students will learn to identify educational resources, key administrative staff and faculty, academic standards, and how to engage with each other and their instructors throughout the upcoming year.

Clinical Site Orientation

Before beginning the program, students are encouraged to complete a one-day job shadow at the clinical site where they will be performing their externship. During this visit, students get to experience a typical day in the life of a neurodiagnostic technologist and receive valuable information about dress code, parking, and hours of operation necessary to perform successfully at their clinical site. Students are responsible for their own meals, parking, and travel arrangements to and from the clinical site.

CURRICULUM

PROGRAM DESCRIPTION

The profession of neurodiagnostic technology is focused on the specific area of biomedical electronics used to study and record electrical activity within the brain and nervous system. The Institute's neurodiagnostic technology program is a twelve-month (1,152 clock hours) course designed to provide students with the knowledge and skills required to record human brain activity via an electroencephalograph (EEG) and confidently communicate with physicians and medical staff in a variety of settings including hospitals, medical research, and other healthcare facilities.

The curriculum focuses on anatomy, neuroanatomy, patient and personal safety guidelines, electroencephalograph instrumentation and recording methods, and clinical neurodiagnostic correlations. Class sizes are kept small with fewer than 20 students per instructor. This allows each student to receive individual attention beneficial to the learning process. Externships at clinical sites provide students with a hands-on learning environment in approved neurological facilities, including hospitals, clinics, and private practices. Fewer than five students will be sent to the same externship site at any one time to ensure sufficient time to learn the clinical portion of the program. Successful completion of the Neurodiagnostic Technology program prepares students to seek employment as Neurodiagnostic Technicians and to confidently take the American Board of Registered Electroneurodiagnostic Technologists (ABRET) EEG Registration Examination to become a Registered Electroneurodiagnostic Technologists (R. EEG T.).

OBJECTIVE

The Institute aims to elevate the standards of knowledge, expertise, and professionalism required of Neurodiagnostic Technicians and Technologists. Upon completion of our program, graduates will exhibit the confidence and proficiency associated with experienced technologists, thereby enhancing their prospects in the job market.

UNIT OF CREDIT

Neurodiagnostic Technology Institute units of credit are based on the Clock Hour which is defined as means a period of 60 minutes with a minimum of 50 minutes of instruction under the supervision of an instructor plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as study of course material, or completion of assignments and educational projects. The Neurodiagnostic Technology program requires 1,152 clock hours to complete.

METHOD FOR CALCULATING THE LENGTH OF CLOCK HOURS FOR ONLINE COURSEWORK

The following time factors may be used to calculate the total clock hours and learning activity in 50 out of 60 minutes for each clock hour for Neurdiagnostic Technology Institute's students:

Participation and Attendance: Students must participate learning activities. Student participation is required and monitored and measured through canvas. Participation is demonstrated through reading and writing assignments, taking review quizzes and final exams, at home lab, and engagement in other academic activities. The clock hour credit for student participation is the number of minutes of online student participation / 50. Attendance is also measured through student participation and is measured while the student is interactively engaged with instruction and academic activities, and ends when the final exam is passed. The clock hour credit for attendance is the number of minutes of student attendance / 50.

Reading the Course Text: Students earn credit for reading the course material in text, tables, illustrations, and/or images. The clock hour credit for reading is the number of words in the course / 100 wpm / 50.

Reading the Course Textbook: Students earn credit for reading, and studying course textbook. The clock hour credit for reading the textbook is the number of words in the book / 100 / 50 (maximum).

Instructional Video: Students earn credit for watching and/or listening to instructional video. The clock hour credit for the video is the number of minutes of the video / 50.

Questions and Answers: Students earn credit for participating in question and answer sessions (quizzes and tests) placed throughout the course that aide in allowing the student to test the material they have learned and determine what more, if anything, needs to be studied. The clock hour credit for reinforcement review is the number of quiz questions X 1.85 mpq / 50.

Lab: Students earn credit for at home lab completed that consists of measuring a head and allows them to learn and practice doing so. The clock hour credit for the learning inspection activities is a maximum of 40 hours in total.

Externship: Students earn credit for their on-site, in-person clinicals where they further learn how to measure a head using the international 10-20 system, assist with electrode application and removal, and observe the technical steps to obtain a good EEG recording. The clock hour credit for the learning inspection activities is a maximum of 128-192 hours in total, depending on the quarter that they are completing their externship.

Exam preparation: Students earn credit for their preparation the take the ABRET EEG Registration Exam. The clock hour credit for exam preparation is 12 hours in total.

COURSE NAMING SYSTEM

Each course is first assigned a specific, 3-character name and then a specific three-digit course number which reflects the student's progression throughout their academic path. All neurodiagnostic technology courses begin with "END".

COURSE NUMBERING SYSTEM

Courses are numbered sequentially in accordance with the student's progression through the program. The first digit represents the term the course is offered. The second and third digits designate the type of course offered.

COURSE DESCRIPTIONS

The Neurodiagnostic Technology program is comprised of 408 clock hours of theory, 40 clock hours of lab/at-home practice, and 704 clock hours of externship instruction. Students must complete 1,152 clock hours to be eligible to graduate.

First Term

The first term consists of four courses which serve as the fundamental building blocks to assist students in cultivating the essential knowledge required to pursue a career in healthcare. Course topics encompass Introduction to Healthcare, Basic Anatomy & Medical Terminology, Emergency Preparedness, and Clinical Experience I - Introduction. These courses lay the groundwork for comprehension and effective communication in the medical field, providing a solid foundation for future career success.

Course Number	Course Name	Course Description	Clock Hours
END101	Introduction to Healthcare	An introductory course which provides a comprehensive overview of basic knowledge for entrance into any healthcare occupation including important topics such as patient care, HIPAA, and infection control protocols.	48 Clock Hours Theory
END102	Basic Anatomy & Medical Terminology	A foundational course which provides instruction in basic human anatomy and medical terms which will serve as the basis for communication in a medical environment.	48 Clock Hours Theory
END103	Clinical Experience I - Introduction	Students will learn how to measure a head using the International 10-20 System, assist with electrode application and removal, and observe the technical steps to obtain a good EEG recording.	40 Clock Hours Lab 128 Clock Hours Clinical Externship
END104	Emergency Preparedness	Explores various types of emergency and disaster scenarios and helps students recognize their roles as individuals, a members of a community, and as medical service providers.	12 Clock Hours Theory

Second Term

The second term provides the essentials to understanding neurodiagnostic equipment, procedures, and protocols within the healthcare setting. It introduces students to the neurodiagnostic technology concepts, theories and techniques, and expands the hands-on learning in the Clinical Experience II – Intermediate course. Student responsibilities increase as they begin to work on patients.

Course Number	Course Name	Course Description	Clock Hours
END201	Instrumentation	Focuses on the history of EEG, electrical concepts, and the equipment required to obtain an EEG recording.	48 Clock Hours Theory
END202	EEG Recording Theories & Techniques	Explores core EEG concepts including pattern recognition, montages, artifacts, and activations in adult patients.	48 Clock Hours Theory
END203	Clinical Experience II - Intermediate	Students begin conducting supervised EEG recordings.	192 Clock Hours Clinical Externship

Third Term

The third term begins with an in-depth exploration of the human nervous system and the injuries and illnesses that result in neurological problems. Students will learn about infections, epilepsy, tumors, and many other neurological related abnormalities that make neurodiagnostic testing an essential diagnostic tool in healthcare today.

Course Number	Course Name	Course Description	Clock Hours
END301	Clinical Sciences	Focus is on how diseases, seizures, and other neurological disorders affect the brain and the EEG recording.	48 Clock Hours Theory
END302	Neuroanatomy	Explores the anatomy and physiology of the human nervous system.	48 Clock Hours Theory
END303	Clinical Experience III - Advanced	Students continue to harness their skills for EEG recordings and will be able to complete a study with minimal supervision.	192 Clock Hours Clinical Externship

Fourth Term

The final term includes in depth study of Pediatric EEGs and how they differ from adult EEGs, an introduction to additional neurodiagnostic technology modalities: including long-term monitoring (LTM), evoked potentials (EP), intraoperative monitoring (IOM), polysomnography (PSG), and nerve conduction studies (NCS); preparation for the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) EEG Registration Exam, and the development of skills to aid in career placement.

Course Number	Course Name	Course Description	Clock Hours
END401	Pediatric EEG	Explores normal and abnormal EEG patterns in pediatric and neonatal patients.	48 Clock Hours Theory
END402	Neurodiagnostic Modalities	Provides an overview of various neurodiagnostic modalities including long term monitoring, evoked potentials, nerve conduction studies, intraoperative monitoring, and polysomnography.	48 Clock Hours Theory
END403	Clinical Experience IV - Professional	Provides students with opportunities to continue to hone their recording techniques, observe additional neurodiagnostic modalities, and the tools needed to begin their job search.	192 Clock Hours Clinical Externship

END404	EEG Registration Exam Preparation	Prepares students to take the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) EEG Registration Exam.	12 Clock Hours Theory
--------	-----------------------------------	---	-----------------------

METHOD OF INSTRUCTION

Neurodiagnostic Technology Institute recognizes that education is not a one-size-fits-all undertaking. Students learn in a variety of ways. To address this, we have created a hybrid learning environment which blends online education with offline, hands-on experiences beneficial to all students. Students will meet online with instructors and fellow students to participate in individual and group activities. The topics introduced online will be reinforced offline at the clinical site. At the clinical site, students are under the tutelage of credentialed neurodiagnostic professionals and have the opportunity to engage directly with physicians and other medical staff.

ONLINE LEARNING ENVIRONMENT

Neurodiagnostic Technology Institute's Student Portal is where all student activities take place. The Institute's online learning environment utilizes a cloud-based platform which provides an asynchronous education setting that promotes traditional and social learning to create an engaging virtual classroom. Students from many locations and backgrounds are able to come together online to interact with instructors and each other.

Within the Student Portal, students will complete and update their profiles; retrieve course materials; submit assignments, quizzes, and tests; attend live record reviews and discussions; receive instructor feedback; and retrieve their grades. Students will be asked to respond to real-life scenarios posed by instructors and to the comments made by their classmates. They will have the opportunity to share their thoughts and personal experiences on important topics concerning the medical profession. Open discussions are encouraged. Students may agree, disagree, or provide alternative viewpoints for consideration. Students will be assigned individual and group projects which will require them to work as a team with other students in planning, developing, and presenting the project results.

CLINICAL EXTERNSHIP

Neurodiagnostic Technology Institute works with hospitals and neurodiagnostic facilities around the country to provide clinical site experience to its students. The clinical externship allows students to participate in hands-on learning and work experience in neurodiagnostic labs and clinics that cannot be acquired in a classroom. Students are required to perform a minimum of sixteen (16) hours of clinical externship each week. Students will participate in the daily activities that are typical of the work environment. As knowledge and skills improve, students will perform tasks efficiently and effectively with minimal supervision.

Clinical sites are active healthcare facilities staffed by professional healthcare teams and their patients. Clinical preceptors generously volunteer their time to provide training for neurodiagnostic technology students. Students are expected to adhere to all facility protocols, which may include guidelines regarding appearance, grooming, parking, security, and name badges. Consequently, students are obligated to exhibit professionalism, respect, and courtesy at all times while at the clinical facility. They should conduct themselves in a manner that safeguards the well-being and safety of the clinical site staff, fellow students, patients, and visitors. Clinical sites retain the authority to remove a student from their premises at any point, for any reason. If a student is expelled from a clinical site and an alternative clinical site is not available the student may be dismissed from the program.

APPROVED CLINICAL SITES

The Institute assists applicants with the identification of approved clinical sites where they can complete their clinical externships. An approved clinical site is a neurological facility that meets the following criteria: 1) the preceptor is a Registered EEG Technologist (R. EEG T.); 2) is able to provide a minimum of sixteen (16) hours of precepting each week; 3) can guarantee that the student will be able to perform a minimum of 100 routine EEG recordings during the clinical externship, and 4) has agreed to accept the student for a clinical rotation. Approved clinical sites provide students with the opportunity to learn from experienced EEG Technologists and neurologists. Clinical sites aid in

the hands-on learning, supervision, testing, and evaluation of students in the clinical aspects of neurodiagnostic technology.

DISTRIBUTION OF MATERIALS

The Institute is sensitive to the economic and time challenges involved in the pursuit of education. We strive to help make the process of going back to school easier by providing students with the supplies they need to begin the program. Students are able to minimize the cost of some of their textbooks by renting them via an online service or by purchasing previously owned books. Current and relevant articles and materials will be shared electronically via the Student Portal.

Students will be able to download and/or link to online resources with a convenient click of the mouse.

REQUIRED EQUIPMENT

Required equipment and supplies needed to be successful in the online learning environment include:

Hardware:

- An Intel i3 or faster processor with a minimum of 8 GB RAM
- 50 GB hard drive or larger
- Monitor and video card with minimum resolution of 1024 x 76
- A web camera capable of video web conferencing
- Speakers/Headphones and Microphone
- Access to a laser or inkjet printer
- Access to an image scanner
- Photographed images do not meet this requirement

Mobile Devices:

Use of a mobile device such as a phone or tablet for all activities is discouraged as website functionality and access to required course materials may be limited and not perform as expected.

Software:

- Microsoft® Windows 10 Home or Professional editions
- Current Internet Browser (Chrome or Firefox only)
- Microsoft® Office 2010 or later (specifically Word and Powerpoint)
- Adobe® Reader current version
- Current antivirus software

Connectivity:

- Cable or DSL Internet service connection or better
- Personal email account
- The ability to upload and download files

Medical scrubs as prescribed by your clinical site; prices vary based upon manufacturer and location of purchase

Reliable Transportation

REQUIRED SUPPLIES

The following supplies are sent to all students and are required to complete assignments, take quizzes and tests, and to perform the tasks at the clinical site:

- 150 cm tape measure

- Washable markers
- China Markers
- Styrofoam head
- Mannequin head with hair + C Clamp

Estimated cost of the Required Supplies is approximately \$48 not including taxes or shipping. Actual cost may vary.

TEXTBOOKS

Textbooks should be purchased prior to attending the first class from the provider of your choice. Students should budget approximately \$693.81 not including taxes or shipping for the required textbooks listed below. All books are available on Amazon.com.

Textbook Titles	Required in Quarter(s)
Introduction to Health Care, 5th Edition Dakota Mitchell and Lee Haroun Cengage Learning <i>*eBook; Must be purchased within the course</i>	1
Medical Terminology for Health Professions, 9th Edition Ann Ehrlich and Carol L. Schroeder Cengage Learning, 2021 ISBN: 978-0357513699	1
Emergency and Disaster Preparedness for Health Professionals. Second Edition. Linda Young Landesman,. Paradigm Publishing, Inc., 2017 ISBN-13 : 978-0763881429	1
Practical Guide for Clinical Neurophysiologic Testing: EEG, 2nd Edition Thoru Yamada, M.D., and Elizabeth Meng B.A., R.EEG T., R.EP T. Lippincott Williams & Wilkins, 2017 ISBN: 978-1496383020	1, 2, 3, 4
Neuroanatomy through Clinical Cases, 3rd Edition Hal Blumenfeld, M.D., Ph.D. Sinauer Associates, 2021. Print. ISBN: 978-1605359625	2, 3
The Human Brain Coloring Book Marian C. Diamond, Arnold B. Scheibel Collins Reference, 1985. ISBN: 978-0064603065	3, 4
Practical Guide for Clinical Neurophysiologic Testing: EP, LTM, IOM, PSG, and NCS – Second Edition Thoru Yamada, M.D., and Elizabeth Meng B.A., R.EEG T., R.EP T. Lippincott Williams & Wilkins, 2022 ISBN: 978-1975193577	4

Estimated cost of the Textbooks is \$693.81 not including taxes or shipping. Actual cost may vary. All required books should be purchased from the provider of your choice as soon as possible in order to avoid an interruption to your studies.

PROGRAM COMPETENCIES

Upon completion of the program, the student will be competent in the following theoretical and clinical areas:

- Basic understanding of the history of the electroencephalograph and analog EEG technology.
- Creating a safe recording environment by verifying patient identity, respecting patient confidentiality, following universal safety measures and precautions for infection control, recognizing and responding to life-threatening situations, and understanding and complying with lab protocols.
- Educating the patient about the EEG recording including: electrode application, activation procedures, the length of the test, and answering patient questions about the recording process.
- Evaluation of the patient's level of consciousness and physical condition to determine electrode placement and application, appropriate activation procedures, the need for additional physiological monitors, and circumstances when restraints or emergency intervention is required.
- Thorough understanding and documentation of patient identity, history, and condition including reason for the test, medications, individual and family medical histories, skull defects and alternate electrode placement, time of the last meal, level of consciousness, behavior, and response to activations.
- Accurate and efficient measurement, application, and removal of scalp electrodes including: compliance with the 10/20 measurement system, effective preparation of the patient's scalp, and electrode application that adheres to the ACNS guidelines.
- Ensure proper working condition of the digital EEG recording instrument including amplifier calibrations; verification of standard filter settings and sensitivity; and correcting or reporting any deviations.
- Obtain a standard EEG recording which complies with ACNS guidelines including proper setup and recording parameters, activations, montage and filter changes, and appropriate documentation.
- Observation of technical criteria for electrocerebral inactivity, neonates, pediatrics, and intensive care and cardiac care units.
- Identification, elimination, and documentation of artifact waveforms.
- Functional neuroanatomy and neurophysiology including signs, symptoms and EEG correlates for neurological and related psychiatric and psychological disorders.

TUITION & FEES

TUITION

Tuition is payable in full no later than fifteen (15) days prior to the beginning of the next quarter via credit card, check or money orders. Checks and money orders should be made payable to Neurodiagnostic Technology Institute for the exact amount of the tuition and fees due and sent to the address listed below:

***Neurodiagnostic Technology Institute
805 Oakley Seaver Drive,
Suite 103, Clermont, Florida
34711***

A student is not considered officially registered and may not attend classes until all fees and tuition are paid in full or other payment arrangements have been made. Neurodiagnostic Technology Institute will charge the student \$50 fee for each check returned unpaid. Additionally, the student will be required to pay all future fees by money order, certified check, or credit card.

In the event that a student's account is sent to collections, Neurodiagnostic Technology Institute shall be entitled to collection, attorney fees and cost on the account thereof.

TUITION PAYMENT OPTIONS

Tuition to attend Neurodiagnostic Technology Institute is \$9,500. Tuition is paid in advance of course attendance. The Institute is pleased to offer students the following tuition payment plans:

Prepayment: One to four payments totaling \$9,500 is due no later than fifteen (15) days prior to the beginning of first class of each first term. This payment includes the Required Supplies detailed in the Catalog. It does not include the Required Textbooks, ASET membership, or the Graduation Fee. The Graduation fee is due during the eleventh (11th) month of the Enrollment Agreement. The student is responsible for purchasing the Required Textbooks and ASET membership at his/her own expense. Proof of ASET membership is required in the first quarter. No interest is charged.

Monthly Payments: A monthly payment plan of multiple payments equaling \$9,500 is available to qualifying applicants. The terms of the payment plan are set forth below. This payment plan includes Required Supplies detailed in the Catalog. It does not include the Required Textbooks, ASET membership, or the Graduation Fee. The Graduation fee is due during the eleventh (11th) month of the Enrollment Agreement. The student is responsible for purchasing the Required Textbooks and ASET membership at his/her own expense. Proof of ASET membership is required in the first quarter. Monthly payment plans are assessed a \$250 processing fee and requires a \$1,000 down payment due at the time of the signing of this agreement. Interest is charged.

FEES

Fees are payable in full on or before the date noted in the Terms and Payment section listed below. Fees may be paid via credit card through the Neurodiagnostic Technology Institute web site (www.neurodiagnostictechnologyinstitute.com). Checks and money orders for the exact amount of the tuition and fees due should be made payable and sent to the address listed below:

***Neurodiagnostic Technology Institute
805 Oakley Seaver Drive, Suite 103
Clermont, Florida 34711***

TERMS OF PAYMENT

Tuition and fees are payable in advance, in full, on or before the dates noted below:

Admission Fees	Due By	Total Amount
Application Fee	Due at the time of Application submission	\$50
Tuition		
One Payment	Fifteen (15) days prior to the first class	\$9,500
Multiple Payments	On or before the first (1 st) day of each month	\$9,500
Other Fees		
Late Payment Fee	Within 30 days of assessment	\$15
ASET – The Neurodiagnostic Society Student Membership Fee	Ten (10) days after the first class	\$58
Graduation Fee	Within 30 days of assessment	\$100
Unpaid Check Fee		\$50
Request for Transcripts Fee		\$10
Duplicate Diploma Request Fee		\$25

The total cost does not include the ABRET EEG Registration Examination fees or any other regulating agency fees. Textbooks are approximately \$693.81 not including taxes or shipping. Students are encouraged to seek the best prices at their preferred location. Payment for the background check, drug screening, and immunization tracking required by clinical sites is the responsibility of the student.

Acceptable forms of payment include credit card, checks, and money orders. Checks should be made payable for the exact amount of the tuition and fees due and sent to the address listed below:

Neurodiagnostic Technology Institute
805 Oakley Seaver Drive, Suite 103
Clermont, Florida 34711

TOTAL ESTIMATED EXPENSES

Refundable Fees	Fee
Tuition ¹	\$9,500
Non-Refundable Fees	
Application Fee	\$50
Graduation Fee	\$100
Additional Expenses Paid to Third Parties^{2, 5}	
Background Check ³	\$65 - \$77
Drug Test ³	\$51 - \$97
Immunization Tracking ³	\$39
Textbooks ⁴	\$693.81
Student Membership to ASET – The Neurodiagnostic Society	\$58
Total Estimated Expenses	\$10,467 - \$10,525

¹ Tuition includes Required Supplies

² Amounts shown are estimates and do not include taxes or shipping

³ Applicants are required to use the School's designated provider. Some clinical sites may require use of a different provider whose fees may be different than what is shown above.

⁴ Estimate is for new books based on Amazon.com prices as of November 20, 2023, and does not include shipping or taxes. Actual costs may vary.

⁵ Fees in this section are estimates. Fees are not collected by the School, are specified by the clinical site, and are subject to each vendors' individual refund policy.

Note: The total cost does not include the ABRET EEG Registration Examination fees or any other regulating agency fees, books or supplies. Payment for ASET - The Neurodiagnostic Society membership, physical examinations, background check, and drug screening are the responsibility of the student. Some clinical sites may require additional paperwork, proof of COVID immunization, mask fit tests, and/or professional liability insurance. The fees for these additional expenses vary by location and are the responsibility of the student.

CANCELLATIONS, TERMINATIONS & REFUND POLICIES

Tuition is charged by the quarter and is refunded by the quarter. Students are responsible for the payment of all completed and partially completed quarters.

Notifications: A notification is encouraged, but is not required. A student may choose to withdraw from the Institute by officially notifying the Administration Office prior to or on the date of the withdrawal from classes. Notification can be made in person, by email, by Certified Mail or trackable

delivery service, or by telephone. Tuition will be refunded in accordance with the Institute's Refund Policy.

Cancellations:

- **Rejection of Applicant:** If an applicant is rejected for enrollment, a full refund of all monies paid to the school must be made to the applicant, less an application of what the student paid.
- **Program Cancellation:** If the school cancels a program subsequent to a student's enrollment, the school must refund all monies paid to the school by the student.
- If a student withdraws or fails to attend class before the end of the first week, the student will receive a full refund of all monies paid to the school, less an application fee of what the student paid.

Causes for Termination: A student's enrollment can be terminated for the following reasons:

- Failure to maintain Satisfactory Academic Progress as defined in the catalog;
- Earning two (2) consecutive absences within one quarter;
- Violation of the Academic and/or Student Conduct policies;
- Failure to make payments in two consecutive installments; and/or
- Expulsion from a clinical site.

All refunds will be made in accordance with the Institute's Refund Policy.

Refund Policies:

Should a conflict exist between the school's refund policy and the policy of a regulating agency of the state where the student resides or an accrediting agency, calculations for all refund policies will be performed and the student will be refunded the greater amount.

Refund Policy: Application fees will be refunded if the applicant requests a refund within three (3) business days after signing a contract; or if no contract is signed and prior to classes beginning the applicant requests a refund within three (3) business days after making payment. After that timeframe, if the student cancels, the application fee will not be refunded.

Partial Program Completion Refund Policy: Tuition is charged by the quarter and refunded by the quarter. Students are responsible for the payment of all completed and partially completed quarters.

1. Cancellation or termination after attendance has begun, but prior to 60% completion of the quarter, will result in a Pro Rata refund calculated on the number of hours the student has completed to the total number of hours for that quarter.
2. Cancellation or termination after completing 60% of the course will result in no refund for that quarter.
3. Last Day of Attendance: In calculating the refund due to a student, the last day of attendance is determined by the last documented date the student submitted a graded activity within the LMS.
4. Date of Determination: Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from student.

Refund Calculation Example: A student enrolled in the Neurodiagnostic Technology program with a start date of January 3rd and forecasted end date of December 26th. Tuition in the amount of \$2,035.71 was paid for the second quarter. The student decides to withdrawal from the program. The Institute is notified of the student's intentions to withdrawal on May 15th. The student's last academically-related activity within the LMS occurred on May 8th.

Tuition Charged:**Date of Determination:****\$2,035.71**

Quarter Start Date:

5/15/2023

Quarter End Date:

4/2/2023

6/24/2023

Last Day of Attendance:

5/8/2023

Quarter 2 Partially Complete – Tuition Owed Calculation:

Number of hours student attended:

115

276

Number of hours financially obligated:

Pro rata portion completed =

115 ÷ 276 **41.67%**

Pro rata portion completed X Tuition Charged

41.67% X \$ 2,035.71 **\$848.21**

Total Tuition Earned =

\$848.21

Tuition Payment Charged =

\$2,035.71**Tuition Payment Charged - Total Tuition Earned =****- \$848.21 \$1,187.50****\$2,035.71****Refund due no later than:****6/14/2023**

TUITION AND BILLING SERVICES

Student's Fiscal Responsibility

Students are expected to take responsibility for being aware of payment deadlines, policies, and debts owed. Students become responsible for tuition upon registration for classes.

Consequences for Non-Payment

Fiscal Cancellation

Failure to set up a payment plan or pay tuition and fees in full by the end of the designated fee payment deadlines will result in cancellation of the student's registration. Students will be notified by email about their outstanding tuition deficiencies and given an opportunity to pay tuition and fees prior to cancellation. Students whose enrollments are cancelled for non-payment of tuition and fees will have their academic progress discontinued for the term in question and will not be able to attend class or receive grades.

Students whose registrations are cancelled for non-payment of tuition and fees may appeal to the Administration for reinstatement and continuation of academic progress for the term. A written appeal must be submitted to the Administration. Reinstatement requires full payment of all tuition and fees immediately plus any late payment fees.

The Institute reserves the right to deny reinstatement when a demonstrated pattern of tuition deficiencies over two or more months has occurred.

Registration & Transcript Holds

Students with an outstanding balance will receive holds which may prevent future registration, access to academic transcripts, granting of certificates and/or letters of good standing. These holds will not be removed until such debt is paid in full. Payments are applied to a student's account based on the oldest debt first.

Delinquent Accounts/Collections

In accordance with Florida Statutes 1010.03, the Institute is directed to exert every effort to collect all delinquent accounts, including the utilization of a collection agency, restricting the release of transcripts, certificates, and other Institute services. Any student account with a balance in excess of 90 days past due is deemed eligible to be sent to collections. Once a student account is placed with a collection agency the account will be assessed significant collection fees up to 33.33% percent of the original balance as well as all any other fees associated with collecting the debt.

TRANSFER OF CREDITS

TRANSFER OF CREDITS REQUEST – TRANSFERRING IN

Neurodiagnostic Technology Institute reserves the right to accept or deny the transfer of clock hours received from another school. Applicants should make their transfer of credits request known to their Admissions Advisor during the application process. All requests for transfer of credits must be made prior to the signing of the Enrollment Agreement. Students must submit an official transcript with course syllabi and have earned a minimum grade of 70% or C in a medical or neurodiagnostic technology course within the prior twelve months for a transfer of credit request to be considered. The granting of credit for prior learning in a neurodiagnostic technology field cannot exceed twenty-five percent (25%) of any program. The program and tuition will be adjusted pro-rata according to the number of courses accepted.

TRANSFER OF CREDITS APPEAL PROCESS

The applicant's appeal must be made in writing to the Director of Administration and must be received within ten (10) days of the denial of the request. The applicant's appeal must document and provide sufficient evidence to support the request for reversal. The applicant will be notified of the decision within ten (10) business days of receiving the appeal. The appeal and decision documents will be retained in the applicant's file.

If the applicant prevails upon appeal, the transfer of credit determination will be reversed. If the applicant does not prevail upon appeal, the applicant will continue with the same status. No more than one appeal will be granted.

TRANSFER OF CREDITS REQUEST – TRANSFERRING OUT

Students who transfer out of Neurodiagnostic Technology Institute to another educational facility may receive their transcript and course syllabus, providing that all financial obligations to the Institute have been met by the student. The acceptance of the transferability of credits is the decision of the receiving institution.

ACADEMIC CHALLENGE CREDIT

An applicant may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on prior work or educational experience. Academic challenges must be completed prior to the applicant's signing of the Enrollment Agreement. To be eligible for Academic Challenge credit, the student must provide the Institute with official documentation (as determined by the Institute) to validate the prior experience.

An applicant who wishes to challenge a specific course may request the Institute administer an appropriate course examination to determine the applicant's retained knowledge. The applicant will have one opportunity to receive academic credit for a course if the Director of Academics determines that the applicant has passed the examination with a minimum grade of 70%. If the applicant passes the examination, the course will be presented on the applicant's transcript with the grade earned on the exam and are counted in the GPA calculation. It will not be included in the maximum time in which to complete and the rate of progress calculations. If the applicant does not pass the examination, it will not be included on their transcript and the applicant will be required to take the course related to the failed examination. No more than twenty-five percent (25%) of total program credits may be awarded as transfer credits, academic challenge credits, or any combination thereof. The decision of the Admissions Advisor regarding transfer of credit and/or academic challenge credit requests is final.

ACADEMIC & STUDENT POLICIES

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is calculated based on all courses completed and periods of attendance at Neurodiagnostic Technology Institute. It is applied consistently to all students.

Satisfactory Academic Progress is cumulative and is measured quarterly in both attendance and academic performance. It is calculated and reported at the completion of the 25th percent, 50th percent, and 75th percent points of the program. To achieve satisfactory progress, students must:

- maintain a minimum attendance rate of eighty percent (80%) or higher,
- earn a minimum grade point average of a C, 2.0 on a 4.0 scale, or 70% on a 100% scale by the end of the program, and
- complete the program within the Maximum Timeframe. The maximum timeframe for any student to complete the program is one and one-half (1.5) times the program length. The Neurodiagnostic Technology program must be completed within eighteen (18) months.

Attendance and academic performance progress are recorded weekly during the student's period of enrollment and is viewable in the Grades section of each course within the Student Portal. Students must meet the school's attendance standard and the academic performance standard on a quarterly basis to maintain satisfactory progress. Students will be notified quarterly by email of their SAP status.

Course withdrawals and incomplete grades will not be included as part of the grade point average calculation. As long as a student is in compliance with the Maximum Timeframe, they have the opportunity to repeat a failed course. The grade from the failed course will be replaced by the grade for the repeated course in the calculation of the grade point average.

Students falling below a threshold will receive a warning, be placed on probation, or be identified as making no progress and will be removed from the program. Students who are removed from the program have the option to reapply to repeat the program after waiting a period of at least three months.

Students who have not completed the course within the maximum timeframe (18 months) will be removed from the Neurodiagnostic Technology program. Students who are removed from the program have the option to reapply to repeat the program after waiting a period of at least three months.

If the student takes an official Leave of Absence by submitting the "Leave of Absence Request Form", their enrollment agreement end date will be adjusted accordingly by the same number of days taken in the leave of absence and also their maximum timeframe is adjusted accordingly.

If a student does not complete the program by the normal time frame, and if the end date has fallen beyond the date which is stated on the student's enrollment agreement upon enrollment, the Institute may charge the student for additional tuition needed to complete the course.

DETERMINATION OF PROGRESS STATUS

New students will be determined to be making satisfactory progress from their start dates until the end of the first quarter. Students meeting the minimum requirements for academic performance and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students who fail to meet the minimum requirements for academic performance and attendance at the evaluation point are notified via email and are placed on “Warning.” They are considered to be making satisfactory academic progress during the warning period until the next evaluation point.

Students who fail to meet minimum requirements for academic performance and attendance at the next evaluation point after the “Warning” period are notified via email and will be placed on “Probation.” They are considered to be making satisfactory academic progress during the probationary period.

After students have been placed on a “Warning” and “Probation” status, students not meeting the minimum requirements for academic performance and attendance at the evaluation point, are placed on a “No Progress” status. The student will be determined as NOT making satisfactory academic progress. Students will receive notification via email of their Satisfactory Academic Progress Determination (“Progress”, “Warning”, “Probation” or “No Progress”) at the time of each evaluation. The student will be advised on the actions required to attain satisfactory academic progress by the next evaluation.

WARNING

Students who fail to meet any of the progress standards as of an evaluation date will be placed on Warning status. At the end of the “Warning” period, the student must meet the published attendance and academic performance standards to be considered making satisfactory academic progress.

Probation

Students who fail to meet the published standards at the end of the “Warning” period are considered to be not making satisfactory academic progress and will be placed on “Probation” status. Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has not met both the attendance and academic performance requirements for satisfactory academic progress, they will be determined as making “No Progress”.

No Progress

Students who are identified as making “No Progress” will be removed from the program.

Appeals

Students who have been designated as not making satisfactory academic progress may appeal the determination with the Institute based on:

- 1) the death of an immediate family member (parent, sibling, spouse, or child),
- 2) an injury or illness of the student, or
- 3) any other allowable special or mitigating circumstance.

The student’s appeal must be made in writing to the Director of Administration and must be received within ten (10) days of the determination of unsatisfactory progress. The student’s appeal must document and provide sufficient evidence of the situation that caused the student to fail to meet the Institute’s standards, as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards if allowed to be restored to the probationary period. Appropriate documentation might include a physician’s statement, accident report, death certificate, or other reports. The student will be notified of the

decision within ten (10) business days of receiving the student's appeal. The appeal and decision documents will be retained in the student file.

If the student prevails upon appeal, the unsatisfactory academic progress determination will be reversed. If the student does not prevail upon appeal due to insufficient documentation, the student will continue with the same status. No more than one appeal may be granted during any one period of enrollment.

Retaking Courses

Students must pass all courses within a quarter before advancing to the next quarter. To retake a failed course, the student must amend the original enrollment agreement if they wish to make another attempt to pass and complete the program. There is a \$678.57 charge per course for any course that needs to be retaken. The program must be completed within the maximum timeframe of 18 months from the start date listed on the original enrollment agreement.

Interruptions and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as that prior to the leave of absence. Time elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days.

Reinstatement

Students who are removed from the program for lack of satisfactory academic progress have the option to apply to be readmitted to the Institute after a waiting period of at least three months. The student's application must explain what circumstances have changed that will allow the student to be successful where they were previously unsuccessful. The Institute will review the request. Requests for reinstatement will be accepted or denied. If accepted, such students will be enrolled on a probationary period upon re-entry. Students who have not maintained satisfactory academic progress can reestablish eligibility by successfully completing sufficient attendance and academic performance required at the next evaluation point. The Institute's decision is final and is not eligible for appeal.

ADMINISTRATIVE DISCRETION

Neurodiagnostic Technology Institute reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the school at the discretion of the Administration.

ATTENDANCE

Online Attendance

Attendance is critical to the learning process and is determined by the student's weekly submission of graded activities. Graded activities include discussion questions, assignments, tests, exams, and projects. Students are required to attend class a minimum of two (2) separate days every week. Attendance is earned on the day a graded activity is submitted. Participation in weekly discussion questions is one attendance requirement. An additional graded activity must be submitted on a different day within the same week to satisfy this policy.

The acts of logging in to the Student Portal, reading articles, watching videos, reviewing your calendar, sending emails, engaging in chats with other students or your instructor do not qualify as attendance because there is not a grade associated with these activities.

A class is defined as one week of lesson material within the twelve-week course. Each week classes are made available to students on Sundays at 12:01 a.m. Eastern time and close at 11:59 p.m. Eastern time on the following Saturday for all courses. Attendance is recorded in the week in which it occurs. Based on the timeliness of the submission of discussion questions and other academically-related activities, students are marked as Present, Late, or Absent. All academically related activities submitted after the

end of the class (i.e. Saturday at 11:59 p.m. Eastern time) will be marked as Absent and will be graded in accordance with the Late Work Policy below.

Students are required to maintain an attendance rate of 80% or higher to avoid disciplinary action. Students earning two (2) consecutive absences in a course will be terminated from the course and will be required to repeat the course at an additional expense.

In accordance with the Satisfactory Academic Progress Policy, students must complete the program with eighteen (18) months or be dismissed from the program.

Clinical Site Attendance

Clinical site attendance is earned when students complete and submit proof of the required sixteen (16) hours of clinical externship each week and fulfill the requirements for Online Attendance listed above. Students are expected to arrive on time, fully prepared, and ready to actively participate in learning activities at the Clinical Site.

Students cannot be absent from their clinical site more than two (2) times within one quarter. All clinical hours must be made up to meet graduation requirements. Students exceeding two (2) absences in a course will be subject to disciplinary actions and may be required to repeat the course at an additional expense. In accordance with the policy on Satisfactory Academic Progress, students are required to complete the program within eighteen (18) months or be dismissed from the program.

Tardiness & Early Departure

Punctuality is a practice held in high regard by business, society, and the Institute. Students are expected to exhibit this trait in the timely submission of their work and in the completion of their clinical externship hours. In the online environment, tardiness is defined as a late submission for a graded activity. In the clinical environment, tardiness is defined as arriving one (1) minute late to the clinical site's neurodiagnostic lab. Early departure is defined as leaving prior to the end of the clinical shift. Tardiness and early departures are noted in attendance records and are detrimental to the student's grade. Excessive tardiness and/or early departures will result in disciplinary action. Timeliness is a critical component of succeeding in this program and having a successful career.

Scheduled Absences

All students must adhere to the Attendance Policy. If a student anticipates a scheduled absence, it is their responsibility to contact their instructors and preceptors prior to their absence to discuss how they intend to comply with the Attendance Policy requirements. Students are encouraged to request early access to course materials for the period in which they will be absent. To ensure that students stay on track to meet graduation requirements, it's essential to complete any anticipated missed clinical hours prior to the scheduled absence.

LEAVE OF ABSENCE

Students who experience unexpected emergencies such as a serious illness, debilitating injury, or death in the immediate family have the option to request a leave of absence. A leave of absence is a temporary break in a student's attendance during which they are considered to be continuously enrolled. Students must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, they will be withdrawn. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the Institute to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. The Institute will not assess the student any additional charges as a result of the leave of absence.

A student may be granted a leave of absence for up to 90 days in any twelve (12) month period. The number of days in a leave of absence commences the day after the student's last day of attendance. The

twelve (12) month period begins on the first day of the student's initial leave of absence. Upon the student's return from the leave of absence, the student is permitted to complete the coursework begun prior to the leave of absence without any penalties. A student may take a subsequent leave of absence if it does not exceed ninety (90) days and the Institute determines that the subsequent leave of absence is necessary due to unforeseen circumstances.

If a student does not resume attendance at the Institute on or before the end of a leave of absence, the student will be considered to have withdrawn from the program.

GRADING

Neurodiagnostic Technology Institute is committed to helping students learn and understand the intricacies of the neurodiagnostic technology profession. Grading practices have been created to provide students with timely feedback designed to improve their performance. Grades will be calculated on the student's performance in homework, quizzes, tests, individual projects; level of participation in group discussions, assignments, and record reviews; attendance; and feedback from clinical site instructors. Grading rubrics can be found attached to course assignments.

Grade	Percentage	GPA
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
F	0% - 69%	0
I	Incomplete	0
T	Transfer Credits	0
W	Withdrawal	0
X	Audit	0

MAKE-UP WORK

Students who have been absent from class for any reason are required to make-up missed assignments, quizzes, and tests within one week to receive credit for the work. All clinical externship hours that are missed must be made-up prior to the beginning of the next quarter.

PROGRESS EVALUATIONS

Students have access to view their grades within the student portal. Quarterly grades will be emailed to the address contained in the student's academic file.

EMERGENCY PREPAREDNESS

An emergency situation can happen at any time to anyone. In the event of an emergency, NTI advises students to prioritize their own health and safety, as well as that of their family and neighbors. Ensure your immediate well-being and the safety of those around you. Once it is safe, contact your instructor directly to confirm your safety and receive guidance on your situation. Keep in mind that your cell phone can serve as a hotspot for your computer if internet access is disrupted. Stay tuned to local news broadcasts for important information. Please remain calm and understand that the impact on your specific area may vary. Following instructions provided by local authorities is essential for ensuring your safety during emergencies. Students are expected to use their best judgement to remain safe and healthy.

Power or Internet Outage

- If experiencing a short-term outage, attempt to reconnect as soon as possible.
- Notify your instructor via email if unable to access coursework.
- If the outage is prolonged, use alternative locations (libraries, public Wi-Fi, mobile hotspots) if safe.
- Instructors will provide flexible deadlines for assignments affected by outages.
- Recorded lectures and asynchronous materials will be made available.
- If an outage affects NTI's platform, students will be notified via email with further instructions.

Severe Weather or Natural Disaster

- Follow state and local emergency guidelines (evacuate if necessary).
- Prioritize personal safety over coursework.
- Once safe, inform NTI faculty if coursework or attendance is impacted.
- Course deadlines will be adjusted for students in affected areas.
- Instructors will provide alternative instructional materials for students unable to attend live sessions.
- Students experiencing long-term displacement will be offered academic accommodations.

Medical Emergencies

- Seek immediate medical attention and prioritize health.
- Notify the instructor or NTI administration when able.
- Flexible accommodations will be provided for students facing medical emergencies.
- NTI will assist with making up missed coursework upon recovery.

Lockdown or Public Safety Threat in Student's Area

- Follow local law enforcement and emergency services guidance.
- Once safe, inform the instructor if unable to attend classes or complete assignments.
- Stay informed through official sources and emergency alerts.
- Academic flexibility will be granted for affected students.
- Support resources be provided as needed.

Cybersecurity or Platform Disruption

- If a personal account is compromised, reset passwords and contact administration.
- If NTI's platform is down, wait for official communication via email.
- Students will be informed of restoration timelines and alternative coursework options.

Emergencies at Clinical Sites

- Each student's clinical sites have their own emergency preparedness plan and students are expected to familiarize themselves with any emergency plans posted on site at the clinical location or provided with on-boarding and/or orientation materials.
- Should an emergency happen on-site at a clinical site, abide by the clinical site's emergency preparedness plan.
- Once you are safe and able, notify your instructor and administration of any emergency that occurred and any expected impact to coursework.
- Academic flexibility will be granted for affected students.

Communication & Support

- Emergency Contact: Students must keep their contact information updated
- Emergency Notifications: NTI will send updates via email.
- Faculty Support: Instructors will maintain flexibility and provide clear expectations during emergencies.

Academic Flexibility Policy for Emergency Situations (Including Military Personnel)

To support NTI's Interactive Distance Learning (IDL) students affected by emergencies, including military personnel, the following academic accommodations are in place:

- Leave of Absence (LOA)
- Make-Up Work Policy
- Attendance Flexibility
- Extended Deadlines & Course Completion
- Students facing extended disruptions may be given an extension on coursework deadlines on a case-by-case basis.

Emergency Notification & Institutional Support

NTI will communicate emergency-related changes via Canvas and email notifications.

EMERGENCY AT NTI

In the event that the school is involved in an emergency, announcements will be posted in Canvas. Students in unaffected areas should not assume that classes are delayed or canceled, but should refer to Canvas or to their instructor for guidance. The safety and well-being of our faculty and staff are our top priority. Staying informed through updates in Canvas will help you navigate the situation effectively.

STUDENT CODE OF CONDUCT

The Student Code of Conduct identifies expected and prohibited behaviors. Students are expected to fully participate in and take ownership of their education. Students who violate the Student Code of Conduct are subject to disciplinary action detailed in the Disciplinary Measures section of this document. Criminal acts will be referred to local law enforcement officials.

Recommended Behaviors:

- Be present. Attend all classes and scheduled clinical site externship times.
- Be on time. Submit all assignments prior to the due date. Show up for your clinical externship on time.
- Be respectful in your words and actions when engaging with fellow students, instructors, NTI and clinical site personnel, patients, and visitors.
- Freely engage and interact with fellow students and your instructors. You will find your learning experience will be much more valuable if you do so.
- Be clean. Maintain personal cleanliness by bathing regularly. Oral hygiene (brushing of teeth) required. Use deodorant/antiperspirant to minimize body odors. Heavily scented perfumes, colognes and lotions should be avoided.
- Observe the dress code rules set forth by the clinical site.

Prohibited Behaviors:

- Violation of clinical site policies.
- Violation of local, state, and/or federal laws.
- Use of mobile communication devices (i.e. mobile phones, smartwatches, headset, headphones, earbuds), for any purpose anytime or anywhere at the clinical site without the clinical preceptor's approval.
- Dishonesty, including lying, cheating, plagiarism, or knowingly furnishing false information to the Institute and its representatives; or intentionally assisting another student to commit a dishonest act.
- Unlawful use, possession, sale or presence at the clinical site while under the influence of alcohol, narcotics, or other controlled illegal substances.

- Assault, battery, any threat of force or violence, physical or verbal abuse, intimidation, harassment, coercion, stalking, hazing and/or other such conduct involving other students; NTI faculty, staff, or administration; or clinical site staff, patients, or visitors.
- Attempted or actual theft or intentional damage to property of the Institute or the clinical site.
- Willful or persistent smoking in any area where smoking has been prohibited by lawful authority.
- Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- Illegal or unauthorized possession, use, or sale of weapons, explosives, firearms, or other dangerous objects or substances which might inflict bodily harm or be used to threaten the health or safety of anyone.
- Persistent disruptive behavior, continued willful disobedience, or the open and persistent defiance of the authority of, or persistent abuse of NTI or clinical site personnel.
- Unauthorized use of computers and/or telecommunication resources, including but not limited to:
 - o unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - o unauthorized transfer of a file;
 - o unauthorized use of another individual's identification and password.
- Any form of unlawful discrimination or harassment, including sexual harassment, gender-based harassment and/or sexual assault of any person as defined by state or federal law.
- Use of any camera, audio, video or other listening, recording or transmitting device at any clinical site without the prior consent of the clinical preceptor.
- Any behavior that intentionally or unintentionally jeopardizes the safety or health of other students, NTI personnel, and/or clinical site staff, patients or visitors.

CODE OF CONDUCT DISCIPLINARY ACTIONS

The purpose of the disciplinary process is to provide a fair review of alleged violations of the Code of Conduct in lieu of a formal legal proceeding. Participation of persons acting as legal counsel is not permitted. Any NTI student, faculty, administrative, or staff member, or clinical site staff member may submit a formal complaint against a student alleging that a violation has taken place. Alleged violations will be investigated by the Administrative office and an appropriate disciplinary action will be applied. Approved disciplinary actions include, but are not limited to the following:

- **Warning:** A verbal or written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action;
- **Disciplinary Probation:** Placing the student on notice that a repetition of this or other misbehavior will be grounds for more serious disciplinary action;
- **Restitution:** Repayment to the Institute or others affected for damages resulting from a Code of Conduct violation;
- **Suspension:** Exclusion from the clinical site for a period of time as set forth in the notice of suspension.
- **Termination:** Permanent dismissal of student status.
- **Other:** Other types of reasonable penalties consistent with the incident involved, such as a letter of apology to the aggrieved party(ies), a reflective learning statement, etc.

COPYRIGHT POLICY

Neurodiagnostic Technology Institute expects all members of its community to respect the rights of intellectual property ownership by adhering to the United States copyright laws, including amendments made to the laws by the Digital Millennium Copyright Act (DMCA) and the Technology, Education, and Copyright Harmonization (TEACH) Act. The Institute also expects all members of the community to be mindful of the limited rights conferred on them by the "fair use" exemption and other exclusions to the copyright laws. Failure to observe and abide by these laws can result in disciplinary actions, civil and criminal liabilities.

DRUG & ALCOHOL POLICY

The Institute recognizes the use of drugs and alcohol endangers the lives of students, medical staff, volunteers, patients, and visitors. As such, we have adopted a zero-tolerance policy toward drug and alcohol use. The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

The Institute is bound by law and it will act in compliance with the law when circumstances indicate certain actions are necessary.

POSSESSION AND/OR USE: FIRST OFFENSE

Any student found in possession of or under the influence of drugs or alcohol will be solely responsible for the consequences of his or her actions, which may include, but not be limited to a minimum suspension of ninety (90) days from all classes and permanent expulsion from the clinical site or expulsion from the program. As conditions of continued enrollment, the student, at the student's expense, is required to:

1. meet with a drug/alcohol counselor or psychologist;
2. complete and provide a professional assessment of the drug/alcohol counseling to the Director of Administration;
3. provide a clean drug screen;
4. consent to random drug/alcohol testing for the duration of enrollment;
5. find a replacement clinical site to complete the clinical externship required by the program.

Failure to complete all of the above requirements will prevent the student from resuming the program.

Should the student refuse the recommended professional treatment, (including random drug testing), the school may permanently dismiss the student.

POSSESSION AND/OR USE: SECOND OFFENSE

Any repeated violation of the school's drug/alcohol policy will result in automatic dismissal.

HARASSMENT POLICY

Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education. Discriminatory harassment includes conduct directed against any person or group of people that has the purpose or effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of people. Complaints of harassment should be reported immediately to the Administration and will be investigated.

SEXUAL HARASSMENT POLICY

Sexual harassment is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity. Complaints of sexual harassment should be immediately reported to the Administration and will be investigated.

TERMINATION POLICY

Termination is the separation of students from the Institute. Additionally, students may be dismissed, at the discretion of the Administration, for the following reasons:

- Failure to maintain Satisfactory Academic Progress;
- Multiple violations of the Attendance Policy;

- Violation of the Student Conduct policies;
- Failure to make payments for two consecutive installments; or ☐ Expulsion from a clinical site.

Students are eligible to re-apply for enrollment after waiting a minimum of three (3) months after the termination. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of a change in the student's circumstances which will allow him/her to overcome the previous challenge.

REQUEST TO APPEAL TERMINATION

This process serves both academic and code of conduct terminations. Requests to appeal must be submitted in writing to the Director of Administration within five (5) business days upon receipt of notification of termination. The written appeal must include an explanation for reconsideration of the decision. The appeal must include as much supporting information as possible, including substantiating documentation. Information may not be solicited from another student or staff. Appeals must be dated and signed by the student.

The Administration will review and carefully consider all requests. The Administration has the power to make a decision in support of or against termination after consideration of all facts. A letter containing the Administration's decision will be sent to the student within ten (10) business days after receipt of the request.

The decision of the Administration is final. Documentation of the appeal and the decision will be retained as part of the student's permanent file.

RE-ADMISSION

Students are eligible to re-apply for enrollment after waiting a minimum of three (3) months after the termination. Students terminated from the Institute may reapply through the standard Admissions process. A student must submit a new application, including fees to the Admissions Office. If the dismissal was based on a failure to pay tuition, the amount owed must be paid prior to reinstatement. A committee will review all requests for re-admission. The Admissions Office will inform the student of the decision with an official letter of re-admission or denial. Students admitted will be re-evaluated and may be required to repeat all courses completed more than one year prior unless the student demonstrates current competencies deemed acceptable by the Director of Academics.

STUDENT COMPLAINTS & GRIEVANCES

Neurodiagnostic Technology Institute recognizes the benefits in resolving student complaints or grievances in a fair and timely manner. The Institute has established the following escalating process to assist in the resolution of student complaints and grievances.

LEVEL ONE: DIRECT DISCUSSION FOR RESOLUTION

The student initiates a conversation to raise awareness of the issue and seek resolution with the person against whom the grievance is lodged. Its purpose is to provide an opportunity for quick resolution at the local level.

LEVEL TWO: ADMINISTRATIVE INVESTIGATION

Students not satisfied with the outcome resulting from Level One conversations have five (5) business days to escalate their complaint by sending a formal written complaint by certified mail or email to the Director of Academics which contains the following items:

- a clear statement of the issue
- all the relevant facts surrounding the issue
- the preferred resolution the student is seeking.

The Director of Academics will initiate an investigation within ten business days of receipt of the student's complaint. This investigation will include interviews with the student, the individual against whom the complaint has been made, and others.

The Director of Academics will make a decision and share the results in writing via certified mail and/or email with the student and the individual against whom the complaint has been made within three business days upon concluding the investigation.

LEVEL THREE: REQUEST FOR APPEAL

Students dissatisfied with the resolution to their grievance offered at Level Two have the option to request an appeal by sending a formal written complaint by certified mail or email to the Director of Administration within five (5) business days after receiving the resolution offered for Level Two. If the appeal application is accepted, the complaint will be reviewed and reconsidered by a committee of no fewer than three members of the Faculty and Administration. Decisions pertaining to the request for appeal will be communicated within fifteen (15) business days by certified mail and/or email.

If the student is dissatisfied with the outcome, the only avenue for review or appeal is external. No further internal review or appeal is available.

LEVEL FOUR: EXTERNAL REVIEW

Students have the right to seek external assistance to resolve their issue by filing a complaint with the governing agency for their state of residence listed below:

State	Governing Agency
Florida	The Commission for Independent Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399 Telephone: 1-888-224-6684 If the Institute receives notification of formal external inquiry, the application of the resolution process stated above will be suspended until the external inquiry is complete.
Georgia	Georgia NonPublic PostSecondary Education Commission 2082 East Exchange Place Suite 220 Tucker, GA 30084 (770) 414-3300 GNPEC Student Complaints Against Institution https://gnpec.georgia.gov/student-resources/complaints-against-institution
Alabama	The student must submit the complaint in writing by clicking the following link https://psl.asc.edu/External/Complaints.aspx
Connecticut	https://veoci.com/v/p/181953/workflow/girt4qhrrvkx

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
 - a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO: ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street,
NW
Washington, DC
20036
Telephone: (202) 955-1113
Email:
complaints@accet.org
Website:
www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

GRADUATION REQUIREMENTS

In order to be eligible for graduation and receive a certificate, students must fulfill the following requirements:

- Receive passing grades in all courses
- Score a minimum of 70% on the END404 EEG Registration Exam Preparation course final exam
- Achieve and maintain a minimum GPA of 2.0 or higher
- Maintain satisfactory academic progress standards
- Satisfy all financial obligations
- Complete 100% of clinical externship hours and pass all competency requirements & complete a minimum of 100 routine EEG recordings as defined by ABRET

ABRET EEG REGISTRY EXAM

The Institute's Neurodiagnostic Technology program is an ABRET approved Pathway II route for graduates to become eligible to take the Registration for Electroencephalographic Technologists exam. While it's not mandatory for neurodiagnostic technologists to hold credentials for employment, pursuing the title of Registered EEG Technologist (R. EEG T.) carries several notable benefits, including enhanced employability, a recognized level of expertise, and greater respect within the professional community. For further details on achieving your R. EEG T. credential, please reach out to our administrative office.

STUDENT SERVICES

The Institute is committed to providing services designed to support and empower our students throughout their educational journey. We are dedicated to equipping our students with the tools and support needed to achieve their academic and career aspirations in the online learning environment.

ACADEMIC ADVISEMENT

Faculty closely monitor student performance and will perform academic advisement as needed. NTI provides academic and non-academic advising to support student progress and personal well-being throughout their enrollment.

- Academic advising will assist students with course information selection, program expectations, and academic progress monitoring.
- Non-academic advising will be available to students experiencing personal, financial, or professional challenges that may impact their education.
- Advisors will be accessible via email, virtual meetings, and scheduled office hours.

LIBRARY & LEARNING RESOURCES

Membership to ASET- The Neurodiagnostic Society provides students with access to the group's library of current and historical industry news, journal articles, and events. Student membership to ASET – The Neurodiagnostic Society is \$58 per year. Students will also utilize free, nationally-recognized medical web sites including the American Clinical Neurophysiology Society, National Institutes of Health, Center for Disease Control and Prevention, and Medscape. Students are encouraged to use free, online, reference tools such as The MacMillan Dictionary, EasyBib, and other helpful web sites.

TUTORING SERVICES (Instructors)

- Students have access to free online tutoring to support academic success
- Tutoring will be available for coursework, clinical externship preparation, and exam readiness.
- Students may schedule tutoring sessions by directly contacting faculty.
- Faculty will provide additional support resources, including recorded sessions and supplemental materials, as needed.
- Students who need the additional assistance of a tutor are encouraged to discuss their problem with the course instructor. The instructor and student will explore tutoring options available to the student. Instructor tutoring sessions are available to the student at no additional cost.

CAREER SERVICES

Graduates of the Institute will successfully achieve the knowledge and skills necessary to pass the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) EEG Registration Exam and enter the neurodiagnostic technology field. According to the 2022 Neurodiagnostic Profession Salary and Benefits Report, a national survey of Neurodiagnostic professionals, published by ASET – The Neurodiagnostic Society, EEG Technologists with less than two years of experience have an average salary of \$51,392. On average Registered EEG Technologists earn a salary of \$75,043 per annum. Salary ranges will vary based on the region, facility, and shift worked.

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

In addition to providing students with the knowledge and skills necessary to seek employment as neurodiagnostic technicians before testing to become Registered EEG Technologists, the Neurodiagnostic Technology Institute provides students with guidance in basic résumé preparation, job search strategies, and interview skills. While we cannot guarantee a job for you, we can equip you with the tools needed to find one. Your success is our greatest achievement.

- Job placement support includes resume building, interview preparation, and job search strategies.
- NTI maintains partnerships with neurodiagnostic facilities and hospitals to connect graduates with potential employment opportunities.
- Students will receive career counseling and guidance on industry certifications.

ACCESSIBILITY & STUDENT SUPPORT (ADMINISTRATION)

- NTI ensures that all students, including those with disabilities, receive reasonable accommodations in compliance with the Americans with Disabilities Act (ADA)
- Students requiring accommodations must submit a formal request to the Administration Office.
- The Administration will review documentation and provide appropriate modifications to ensure accessibility in coursework and clinical training.

STUDENT EVALUATIONS

Neurodiagnostic Technology Institute strives to hire instructors who inspire students and offer quality neurodiagnostic technology educational materials. Students are regularly given the opportunity to share their insights with the Administration about their experiences within each class. Constructive feedback ensures that we continue to deliver a quality educational experience to current and future students.

Measurements & Metrics

Neurodiagnostic Technology Institute offers small class sizes to ensure that our students benefit from increased one-on-one interactions with their instructors. However, due to the intimate class size and the individual student choices, the statistics provided below can be significantly influenced just a few students. Neurodiagnostic Technology Institute has reported the following metrics for graduates in the State of Florida:

Year	Enrollments	Retention Rate	Placement Rate	EEG Registry Exam Pass Rate	ABRET Average EEG Exam Pass Rate
2018	17	75%	92%	86%	78%
2019	23	89%	88%	86%	85%
2020	18	76%	83%	78%	82%
2021	21	81%	85%	75%	77%
2022	19	35%	100%	80%	77%
2023	24	86%	78%	50%	49%

STUDENT QUESTIONS

The flexibility of an online learning environment offers students a variety of ways to request assistance including phone, email, chat, and online forums. Students can expect to receive a response to their questions and comments in accordance with the following:

Type of Question	Contact	Response Time
Administrative	Tara Velez 407-601-7832 Tara@MyNTIcareer.com	1 Business Day
Academic	Refer to course syllabus	24 Hours
Technical	407-601-7832	24 Hours

STUDENT NOTIFICATIONS

Students will be notified via an announcement in the Student Portal and/or email of changes made at the Institution.

STUDENT RECORDS

The Administrative Office is responsible for preserving all official student academic records in perpetuity. Copies can be made available to students upon individual request. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon written request from students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized Institute personnel. However, certain information classified as "Directory Information" is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Student's name, addresses (campus, home, e-mail), telephone listings, photograph, date and place of birth, major field of study, class year, participation in officially recognized activities, dates of attendance, enrollment status, certificates, honors, and awards received, and the most recent previous educational institution attended.

To request that directory information be withheld, please contact the Administration Office.

FERPA affords students certain rights with respect to their education

records. They are:

- The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.

Students should submit to the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identifying the part of the record that they want changed, and specify why it is inaccurate or misleading. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by Neurodiagnostic Technology Institute to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue,
SW Washington, DC 20202-
4605

Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records--including Social Security Number, grades, or other private information--may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or

institution. Second, Federal and State Authorities may allow access to education records and PII without student consent to researchers performing certain types of studies, in certain cases even when Authorities object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information obtained from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

TECHNICAL SUPPORT

Please contact the Technical Support Team if you experience a problem in accessing part or all of the student portal via canvas.

STATE-SPECIFIC POLICIES & DISCLOSURES

The following policies, disclosures, and requirements are state specific and apply only to the residents of that state. Should a conflict exist between the aforementioned policies, disclosures, and requirements and the following state specific policies, disclosures, and requirements, the following state specific policies, disclosures and requirements will prevail.

CALIFORNIA RESIDENTS

California Student Tuition Recovery Fund

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

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 Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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.

GEORGIA RESIDENTS

Filing a Complaint:

Georgia residents may file a complaint by contacting the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The GNPEC requires that students utilize and complete the institution's established grievance procedure in an attempt to resolve any complaint or concern before submitting a complaint. If the institution's resolution is not satisfactory, a student may then request appeal to GNPEC, but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined in this document by the institution. The Georgia Nonpublic Postsecondary Education Commission may be reached at:

STATE OF GEORGIA
NONPUBLIC POSTSECONDARY EDUCATION COMMISSION
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305

Office: (770) 414-3300

Fax: (770) 414-3309

Web: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

INDIANA RESIDENTS

This institution is regulated by:

Indiana Department of Workforce Development
Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 46204
OCTS@dwd.in.gov
<http://www.in.gov/dwd/2731.htm>

Refund Policy:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

- (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Complaint Process:

If the student remains unsatisfied after the administrative review, Indiana students can go to OCTS' website (<http://www.in.gov/dwd/2731.htm>) to file a complaint.

IOWA RESIDENTS

The following refund policy will need to go into effect for Iowans who enroll on or after July 1, 2021:

- 1) A full refund of tuition charges shall be made to a student who withdraws within the first two calendar weeks of instruction.
- 2) A pro rata refund of tuition charges shall be made to a student who terminates from any program or course after the first two calendar weeks in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the quarter to the total number of calendar days in the quarter.

Pro rata refunds are calculated in the following manner:

$$\begin{array}{c}
 \text{(# of calendar days** remaining in the period*)} \\
 \hline
 \text{(total # of calendar days** in the period*)} \\
 \times \\
 \$\text{xxxx (tuition charge for the period*)} \\
 = \\
 \text{Minimum Tuition Charge Refund/Reduction to the Student}
 \end{array}$$

If a terminating student has completed sixty percent or more of a quarter, the school is not required to refund tuition charges to the student.

- 3) Tuition charges assessed to the student at the beginning of each quarter shall be refunded on the amount of tuition costs charged for the quarter in which the student terminated. The School shall not base its tuition refund calculation on any portion of program that remains after a student terminates, unless the student was charged for that remaining portion of the program before the student's termination and the student began attendance in the school term or course.
- 4) If a student terminates after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- 5) A refund of tuition charges shall be provided to the student within forty-five days following the date of the school's determination that a student has terminated from the program.
- 6) A student who terminates a postsecondary educational program shall not be charged any fee or other monetary penalty for terminating the program, other than a reduction in tuition refund as specified above.