



**National Personal Training Institute**  
CLEVELAND • COLUMBUS

5241 Wilson Mills Road, Suite 30  
Richmond Heights, Ohio 44143  
P: (614) 336-2664  
F: (614) 336-2675  
nptiohio@nptioh.com  
www.nptiohio.com

## School Catalog: National Personal Training Institute of Cleveland

State of Ohio Board of Career Colleges and Schools  
Registration Number  
05-01-1749T

Date Published: 4/05  
Date Revised: 1/12

This is to certify that the information contained in this publication is true and correct in content and policy.

---

Miles Rush, MS, ATC, CSCS  
School Director

---

Date

## TABLE OF CONTENTS

	Page
Program Title_____	3
Mission Statement_____	3
Program Educational Objective_____	3
History_____	3
Ownership_____	3
Faculty and Staff_____	3
Facilities_____	3
Equipment_____	3
Academic Records_____	4
Policy for Students with Disabilities_____	4
Enrollment Options_____	4
Class Schedules_____	4
Admission Requirements_____	4
Admission Procedures_____	4
Evaluation of Prior Training/Advanced Standing/Transfer of Credit_____	5
Maximum Number of Students per Class_____	5
Definition of Clock Hour_____	5
Total Cost of Attendance_____	5
Refund Policy_____	5
Graduation Requirements_____	6
Attendance_____	6
Completion Requirements_____	6
Academic Terms_____	7
Grading System_____	7
Leave of Absence_____	7
Dismissal Policy_____	8
Holidays Observed_____	8
Student Code of Conduct_____	8
Student Complaints_____	8
Student Services_____	8
Job Placement Assistance_____	8
Cell Phones and other Electronic Devices_____	9
Textbooks_____	9
Program Advisory Committee Members_____	9
Copyright Infringement Policy_____	9
Course Sequence_____	10
Course Scope, Content and Descriptions_____	10
Addendum I (Attendance Hour Make-Up Policy)_____	14
Addendum II (Veterans Refund Policy)_____	15

## **Program Title**

Personal Training

## **Mission Statement**

The mission of the National Personal Training Institute of Cleveland is to provide educational services for teaching comprehensive health and wellness courses designed to further student's knowledge, and prepare students for employment in areas related to anatomy and exercise physiology, fitness program design and implementation, nutrition and the profession of personal training.

## **Program Educational Objective**

The program educational objective of the National Personal Training Institute of Cleveland is to prepare students for entrance into or advancement within the health and wellness profession through classroom and practical hands-on training, education in core competencies, support, direction and job placement assistance.

## **History**

The National Personal Training Institute, Inc was formed in 2005, with the National Personal Training Institute of Cleveland hosting its first classes on April 2, 2005. The National Personal Training Institute of Cleveland received licensure to operate by the State of Ohio Board of Career Colleges and Schools in January, 2005.

## **Ownership**

The National Personal Training Institute, Inc is a corporation formed under the laws of the State of Ohio. The corporate headquarters are located at 3496 Snouffer Road, Suite 100, Columbus, Ohio 43235. Board of Directors: Miles Rush, Miriam Aichler.

## **Faculty and Staff**

- Miles Rush, MS, ATC, CSCS, Director
- Miriam Aichler, MOT, OTR/L, CSCS, Director of Education
- Richard Samera, BA, NSCA-CPT, NPTI-CPT, Associate Director of Education/  
Lead Instructor
- Megan Fedor, MS, CSCS, Instructor
- Justin Murphy, BA, CSCS, Instructor

## **Facilities**

The classroom is located at 5241 Wilson Mills Road, Suite 30 in Richmond Heights Ohio, 44143. The classroom extension, Fitworks Fitness Center (440.449.1188), located at 5174 Wilson Mills Road, Richmond Heights, Ohio 44143 is the facility at which the practical component of the curriculum is taught.

## **Equipment-Classroom**

Computer and LCD projector, books and journals, anatomical charts, skeleton, training DVDs, skin-fold calipers, tape measures, blood pressure cuffs, stethoscopes, white board, tables and chairs, miscellaneous pieces of strength training equipment.

### **Equipment-Practical**

Machine and free weight strength training equipment, dumbbells, benches, bars, mats, medicine and stability balls, Bosu trainers, a variety of functional training equipment, numerous aerobic endurance machines.

### **Academic Records**

The school maintains all academic records at 3496 Snouffer Road, Suite 100, Columbus, Ohio 43235. Students have access to their personal files and all student records will be kept confidential in accordance with the Family Education Rights and Privacy Act. No student record will be copied or given out unless the student signs a Release of Student Records form for each request.

### **Policy for Students with Special Needs**

Students must disclose their disability to the school in writing to receive special accommodations. The school must also have written documentation from the student's health care provider of the type of disability and what, if any, accommodations are required for the student.

### **Enrollment Options**

Six Month Day Class:

- Classes meet four days a week: Monday, Tuesday and Wednesday, 9:00 am-3:00 pm and Thursday, 9:00 am to 2:15 pm.

Eight Month Night and Weekend Class:

- Classes meet three days a week: Tuesday/Thursday, 5:30-10:30 pm and Saturday 9:00 am to 6:00 pm.

### **2011-12 Class Schedules**

- Day Class: October 11, 2011-April 7, 2012
- Night and Weekend Class: October 12, 2011-May 19, 2012

### **Admissions Requirements**

- At least 18 years of age
- High school diploma or equivalency
- Medical clearance form signed by an appropriately qualified medical practitioner

No prerequisite classes are necessary to take the program. The National Personal Training Institute of Cleveland does not discriminate against any applicant by race, gender, age or physical disability in accordance with federal and state guidelines.

### **Admissions Procedures**

- Students must fill out a New Student Enrollment form in hard copy or via [http://nptioh.com/enrollment\\_form](http://nptioh.com/enrollment_form) and pay the \$75.00 enrollment fee.
- Upon receipt of the enrollment form and the processing of the payment, students are sent an official welcome letter confirming their enrollment.
- Students are then presented their admission paperwork at either the new student orientation or prior to the start of class on the first day of instruction.
- Students are then given copies of their signed admission paperwork.

### **Evaluation of Prior Training/Advanced Standing/Transfer of Credit**

Given the graduation requirement that students must meet the minimum attendance hour requirement of 600 hours, transfer of credits from non-National Personal Training Institute schools or colleges cannot be guaranteed. Students desiring the transfer of credits from other National Personal Training Institute campuses must submit official transcripts and documentation of previous education and training to be evaluated by the school director for a determination if appropriate credit, and transfer status is to be given.

### **Maximum Number of Students in Class**

Thirty (30)

### **Definition of Clock Hour**

One in-class hour equals fifty minutes of supervised instruction.

### **Total Cost of Attendance**

Tuition	\$ 5,450.00
Registration Fee (non-refundable)	\$ 75.00
Textbooks (non-refundable)	\$ 125.00
Gym Membership (non-refundable)	\$ 250.00
Total	<u>\$ 5,900.00</u>

- Tuition is billed at a rate of \$2,725.00 per Module
- Tuition and fees will not be increased during the duration of this agreement
- Registration fee is non-refundable five days after the date the student enrollment agreement is signed
- Gym membership is non-refundable due to contractual agreement with Fitworks Fitness Center

### **Refund Policy**

The refund policy, in accordance with State of Ohio Board of Career Colleges and Schools regulations, is as follows:

- An enrollment agreement or application may be cancelled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. The school shall refund in full all tuition and fees paid pursuant to the enrollment agreement no later than thirty (30) days after cancellation. This provision shall not apply where a student has already started classes.
- A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is fifteen percent completed but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is twenty-five percent completed but before the academic term is forty percent completed will be obligated for seventy-five percent of tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

- The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.
- A full refund of all tuition monies paid will be made to an applicant if that applicant is rejected for enrollment.
- All monies paid by a student will be refunded in the event the program or course for which they registered is cancelled
- Refer to page 15 of the School Catalog for information regarding the cancellation and tuition/fees refund policy for veterans and eligible persons.

### **Graduation Requirements**

Students must meet the minimum attendance hour requirement of 600 hours and have earned a minimum cumulative grade point average of C (70%) on all tests, homework, quizzes and any other course related assignments in order to graduate from the program. Tuition must also be paid in full. A student who satisfactorily completes the Personal Training program will be awarded a certificate of completion.

### **Attendance**

Students are required to attend all classes and scheduled activities. Students reporting for scheduled school events over 15 minutes late will be considered tardy, with four such circumstances counting as one unexcused absence. A class-cut will be considered an unexcused absence. A student who misses three consecutive days of class without notice will be contacted by the school. Consecutive absences of more than 15 hours or habitual absences will warrant counseling, possible withdrawal from the program or a leave of absence if another consecutive absence occurs again. The accumulation of ten unexcused absences is grounds for dismissal. The school will notify the Department of Veteran's Affairs (VA) to terminate the payment of education benefits for student's receiving financial assistance from the VA if that student accumulates absences that exceed 15 percent of the total scheduled program hours.

### **Completion of Requirements**

Required coursework, classroom and practical hours missed by a student must be made up. The student is responsible for making necessary arrangements with the instructor to obtain information missed in class and complete all assignments given. Students may make up missed attendance hours according to the Attendance Hour Make-Up Policy (Addendum #1).

Any scheduled test missed by a student must be made up within one week of the test date or the student will receive a zero on the missed test. Unless proof of a medical or other emergency can be produced to justify the absence on the initial testing day, students will receive an automatic grade reduction of ten points on their makeup exam. Students must take their mid-term and/or final exams, either written or practical, on the specific day for which those tests are scheduled. There will be no makeup exams offered for mid-term or final exams.

Students who do not accumulate the required 600 hours within the normal six or 12 month time period for the class in which they enrolled, and who choose to make up those hours, must re-enroll for the program and pay all tuition and related charges at full price.

Students who accrue the 600 required hours for graduation within the normal six or 12 month time period for the class in which they enrolled may not attend classroom or practical teaching sessions (special continuing education sessions may be excluded) unless they re-enroll in the program and pay all tuition and related charges at full price. No student will receive a certificate until all requirements are met; however the student has a right to request his transcript. Duplicate transcripts can be ordered for \$10.00 each.

### **Academic Terms**

The program is broken down into two academic terms, Module A and Module B with each term consisting of 300 clock hours of instruction, for a total of 600 program hours. Students enrolled in the six month program will receive 26 total weeks of instruction while students enrolled in the eight month program will receive 32 total weeks of instruction. Students will receive a total of 400 hours of classroom and 200 hours of practical instruction.

### **Grading System**

Student learning outcomes will be assessed on a regular basis and students are expected to maintain a minimum overall grade of C (70%). A student whose overall grade falls below this benchmark will be placed on academic probation for a term equal to the next three written exams. A student whose overall grade does not meet the established benchmark after the probation period is subject to dismissal from the program.

For students receiving veterans benefits, the school will notify the VA to interrupt the student's educational benefits if the student does not achieve a satisfactory grade of C (70%) or above during the probation. A student will be permitted to re-enter the program if the student has resolved the problems causing the unsatisfactory progress or conduct. Quarterly progress reports will be distributed to students.

Numerical and letter grade equivalence, with the numerical value expressed as a percentage of total points earned, is as follows:

<b>From</b>	<b>To</b>	<b>Grade</b>
90	100	A
80	89	B
70	79	C
60	69	D
<59		F

### **Leave of Absence**

Any student who applies for a leave of absence must present a written statement to the school director for approval in advance of the beginning date of the leave of absence. Acceptable causes include a death in the family, lengthy illness or catastrophic events. The leave of absence is limited to 180 calendar days in any 12-month period. Students not returning to the program within the 12-month period must be re-evaluated before being granted re-admittance to the program.

### **Dismissal Policy**

The school director has the authority to dismiss any student who violates the school's published policies. A record of the expulsion will be maintained.

### **Holidays Observed**

Students should refer to their course syllabus for specific dates; however classes are generally not held as follows:

- New Year's Eve and New Year's Day
- Memorial Day and Labor Day
- The week of July 4<sup>th</sup>
- Wednesday thru Sunday of the Thanksgiving Holiday
- Christmas Eve Day through January 1<sup>st</sup>

### **Student Code of Conduct**

Students involved in misconduct are subject to dismissal from the program. Examples of misconduct include, but are not limited to; cheating, forgery, plagiarism, sexual harassment, furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration functions, physical abuse of any person on school premises, theft or damage to school or student property and the use of alcoholic beverages and/or illegal drugs on school property. Students dismissed for any of the above reasons will not be reinstated. The unauthorized videotaping or photographing of class activities and/or the posting of any such videotapes or photographs via any social networking or other method is grounds for immediate dismissal from the program.

### **Student Complaints**

Student grievances should first be presented to the on-site lead instructor. If a resolution is not reached, the student should make a written complaint and submit it to the school director, Miles Rush, asking for a written response. If a satisfactory resolution of the problem is not obtained, the student may then contact:

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481  
Columbus, Ohio 43215  
(614) 466-2752/ Toll Free (877) 275-4219

### **Computer Access to Lectures**

Lectures will be made available on-line to students prior to each class. Paper copies of lectures will not be available after the first week of class.

### **Student Services**

Student services are offered in the following areas: coping skills, general development appropriate to higher education students, student retention, academic advising, tutoring, attendance and academic records and leaves of absence and graduate employment assistance. Students in need of these services should contact the school director.

### **Job Placement Assistance**

The National Personal Training Institute of Cleveland employment assistance program includes the guest speaker program, assistance in resume and cover letter production, job interviewing practice and direction, internship program, list of hiring contacts,

notification of job leads via email and other social media outlets, jobs board and a listing of websites that contain relevant job leads. Every effort will be made to help graduates find suitable employment; however, the National Personal Training Institute of Columbus cannot promise or guarantee employment to anyone.

### **Cell Phones and other Electronic Devices**

So as not to interrupt the educational process, at the discretion of National Personal Training Institute of Cleveland faculty and staff, the use of cell phones and other electronic devices may be prohibited in the classroom and in practical. Cell phones may be used during lunch and breaks from school related activities.

### **Textbooks**

- Basic Nutrition and Diet Therapy, 13<sup>th</sup> Edition. Sue Rodwell Williams. Copyright 2009, Mosby.
- Illustrated Essentials of Musculoskeletal Anatomy, 5<sup>th</sup> Edition. Sieg & Adams. Copyright 2009, Megabooks, Inc.
- Essentials of Strength Training and Conditioning, 3<sup>rd</sup> Edition. National Strength and Conditioning Association. Copyright 2008, Human Kinetics.

### **Program Advisory Committee Members**

- Leslie Bonci, M.P.H., R.D., C.S.S.D., L.D.N.
  - o Director of sports nutrition at the University of Pittsburgh Medical Center for Sports Medicine
- Cal Crowell, NPTI-CPT, NSCA-CPT
  - o Owner of Diverse Functional Training located in Independence, Ohio
- Michael Hall, NPTI-CPT
  - o Owner, chief sales officer and chief operations officer for Fitness Together in Cleveland
- Esteban Lutz, CPT
  - o Owner and operator of Aspen Fitness in Columbus, Ohio
- Greg Mack, CES, MATCS, RTSm, CPFT,
  - o Founder and CEO Physicians Fitness in Columbus, Ohio
- Kristen Peairs, MS, RD
  - o Licensed massage therapist, registered dietitian, senior certified Rossiter Stretching coach instructor, certified personal trainer and owns and operates Leap Ah-Ha Coaching in Columbus, Ohio
- Amy Jo Sutterluety, Ph.D., F.A.C.S.M.
  - o Assistant professor in the department of health and physical education at Baldwin Wallace College in Berea, Ohio

### **Copyright Infringement Policy**

They copyright infringement policy may be found at [www.nptiohio.com](http://www.nptiohio.com). Any student found to be guilty of the unauthorized use/distribution of copyrighted materials may be subject to dismissal from the program.

**Course Sequence**

Module A	Module B
Anatomy and Physiology I	Anatomy and Physiology II
Nutrition I	Nutrition II
Exercise Program Design I	Exercise Program Design II
The Business of Personal Training I	The Business of Personal Training II

**Course Scope, Content and Descriptions-Module A****Anatomy and Physiology I: (100 Total Hours: 65 Hours Classroom, 35 Hours Practical)**

Students will gain knowledge of the structure and function of the human body including the ability to describe the:

- Different muscle fiber types.
- Axial and Appendicular Skeleton
- Macro and microstructures of a muscle
- Sliding filament theory of muscular contraction
- Primary energy systems and energy substrate depletion and restoration
- Terminology of human bioenergetics and metabolism related to exercise
- Origin, insertion and the primary and integrated actions of upper extremity muscles
- Anatomical and physiological characteristics of the cardiovascular and respiratory systems
- Movement terminology as related to joints including anatomical planes, axis of rotation and degrees of freedom
- Basic concepts of endocrinology including the hormonal responses to cardiovascular and resistance training

Biomechanics: Students will gain the ability to:

- Describe the factors contributing to human strength and power
- Distinguish the different types of musculoskeletal system levers
- Recommend ways to minimize injury risk during resistance training
- Analyze athletic movements and design movement-orientated and related exercise prescriptions

Client Assessment: Students will understand the guidelines for and gain experience in pre-participation health screenings and risk stratification of clients including:

- The measurement of heart rate and blood pressure
- Body composition and aerobic capacity measurements
- PAR-Q, Medical Clearance and Client Self-Evaluation Forms
- Body movement screens including strength, balance and flexibility testing

**Nutrition I: (50 Classroom Hours)**

Students will understand and be able to provide information on

- Macro and micro nutrients.
- Popular and fad diet myths and realities.
- Supplements and other performance enhancing substances
- The utilization of metabolic calculations and energy expenditure
- Nutritional needs related to health, performance and special populations

Exercise Program Design I: (130 Total Hours: 65 Hours Classroom, 65 Hours Practical)

Students will learn to:

- Implement exercises using a variety of tools and modalities
- Develop training programs that demonstrate an understanding of human bioenergetics and metabolism

Special Populations: Students will understand the health concerns, exercise programming guidelines and required exercise modifications for clients with special issues including:

- Stress, Cancer, Asthma, Group Training, Client Psychology, Chronic Obstructive Pulmonary Disease

The Business of Personal Training I: (20 Classroom Hours)

With the goal of improving their career and job placements prospects within the health and fitness industry, students will:

- Learn to build and maintain a client base
- Gain knowledge on developing and protecting a business
- Be exposed to the many career paths related to personal training
- Gain experience in the marketing, design and sales of personal training related services including role playing
- Receive direction in career related tasks such as job searches, interviewing skills and the production of a resume and cover letter

**Course Scope, Content and Descriptions-Module B**

Anatomy and Physiology II: (100 Total Hours: 65 Hours Classroom, 35 Hours Practical)

Students will gain knowledge of the structure and function of the human body including the ability to describe the:

- Axial and Appendicular Skeleton
- Origin, insertion and the primary and integrated actions of lower extremity muscles
- Movement terminology as related to joints including anatomical planes, axis of rotation and degrees of freedom
- Physiological changes and adaptations that occur in the human body related to aerobic, anaerobic and resistance training
- Differences in the body's response to exercise based on age and gender and how to safely prescribe exercise programming while incorporating this information

Client Assessment: Students will understand the guidelines for and have experience in pre-participation health screenings and risk stratification of clients including:

- The measurement of heart rate and blood pressure
- Body composition and aerobic capacity measurements
- PAR-Q, Medical Clearance and Client Self-Evaluation Forms
- Body movement screens including strength, balance and flexibility testing

Aerobic Endurance Training: Students will be able to:

- Describe the various types of aerobic endurance programs
- Discuss the factors related to aerobic endurance performance
- Assign aerobic endurance exercise intensity levels and understand the various methods used to monitor these levels

- Select appropriate aerobic endurance training guidelines based on frequency, training status, fitness goals and recovery requirements

Stretching and Warm-Up: Students will learn to:

- Identify factors affecting flexibility
- Perform manual stretching techniques
- Select and apply appropriate static and dynamic stretching methods

#### Nutrition II: (50 Classroom Hours)

Students will understand and be able to provide information on

- Macro and micro nutrients
- Nutritional needs related to health, performance and special populations.

#### Exercise Program Design II: (130 Total Hours: 65 Hours Classroom, 65 Hours Practical)

Students will learn to:

- Apply periodization in strength and conditioning programs
- Implement exercises using a variety of tools and modalities
- Identify and modify high risk and contraindicated exercises
- Arrange exercises in a training session according to their type
- Design, implement and supervise exercise programs for clients based on real-world scenarios and case studies
- Understand the general techniques involved in properly performing and spotting resistance training exercises
- Determine training frequency based on training status, load, volume, exercise type and other concurrent exercises

Special Populations: Students will understand the health concerns, exercise programming guidelines and required exercise modifications for clients with special issues including:

- Obesity, Diabetes, Geriatric, Pregnancy, Adolescent, Group Training, Disordered Eating, Coronary Artery Disease, Medications/Pharmacology, Osteoporosis/Osteoarthritis/Rheumatoid Arthritis, Multiple Sclerosis/Spinal Cord Injuries/Lupus/Cerebral Palsy/Epilepsy

Sports-Specific Training: For their clients interested in improving sports-related performance, students will learn to:

- Evaluate the requirements and characteristics of a particular sport
- Assess a client for the purpose of designing a resistance training program
- Implement programming based on exercise type including upper and lower body plyometrics, speed and agility training and/or Olympic style weightlifting, sport specificity and equipment and time availability

Rehabilitation and Reconditioning: The student will:

- Recognize and understand the different injury types
- Learn the timing and events that occur in each phase of tissue healing
- Be able to prescribe appropriate exercises to assist in tissue repair and remodeling for a wide variety of musculoskeletal structures

The Business of Personal Training II: (20 Classroom Hours)

With the goal of improving their career and job placements prospects within the health and fitness industry, students will:

- Learn to build and maintain a client base
- Gain knowledge on developing and protecting a business
- Be exposed to the many career paths related to personal training
- Gain experience in the marketing, design and sales of personal training related services including role playing
- Receive direction in career related tasks such as job searches, interviewing skills and the production of a resume and cover letter

## Addendum I

## Attendance Hour Make-Up Policy

In addition to earning a minimum cumulative grade point average of 70% out of 100%, a student must also meet the 600 attendance hour requirement to graduate from the program. Although regular classroom attendance is required, it is understood that a student may miss a class on occasion. A student may make up a maximum of 20 missed attendance hours each module as follows:

- 1) A student may attend a class as offered by the National Personal Training Institute (NPTI) that is not in their normal class schedule (i.e. a student enrolled in the Monday-Thursday day class may attend a class in the Tuesday/Thursday/Saturday night and weekend program). Students will earn five hours for attending the full classroom and practical sessions of a day or night class and eight hours of credit for attending the full classroom and practical sessions of a Saturday class.
- 2) A student may attend an off-site health and wellness seminar. The student must fill out an NPTI-provided questionnaire about the seminar, along with providing documentation proving attendance to receive credit. Students will receive five hours of credit for each seminar attended and may not earn more than 10 hours of attendance credit per module for attending these types of seminars.
- 3) A student may attend a group exercise class. The student must attend the class and fill out an NPTI-provided questionnaire, including receiving the instructor's signature to receive credit. Students will receive five hours of credit for each class attended and may not earn more than 10 hours of attendance credit per module for attending group exercise classes.
- 4) A student may shadow a certified personal trainer working with one or more clients. The student must fill out an NPTI-provided questionnaire, including getting the personal trainer's signature to receive credit. Students will receive five hours of credit for each hour spent shadowing a personal trainer and may earn up to a maximum of 20 hours of attendance credit per module. A student may not shadow a particular personal trainer more than two times.
- 5) A student may take a continuing education quiz as designed by the National Strength and Conditioning Association. A student will receive 2.5 hours of credit for each quiz passed, with a maximum allowance of 10 hours per module. Approved articles and the corresponding quizzes may be obtained through the class instructor.

Addendum #2

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to pro ration and refund (CRF 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.