

# Blue Chip Learning Center

1 Education Path  
Learning, NJ 08625



Volume I  
January – December 2016

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**Blue Chip Learning Center\***  
**Administrators and Staff**

**Administrators:**

Douglas Gates  
Janet Coven, Ed. D.

Chief Executive Officer  
Director/Administrator

**Admissions and Placement Officer**

Robert Burns

609-876-4592

**Student Advisement**

Shane D. Dunbar

609-876-1297

**Bursar Office**

Mr. Roman

609-876-4312

**School Secretaries and Attendance Staff**

Secretaries and attendance staff are available Monday through Friday from 7:30 a.m. to 9:00 p.m.

Margaret Hummel, Attendance Secretary

609-876-4443

Alexander Brown, Front Desk Secretary

609-876-5577

**School Calendar**

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

**Observed Holidays**

New Years Day  
Martin Luther King Day  
Independence Day  
Memorial Day  
Labor Day  
Thanksgiving  
Christmas

## Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 7:30 a.m. until 9:00 p.m. Monday through Friday and from 8:30 am until 2:00 pm on Saturdays.

- Classes are scheduled Monday through Friday from 8:00 a.m. until 7:00 p.m.
- Saturday classes are scheduled from 8:00 a.m. until 2:00 p.m.
- Make-up sessions are scheduled Wednesday evenings and Saturdays

## Program Starting Dates

October 2nd – Fall Term  
January 2nd – Winter Term

April 3rd – Spring Term  
July 5<sup>th</sup> – Summer Term

## Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting financial aid will need to register one month (20 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the following with you:

- Identification (current drivers license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for administrative and tuition fees (we accept cash, personal checks and all major credit cards.) Students receiving financial aid or who have a student loan should bring documentation of such when registering.

## School Policies

### Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
  - A. Ninth (9th) grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the USDOE.
  - B. An interview with the admissions officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

## Attendance Requirements

Blue Chip Learning Center records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

## Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

**Note:** Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

## Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

## **Make-up Work**

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

## **Tardiness**

Developing good work ethics is an important part of the training at Blue Chip Learning Center. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Blue Chip Learning Center encourages students to plan to arrive at the school at least 10 minutes before the start of class.

## **Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.

4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

### **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

### **Re-entry Policy**

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the

review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

### **Credit for Previous Training**

Blue Chip Learning Center is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.

### **Student Complaint/Appeal Process**

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.



## Grading System

The competencies taught in each program offered at Blue Chip Learning Center will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93 – 100	Excellent
B	92 – 87	Above Average
C	86 – 75	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

## Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

## Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-

school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

### **Student Evaluation Techniques**

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

### **Instructor Evaluation Techniques**

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Director and used to improve instructor quality.

### **Withdrawing from School**

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

### **Student Records**

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records

4. Placement data
5. The *Enrollment Agreement*
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training
8. Records of meetings, appeals, disciplinary actions and dismissals
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

### **Refund Policy**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.
5. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is

defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

### **Reimbursement Scale**

<u>If Withdrawal or Cancellation Occurs:</u>	<u>The School Will Retain</u>
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25 percent of the course	45% of the tuition
After 25 percent but not more than 50 percent of the course has been attended	70% of the tuition
After completion of more than 50 percent of the course	100% of the tuition

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Blue Chip encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

### **Tuition and Additional Costs**

<b>Program Title</b>	<b>Hours</b>	<b>Tuition</b>	<b>Administrative Fee</b>	<b>Books &amp; Supplies</b>	<b>Total</b>
Basic Keyboarding	345	\$2,600	\$35	\$200	\$2,835
Microsoft Excel	250	\$1,000	\$35	\$100	\$1,135

Parking (optional)

Private Tutoring (optional)

The Administrative Fee is non-refundable. Additional costs are due the first day of class. Parking can be paid on a weekly basis and private tutoring on an hourly basis. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

## **Grants, Student Loans and Scholarships**

The Blue Chip Learning Center does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans.

**Note:** Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Blue Chip will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Blue Chip Learning Center. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

## **Credit Disclaimer Statement**

The Blue Chip Learning Center does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The Blue Chip Learning Center is not approved to offer college credits. The Blue Chip Learning Center is a state approved private vocational school.

## Facilities

The Blue Chip Learning Center features a fully air conditioned, well lighted facility with a reception area, administration offices and 14 computer training classrooms. The school has a break room for students with a coffee pot, refrigerator, vending machines, sink, tables and chairs, and bottled water. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. There is parking available in a well lighted parking lot. This is a handicapped accessible facility with handicapped ramps, an elevator, and handicapped lavatories.

## Programs Offered at Blue Chip Learning Center

**Note:** The description of the program should be that which will be taught under the contract. This is the description that is to be entered on the Section J form and on the Eligible Training Provider List.

## Programs

### Basic Keyboarding – 345 hours

This course includes: Developing finger skills, learning the keyboard and special key strokes, developing skill in speed and accuracy in keyboarding. Thirty hours of class instruction are offered followed by thirty hours of accuracy and speed practice. Our state-of-the-art computers automatically store and display the student's accuracy and speed results to aid the student in measuring his or her progress.

### Microsoft Excel – 250 hours

This course includes instruction in worksheet environment; entering data; advanced copy techniques; editing cell contents; labeling prefixes; formatting values and more.

The objectives to be acquired include building leadership skills, confidence, and proficiency and entry level skills in each course. Entry level skills are the skills needed to obtain employment.