



CATALOG
TEMECULA/HILTON HEAD CAMPUS
JANUARY 1, 2020 – DECEMBER 31, 2020
VOLUME 2

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This catalog is the official announcement of the program, requirements, and regulations of the Professional Golfers Career College. Students enrolling in the Professional Golfers Career College are subject to the provisions stated herein. Statements regarding course, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and the Professional Golfers Career College.

Revised 8/27/2020

“Intentionally Left Blank”



The philosopher Aristotle said “You are what you consistently do. Excellence, therefore, is not an act but a habit.” This is more than a quote to us; it is a motto and the yardstick by which we measure our contribution to your career path.

Our faculty goes above and beyond to make your time here memorable. We are dedicated to providing you with the best and most well-rounded education and we consider our students part of our extended family. The Professional Golfers Career College has built a world-wide reputation in education through our graduates working as golf professionals and general managers of country clubs. Our graduates obtain positions throughout the world and their exemplary work has helped spread our hard earned and well-deserved reputation.

Your interest in the golf industry has led you here and I'm confident that you'll find the Professional Golfers Career College the right path leading you into a rewarding career.

Dr. Tim Somerville
President

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ABOUT PGCC

Statement of Legal Control

The Professional Golfers Career College is owned by Professional Golfers Career College, Inc. a California Corporation. The corporate offices are located at 26109 Ynez Road, Temecula, California, 92591.

A branch campus is located at 4454 Bluffton Park Crescent West #200, Bluffton, SC 29910. Toll Free: 866-797-7422.

The ownership board members are: Dr. Tim Somerville, President, CEO, COO & CAO, & Sandi Somerville, CFO & Secretary.

Administration

Dr. Tim Somerville

President/CEO/COO/CAO

Sandi Somerville

Chief Financial Officer

Dawn Carmichael

Financial Aid Officer/Student Accounts

Jonathan Flietstra

Director of Admissions

Maria Fons

International Student Advisor
/VA Coordinator

Gary Gilleon

Faculty Evaluator

Rich Iorio, PGA

Director of Golf/Director of Placement

Alan Labotski

Director of Operations

Ann Martin

Director of Compliance/Financial Aid
Director

Faculty

The Professional Golfers Career College faculty has been selected for their outstanding teaching ability and leadership in the golf industry. Many of our faculty members have advanced degrees or PGA membership, and all have excelled in their respective fields to which they instruct at the College.

Our faculty possesses not only the academic background, but also the "real world" experience to teach and make the educational experience interesting to our students.

Steve Adamiak, PGA

PGA of America

- Techniques of Golf Teaching I
- Clinic Planning

Timothy Campbell

SAS, Professional Golfers Career College

- Principles of Club Design & Repair
- Golf Club Fitting & Performance

Lee Deitrick

M.A., Michigan State University
B.S., University of Michigan

- Techniques of the Short Game
- Techniques of Golf Teaching III

Gary Gilleon

M.A., University of Phoenix
B.S., Oregon State University

SAS, Professional Golfers Career College

- Personal Financial Planning
- Calligraphy
- Psychology I
- Psychology of Golf

Darrell Haley

M.A., Biola University
B.S., University of California, Berkeley

- Written Communications
- Oral Communications

Harrison Heublein

M.A., University of Redlands
B.A., University of Southern California
SAS, Professional Golfers Career College

- Rules of Golf
- Principles of Career Success

Rich Iorio, PGA

PGA of America

- Golf Shop Operations I
- Golf Shop Operations II
- Organization of Golf Tournaments
- Golf Shop Operations III
- Career Planning & Placement

Todd Liebman

SAS, Professional Golfers Career College

- Principles of Salesmanship
- Human Resource Management

Craig Schneider

- Turf Management
- Golf Course Development & Design

Bill Picca, APGA

PGA of Argentina

- Fitness for Golf
- Techniques of Golf Teaching II
- Techniques of Golf Teaching IV

Brian Richardson

M.A., California University of Pennsylvania
B.S., San Diego State University

- Physiology of Exercise

Lou Skovron, PGA

PGA of America

- Country Club Management
- Food & Beverage

Dr. Tim Somerville

Ph.D., Ohio State University
M.A., Georgetown College
B.S., East Carolina University

- History of Golf

Approval Disclosure Statement

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have about the college catalog or website that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

or

P.O. Box 980818
West Sacramento, CA 95798
(888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897
www.bppe.ca.gov

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Instruction is in residence with facility occupancy level accommodating 200 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate degree verifying the fact.

Accreditation

The Professional Golfers Career College is accredited by the Accrediting Council for Continuing Education & Training (ACCET) to award a Specialized Associates Degree.

ACCET is listed as a nationally recognized accrediting agency by the United States Department of Education. The address is:

ACCET

1722 N. Street, NW
Washington, DC 20036
Tel: (202) 955-1113
Website: www.accet.org

Note: See page 41 for ACCET Complaint Procedure

Accreditation and licensure documents may be reviewed in the Administration Office.

Fiscal Responsibility

The Professional Golfers Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Mission Statement

The mission of the Professional Golfers Career College is to educate the future leaders in the world of golf. This mission is accomplished by providing our students with the most updated curriculum in business and golf-related education. PGCC has one program – Professional Golf Management. Our program objectives are as follows:

1. Because our college focuses on a population of students who wish to attain leadership positions in golf-related organizations, students can expect a broad-based education that covers the many different aspects of professional golf management. The curriculum is designed to include the business aspects of golf management as well as the teaching and playing of golf. The ethical values found in the game of golf are also included in many of our classes, such as Leadership, Attitude & Motivation, and Rules of Golf.

2. One of the primary goals of our college is to exceed the expectations of our students. We do this by having an updated curriculum, a caring and professional faculty, and an outstanding reputation in the golf business.

3. Our curriculum is designed to cover an area of general education subjects and also specific related professional golf management topics. These include classes such as Golf Operations, and Marketing. Students are also taught public relations skills, golf teaching skills, Country Club Management, and Golf Club Design. Each class is designed to measure the student's progress through exams. These exams may be written, oral, or skill demonstrations, which would include some of our golf classes.

4. The Professional Golfers Career College was founded to provide a broad-based education for skilled golfers who need a professional golf management program

before entering the marketplace. The uniqueness of the College is that it combines the skills of golf with a business curriculum. Our graduates are not only golf professionals and general managers of country clubs, but also businessmen with golf-related manufacturing companies. Employers have found our graduates to have the skills necessary to be successful in a very competitive environment in the business of golf.

The College

The Professional Golfers Career College is one of the most unique colleges in the world. The mission of the college is to educate its students so that they can become the future leaders in the world of golf. Our college is designed to meet the worldwide need for golf professionals who are trained in both the sport and in its business management.

It takes much more than a great golf swing to be a golf professional in the future. Success depends upon business, merchandising, teaching and public relations skills. Our curriculum consists of a four-semester program over a 16-month period that provides our students with the best instruction possible. Graduates receive a Specialized Associate Degree in Professional Golf Management.

Our academic instructors have been selected for their outstanding teaching ability and leadership in the business community. Our PGA golf professionals are renowned in their chosen profession. Only the best teach at our college, and their dedication to our students makes education at the Professional Golfers Career College a very unique and special experience.

History and Background

The Professional Golfers Career College was incorporated in November 1990 in Temecula, California. The College began with its first class on September 6, 1991, with a class of 30 students. The first graduation was held on December 19, 1992. The reputation of the College since its beginning has grown internationally as an exceptional institution of training for people seeking a career in golf.

Program Description

Professional Golfers Career College offers a Specialized Associate Degree in Professional Golf Management. The degree program lasts two academic years and contains 72 semester units including 16 semester units in general education. Each course is worth one or two semester credits and the program consists of approximately 43 courses. The objective of the program is to help students attain a fundamental grounding in professional golf management, including an introduction to the theory and practice of golf shop operations, methods of golf teaching, golf rules and country club management. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The College is in operation Monday through Friday. Classes are held from 8:00 am until 12:00 noon. Golf activities start at 1:00 pm.

Campus Location and Facilities

The Professional Golfers Career College is located at 26109 Ynez Road, Temecula, California 92591, in the beautiful Temecula Valley region of Southern California. The College campus consists of administration offices, five classrooms, a club repair facility, pro shop, fitness room, golf studio, library and auditorium. Classrooms average over 300 square feet and are equipped with

televisions, VCR/DVDs, movie screens and overhead projectors.

The club repair facility is located on campus and has workstations for the students. A lie and loft machine plus club repair materials such as shafts and grips are made available to the students.

The College pro shop contains golf balls, golf shoes, shirts, golf clubs and other necessary golf equipment, including some books. The College pro shop is a valuable learning experience for students to obtain knowledge in pro shop operations.

Our beautiful college library contains golf instructional books, golf videos and other materials related to each class taught at the College. Books and videos can be checked out for student use. The Library is open during office hours: 7:00am to 4:00pm.

The golf instructional program uses training aids, such as video cameras, practice training devices, such as putter tracks, swing plane trainers, swing mirrors, indoor hitting cages, weight shift monitors, and training clubs, all of which are available to the students.

The Legends Golf Club at Temeku Hills

When Dr. Tim Somerville founded the Professional Golfers Career College in 1990, owning a golf course was on the long list of things to do, and over the last two decades, one by one, that list has gotten shorter. Dr. Somerville and PGCC are now the proud owners of The Legends Golf Club at Temeku Hills.

The 6,600-yard course is a classic, designed by Ted Robinson; it features five lakes and numerous doglegs that challenge every golfer, and every PGCC student. At The Legends Golf Club at Temeku Hills students will get “hands-on work in every capacity” so when they graduate with their 2-year degree in Professional Golf Management, in

addition to learning the basics in class, they'll have practical experience.

Our students give free lessons to the community as part of their Techniques of Golf Teaching IV course; their Turf Management classes will be held there. The Legends Golf Club is listed as an auxiliary classroom.

The Legends Golf Club is located at:
41687 Temeku Drive
Temecula, CA 92591
(951) 694-9998

Usual Class Size

The usual class size of an incoming class is about 30 students.

The maximum number of students in a classroom and laboratory situation would be 20 in the computer and club repair labs.

Veteran's Benefits

The Professional Golfers Career College is approved for Veteran's benefits.

ADMINISTRATION

Dr. Tim Somerville **President/CEO/COO/CAO**

Dr. Tim Somerville is President, Founder, Chief Executive Officer, Chief Operating Officer & Chief Academic Officer for the Professional Golfers Career College. Dr. Somerville has one of the most unique backgrounds in education, college athletics, and golf.

Dr. Somerville has a Ph.D. from Ohio State University, where he also taught and coached. His educational background and teaching experience provide an ideal background to serve as President of the Professional Golfers Career College. He has taught and coached basketball on the college level for over 12 years and was head basketball coach at Texas Christian University.

For many years, Dr. Somerville was one of the owners and Executive Director at the San Diego Golf Academy and was also instrumental in starting the Golf Academy of the South. After leaving that position, he founded the Professional Golfers Career College. Dr. Somerville is a leader in golf education and has helped develop many of the concepts used in golf education curriculum development. He has also appeared in professional golf videos and written many golf articles. Dr. Somerville has also been on the editorial staff of Golf Tips Magazine.

Dr. Somerville was awarded one of golf's great honors by being elected as an Honorary Lifetime Member of the PGA of America by the Inland Chapter of the Southern California Section of the PGA.

Sandra Somerville **Chief Financial Officer**

As the Secretary and Chief Financial Officer, Sandi is responsible for the College's financial health. Accounts Receivable, Accounts Payable, Payroll, Banking, and General Ledger are some of her areas of responsibility. She has over 30 years' experience in the business arena. As an owner, Vice President, and controller of two multi-million-dollar companies, Sandi brings a wealth of knowledge and wisdom to the business.

Jonathan Flietstra **Director of Admissions**

Jonathan comes to PGCC with years of coaching, counseling, and walking alongside people through the ups-and-downs of life. Jonathan has coached basketball and volleyball at the High School level. From there, he earned the position as an alumnus at Cal State University of Long Beach as the Men's 8-man Rowing Coach. During these years of coaching athletics, Jonathan was also coaching people along in life. He earned his Master's Degree in Divinity from Fuller Theological Seminary. Over 10 years, Jonathan has served 1,000's of students from the Long Beach, Compton, and Greater Los Angeles areas.

Jonathan lives in Temecula with his wife Jackie, and son Joah. They are excited to be a part of the long history that PGCC has established—developing students using the values intrinsic to the game and then sending them out to shape the future World of Golf.

Rich Iorio, PGA **Director of Golf/Director of Placement**

Mr. Iorio is a Class A PGA member who has been working in the golf industry since 1986. Mr. Iorio brings a tremendous amount of operational experience to Professional Golfers Career College. Mr. Iorio has spent the majority of his career in golf operations focusing on budgeting, merchandising, marketing, food & beverage, and instruction. Mr. Iorio has established his career through golf clubs, such as Fieldstone Golf Club in Greenville Delaware, Hartefeld National Golf Club in Avondale Pennsylvania, Flint Hills National Golf Club in Andover Kansas, Terradyne Resort hotel & Country Club in Andover Kansas, Sim Park Municipal Golf Course in Wichita Kansas and Oakwood Country Club in Enid Oklahoma. Mr. Iorio has spent the last 14 years of his career with Golf Academy of America and most recently as the Campus President for the San Diego campus. Mr. Iorio is also a graduate from Wichita State University where he earned his Bachelor of Arts Degree in Sports Business and was a member of the Wichita State University golf team. Mr. Iorio is an expert in the use of video, 3D motion analysis, launch monitor

technology, club fitting, and is a TPI certified golf instructor. Mr. Iorio is actively involved in the YMCA and Boys & Girls Club volunteering his time developing new and enhancing existing programs.

Gary Gilleon
Faculty Evaluator

Gary comes to the college with an outstanding background in leadership and management. Gary served our great nation for 30 years as a Naval Officer. Gary possesses a Bachelor of Science from Oregon State University and a Master's in Organizational Management.

Gary is a past graduate of the Professional Golfers Career College so his passion for the history and the game of golf is evident daily in his interactions with the students.

Gary understands the value of customer service and offers his perspective in the greatest lesson he values in life. That lesson is simple: how to value people and develop lasting relationships.

Maria Fons
International Student Advisor
VA Coordinator

Maria is a professional with over 16 years' experience in education in addition to 5 years in social services. Maria's professional journey started when she graduated with a bachelor's degree in Social Science and is now pursuing a master's degree in Social Work at Boston University.

Maria's skills in leadership and management have been vital in her roles as an Advisor as well as a social worker. Previously she worked as a Lead Behavioral Health Case Manager for a safety net Federally-Qualified Health Center serving the underserved and indigent population of South Riverside County. It is this background that enabled her to become an extremely effective social worker who comfortably counsels diverse groups of people.

Maria is an exemplary addition to our school. Her education and knowledge will amplify on advising students on immigration, personal, social and cultural matters during their time at

Professional Golfers Career College. Her mission is to help individuals of all backgrounds to foster the inner strength to deal with their own distinctive feelings, challenges and circumstances.

Ann M. Martin
Financial Aid Director/ Director of Compliance

As the Director of Compliance and Financial Aid Director at the College, Ann Martin was instrumental in starting the Title IV Program at PGCC. Her duties include all federal and state compliance and regulatory reports as well as the institutional surveys of students and graduates.

Ann manages all aspects of compliance including the development, implementation, and monitoring of all policies and procedures. She is also responsible for student, staff, and faculty file completion, student transcripts and overseeing the Financial Aid Department at both campuses. Ann has been with the College since 1992.

Advisory Board

The Professional Golfers Career College has attracted an outstanding Advisory Board that provides the administration of the College with updated knowledge of the golf industry. Our Advisory Board is involved in the business of golf, golf instruction, and ownership of golf courses. The board is made up of the following individuals:

Ken Ferrell, PGA

Ken Ferrell is the former Director of Golf and Director of Placement for the Professional Golfers Career College. Ken worked for PGCC from 2001-2009. After leaving PGCC, Ken took the position with the National PGA as Employment Consultant. Ken has been a PGA Member for 25+ years having served as the Head Golf Professional at Tustin Ranch and Dove Canyon Country Club. Ken continues a close relationship with the staff and students at PGCC by being a guest speaker in our Golf Shop Operation classes.

Ed Smilow, Esq.

Ed Smilow is a graduate of Cornell University and also has a law degree from The New England School of Law. After serving many years as a trial lawyer, Ed enrolled and graduated from the Professional Golfers Career College where he was class Valedictorian and Most Valuable Player. After graduating from PGCC Ed became the General Manager and Director of Golf at the Ayala Golf Center in Chino, CA. Ed has served as the Executive Director of the California Golf Course Owners Association. He currently owns Golf Course Law representing golf courses, businesses and persons in the golf industry throughout California. Ed has continued his relationship with PGCC by teaching Business Law and Psychology of Golf.

Ray Carrasco

In 2004 Ray won the prestigious Ryder Cup Wales Senior Open. Ray had a great start in the 2003 European Seniors Tour by winning the 2003 Digicel Jamaica Classic in Montego Bay. In the 2002 season, Ray won the Travis Perkins Senior British Masters at Wentworth Club.

With his established position in the world of Golf -Ray has donated his time over the years for various charitable causes, including the Ocean Institute, The Wise Place-Woman's Shelter, L.A. and Orange Counties' Juvenile Halls, and the Newport Beach Sport Museum.

Ray is a much sought-after Motivational Speaker, writes instructional articles for golf magazines, and is also featured in Golf Instructional Videos.

Louis C. Skovron, PGA

Lou served on the Board of Directors for the Southern California PGA while also serving as President of the San Diego Chapter PGA Board. Lou was also named 'Merchandiser of the Year' in 1990 for the Southern California Section PGA. Lou was Awarded the 'Bill Bryant Award' for service for The Southern California Section PGA in 2014.

STUDENT SERVICES

Advisory Program

During enrollment at the College, students have conferences each semester with one of the directors. At these conferences, career plans, academic concerns, and personal matters can be discussed in confidence.

During the last semester the students attend, they are assigned to the Placement Director for career placement assistance. All directors are available to students during office hours. Students can make appointments in the administration office.

Admissions Counseling

The College seeks to enroll only those students who can be served by its specialized program. Students who can be best served by another college will be advised to enroll elsewhere.

Every effort will be made to help the student before and after enrollment by the administration of the College. The College follows a strict nondiscrimination policy in the admission of students.

Academic Counseling

Academic counseling is a continuous process of helping students experience success. At the Professional Golfers Career College, the directors and the faculty are available throughout the school year to help students reach their career goals.

Career Counseling

Career counseling and planning is offered as a part of the total experience for the student. From job-seeking skills, to resume preparation, to the interview, instruction is provided as students are assisted in making favorable career decisions.

Drug and Alcohol Counseling

The College strives to maintain a drug-free environment for its students. A list of counseling centers is available to students seeking guidance for drug-related concerns. The Student Handbook details college regulations concerning drugs and alcohol.

Drug and Alcohol Abuse Prevention Program

To prevent drug and alcohol abuse, PGCC prohibits the unlawful possession, use, or distribution of drugs and alcohol including but not limited to recreational drugs and any form of marijuana by students and employees on school property, or as part of the school's activities. The legal sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol include criminal prosecution, the payment of court fines or incarceration.

Serious health risks are associated with the illicit use of drugs and alcohol, including the risks of dependency, injury and death. Consumption of alcoholic beverages impairs one's ability to drive a car or operate machinery and may cause health problems. According to the U.S. Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risks of birth defects. In addition, the school will impose sanctions on students (consistent with local, state and federal law), up to and including expulsion from school or mandatory participation in a substance abuse program, and referral for prosecution, for violation of this policy.

Students may seek drug counseling from the professional staff at the Hill Solutions Counseling Center. Student contact with the Counseling Center is confidential. Students may contact the Counseling Center at Hill Alcohol and Drug Treatment by phoning 951-303-1230.

Housing

PGCC does not have dormitory facilities and has no responsibility to find or assist with finding student housing. Professional Golfers Career College refers students to local housing providers, allowing our students to have an array of options for housing, on a first-come, first-served basis. The apartments rented are fully furnished, and non-smoking, from local apartment communities, and are leased to students on a double-occupancy basis for approximately \$900.00 a month per student. For those that wish to take part in this housing program, the providers take an active role in

helping to suitably match PGCC student roommates.

Identification Cards

Identification cards are required for all students. Photos are taken during new student orientation. New valid ID stickers are made each semester and distributed at the beginning of each semester. Should an ID card be lost or destroyed, its replacement will cost \$5.00. ID's are necessary to be able to play golf at all of the courses at which the College has privileges.

New Student Orientation

Orientation is held before the first day of class each semester. All new students are required to attend. Orientation activities include meeting the directors and faculty; going over the student handbook covering rules and regulations, dress code, and ID cards.

Library

The College Library has resource materials that include books related to all the academic classes, plus golf-related material. The College also provides, to all students, access to an electronic on-line library: Library Information Resource Network (L.I.R.N.). Students can gain access to L.I.R.N. on any internet-accessible computer located in the computer lab.

Championship Golf Courses

The Professional Golfers Career College has many championship golf courses available nearby for students, in addition to a driving range. Golf training at the fine golf courses in Temecula and elsewhere in Riverside County, California, couldn't be better.

The Legends Golf Club at Temeku Hills

When Dr. Tim Somerville founded the Professional Golfers Career College in 1990, owning a golf course was on the long list of things to do, and over the last two decades, one

by one, that list has gotten shorter. Dr. Somerville and PGCC are now the proud owners of The Legends Golf Club at Temeku Hills.

The 6,600-yard course is a classic, designed by Ted Robinson. It features five lakes and numerous doglegs that challenge every golfer, and every PGCC student. At the Legends Golf Club at Temeku Hills students will get hands-on work in every capacity so when they graduate with their 2-year degree in Professional Golf Management, in addition to learning the basics in class, they'll have practical experience.

Our students give free lessons to the community as part of their Golf Teaching course; their Turf Management classes are held there.

Located very close to the campus is The Golf Club at Rancho California. This championship club plays 7,100 yards from the back tees. Golf Magazine ranked this course as one of the top 50 public courses in the country. The Southern California PGA and Golden State Tour have both played many championship tournaments on this great course.

Our students also play at the Temecula Creek Inn, which is one of the finest resort courses in Southern California. This outstanding course has 27 challenging holes and is the site of the Temecula Creek Open, which has attracted top mini-tour players from throughout the country. It is also the site of many of the Golden State Tour Championships. This beautiful resort is only a ten-minute drive from our campus.

Another outstanding course for our students is Menifee Lakes Country Club. This 27-hole course has a great layout with plenty of water that comes into play, making it very challenging for our students. This premier course is only a fifteen-minute drive from our campus.

Other fine golf courses where students play include Pala Mesa, RedHawk, and Cross Creek.

ADMISSIONS

Admission Requirements

The College seeks serious students who have a true desire to obtain entry-level positions in the golf industry. Both men and women who are past the age of compulsory education and have earned a high school diploma or its equivalent will be accepted as regular students if they meet the playing qualifications. A student who is not a high school graduate may be admitted if they have earned the minimum of an Associates Degree from an accredited college recognized by the Department of Education.

An applicant should also meet the playing ability requirements. Applicants who want to be golf professionals should have a golf handicap of 10 or below. Applicants who desire to be general managers or sales representatives or anything else in the golf industry must have a general understanding of the game of golf.

Admission Procedures

In addition to the application and the \$45.00 application fee (\$75.00 application fee for International students), you will need to submit all the following:

- * Official, sealed high school or G.E.D. transcripts
- * College transcripts, if you plan on transferring in any credits
- * One (1) letter of golf ability verification from a golf coach, golf professional, or other golf industry employee.
- * Three (3) letters of personal character recommendations from persons not living with you.

After the College receives these documents, the admissions office reviews the documents and a decision is made. Should a positive decision be made, an acceptance letter, starting date, and contract is sent to the student. Students must return the contract with a \$500.00 deposit to reserve their place for entering the College. The \$500.00 deposit will be applied to the payment of the first semester's tuition.

International Students

International students who apply to PGCC are expected to meet the same admissions requirements as all other students. Applicants

whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and earn a score of 450PP, 3.0 ITEP, 4.5 IELTS, or 45 IBT. All PGCC classes are taught in the English Language.

PGCC provides Visa services. International Students who are accepted into PGCC will receive an I-20 form from the College, so the student can apply for their visa. International students are not eligible for any student financial assistance.

Tuition and Fees for Each Semester

Tuition payment and fees for U.S. students are:

Tuition: \$7,210
Fees: \$1,422
Student Tuition Recovery Fund: \$0
Textbooks: Approximately \$250

Total Cost: \$8,882

Tuition payment and fees for international students are:

Tuition: \$7,210
Visa Processing \$300
Fees: \$1,422
Student Tuition Recovery Fund: \$0
Textbooks: Approximately \$250

Total Cost: \$9,182

Tuition and Fees for Entire Program

Tuition payment and fees for U.S. students are:

Non-Refundable Application Fee: \$45
Tuition: \$28,840
Fees: \$5,688
PGCC Sports Coat & Tie: \$219.40
Student Tuition Recovery Fund: \$0
Textbooks: Approximately \$1,000

Total Cost: \$35,792.40

Tuition payment and fees for international students are:

Non-Refundable Application Fee: \$75
Tuition: \$28,840
Visa Processing \$1,200
Fees: \$5,688
PGCC Sports Coat & Tie: \$219.40
Student Tuition Recovery Fund: \$0
Textbooks: Approximately \$1,000

Total Cost: \$37,022.40

Tuition includes all of the academic classes plus green fees, lessons from our golf staff, and range balls. Resource Fee Includes: Administrative services, fitness center, club repair shop, computer lab with internet access, CPR certification, and use of library & services.

Payment Methods and Deadlines

Tuition & fee charges are to be paid in full by the published term due date. Late payments are subject to a \$200 late fee.

PAYMENT IN PERSON

Cash- PGCC does not accept cash as a form of payment.

Check, Money order, trust fund check, etc, in person- These payments MUST have the student's name the check. Personal checks must also have the check writer's phone number written on the check.

Credit/Debit Card- PGCC reserves the right to check photo ID during credit/debit card transaction. Debit cards have a transaction limit that should be checked with the bank and increased as needed before payment is attempted.

PAYMENT BY MAIL

Check, Money order, trust fund check, etc. These payments MUST have the student's name on the check. Personal checks must also have the check writer's phone number written on the check.

No billing statements are mailed to students nor parents.

All payment deadlines are due by 4pm on the listed payment deadline date. Payment due dates are located on the Academic Calendar on page 43 of this catalog.

Dishonored Checks and Credit Cards

A \$25 service fee will be charged for dishonored check. It is the student's responsibility to ensure adequate funds are available to cover checks written to the college

For students who are using financial aid or VA funds to pay for their tuition and fees

If the student will have a balance owed once financial aid and/or VA funds will be credited to their account, then that balance will be due on the tuition due date.

Career Placement Services

At the Professional Golfers Career College placement of our graduates is one of our main goals. **The College cannot promise or guarantee employment or level of income to any student or graduate.**

PGCC helps students to prepare for the job search by providing assistance in:

1. Reviewing a student's resume
2. Counseling for a career choice in the golf industry
3. Providing job leads
4. Helping the student in interviewing techniques

The success of the College's placement efforts will be influenced to a great extent by the attendance, attitude, and academic record of the student. The placement office will do everything possible to help our students understand the placement process.

GAINFUL EMPLOYMENT DISCLOSURES

IMPORTANT NOTICE:

The following consumer information is provided as required by federal regulations. This information is based on current and historical data and does not constitute a promise or guarantee of future performance. There are many factors that will change the cost of a program, the time to complete the program, or the amount of debt that an individual may incur in order to complete the program, including transfer credits, eligibility for grants, course failures, and non-continuous attendance. These figures represent general program information that depends on individual situations, and the Professional Golfers Career College makes no guarantee or warranty, either expressed or implied. The College reserves the right to adjust tuition and fees and to add or delete programs of study at any time, in accordance with applicable statutes and regulations.

Articulation Agreements

The Professional Golfers Career College has an articulation agreement with the University of Wisconsin-Stout.

Objective

The occupational objective of the two-academic-year Specialized Associate Degree Program is Professional Golf Management. The curriculum is designed to cover an area of general education subjects and also specific related professional golf management topics. These include classes such as Golf Operations, and Marketing. Students are also taught public relations skills, golf teaching skills, Country Club Management, and Golf Club Design. Each class is designed to measure the student's progress through exams. These exams may be written, oral, or skill demonstrations, which would include some of our golf classes.

This program of study is designed to prepare students for the types of occupations listed below. The occupations listed are types of positions for which the program generally prepares graduates. The College makes no representation or warranty that its graduates have obtained these positions or that any future graduates will obtain these positions.

Head Golf Professionals
Assistant Golf Professionals
Outside/Inside Services
Golf Instructors
Directors of Golf
General Managers
Directors of Instruction
High School/College Golf Coaches
Golf Clinicians
Course Superintendents
Merchandise Representatives
Sales Executives
Tournament Directors
Rules Officials

Cost of Program for Domestic Students

Tuition and fees:	\$34,528
Books:	\$1,000
On-Campus room & board	Not Offered

Tuition includes all of the academic classes plus green fees, lessons from our golf staff, and range balls. Fees include: Administration, Library, Internet Access, Tournament Fees, Computer Lab, Club Repair Lab and Supplemental Class Resources.

The amount quoted is the typical cost of a program that does not factor in individual circumstances such as course failures, and price changes. The College does not offer on-campus room and board. The Professional Golfers Career College does not make any guarantee or warranty, either expressed or implied.

Financing

In addition to any grant aid for which they are eligible, students may use loans to finance their education. The median loan debt for program graduates is as follows.

Federal loans:	\$13,718
Private Educational Loans:	\$9,177

The median loan debt is calculated based on students who graduated between January 1, 2016 and December 31, 2016. An individual's loan debt will vary based on individual factors such as a student's decision to pay for the program from sources other than student loans or to borrow more than is needed to pay the direct costs of education, course failures, and program changes. Private educational loan data are based only on information reported to the College.

Placement

The job placement rate for students who complete the program is 66.67%.

The placement rate is calculated using the formula promulgated by the Accrediting Council for Continuing Education and Training for 2018. The College makes no promise or guarantee of employment.

Campus Security Report

You can view the entire report at: <http://ope.ed.gov/security/Index.aspx>

On-campus Student Housing Facilities

This institution does not provide On-campus Student Housing Facilities.

Local Police Crime Statistics

Local statistics are included with the campus's statistics.

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	2	0	0
h. <u>Motor vehicle theft</u>	1	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	1	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	2	0	0
i. <u>Arson</u>	0	0	0

ACADEMIC POLICIES

ATTENDANCE POLICY

Regular attendance is essential for academic progress and success in your golf career. Absences may jeopardize a student's ability to complete their program in a timely manner. All students are encouraged to complete the specified hours for the program by the end of each week. If a student is unable to attend, or leaves campus early on a given day(s), they should contact their instructor or their class coach. Students are encouraged to make up missed attendance. The instructor will assist in creating a makeup plan. Attendance is checked on a daily basis.

PGCC encourages 100% attendance and requires 80% attendance for graduation. Any student who has an unexcused absence of fourteen (14) consecutive days will be automatically withdrawn. Instructors turn in absence sheets the first 15 minutes of each class. This data is kept on the computers in the Administration Offices and are tracked on a weekly basis and attendance reports are generated.

Students are expected to call the campus if they are unable to attend classes for the day. At any time during the program a student will be placed on warning status and can result in probation status for violation of attendance.

Attendance violation is, including but not limited to:

- Over 20% absenteeism
- Leaving the campus early without letting their class coach know.

If a student is in violation of Attendance, they will be placed on warning status. Failure to successfully return to good standing from warning will lead to probation. Failure to successfully return to good standing following probation will lead to program termination.

TARDY POLICY. Being late for class equals an absence. Low attendance can result in warning or probation status or termination from the program as stated above.

EARLY DEPARTURE POLICY.

Any student missing 20% or more of the scheduled class time will be marked absent.

Clock Hours

There are 50 minutes in each clock hour.

Complaint or Grievance Procedures

Students experiencing problems with any teacher or administrative personnel should first try to resolve the problem directly. Should there still be difficulties, the student is requested to make an appointment with the Dean of Students so that any complaint may be registered, and solutions discussed. If further action is required, refer to the grievance procedure.

Grievance Policy

It is important for every student, staff and faculty to know the correct procedure for resolving any problems they may encounter. The following is an outline of the procedures to be followed.

Any grievance must be first addressed to the person or department with whom the disagreement originally occurred.

If a resolution is not achieved, a formal written statement must then be submitted to the Dean of Students. A meeting will be held with the disagreeing parties and the Dean of Students.

If the grievance is not satisfactorily resolved with the Dean of Students, a written statement must be forwarded to the President of the College. Upon reviewing the facts presented by the students, faculty or staff, the President will render a decision. All decisions made by the President are final.

Students wishing further assistance may direct concerns to ACCET, please see page 41 for the ACCET Complaint procedure.

Conduct

A student whose conduct reflects unfavorably on the orderly operation of the College will be dismissed.

Units of Credit

The unit of credit used at PGCC is a semester unit of credit. A unit of academic credit is related to the amount of work accomplished. 15 theory hours equal one unit of credit. 30 laboratory hours equal one unit of credit.

Degree

Graduates of the Professional Golfers Career College receive a Specialized Associate Degree in Professional Golf Management. Students must complete all work with at least a 2.0 grade point average and be in attendance for at least 80% of the total course hours.

Final Examinations

No student shall be excused from final examinations. Instructors will give the exams at the time regularly scheduled. Any student who finds it impossible to take a final exam at the scheduled time must request permission from the instructor and the administration to take it at a different time.

Full Time

A full-time student maintains a minimum of 12 credit hours and will complete a minimum of 24 credits in an academic year.

Grade (Progress) Reports

Grade reports are issued at the end of each semester. Students will pick up their grade reports at the administrative office. Transcripts are kept permanently by the College.

Graduation

Students must pass all classes in Professional Golf Management (18 credits), Physical Education (19 credits), and Science (4 credits). A student must also complete 27 of the 31 credits in Business, Psychology, Art, English and Data Processing. A student must also have a 2.0 GPA to graduate.

Students must also have no less than 80% cumulative attendance. All financial obligations must be met.

Guidance and Assistance

Professional Golfers Career College will assist any student, upon request, with academic problems. Guidance may be scheduled with individual teachers, or a director and a record of guidance is maintained.

Mitigating Circumstances

The President of the College may grant a leave of absence for circumstances of sickness, family emergency and other crisis that may affect a student's life. These circumstances must be documented by the student. The student fills out the Mitigating Circumstances form listing the reasons why the student should be granted a leave of absence. The form is then reviewed by the College President and a decision is made after reviewing the reasons why the student needs a leave of absence. The student is then notified of the President's decision.

Leave of Absence

Leaves up to 60 calendar days will be granted to students who find it absolutely necessary to interrupt their training for personal reasons. A request for a leave must be in writing to the Dean of Students. Students will be readmitted at the next available start date.

Only one leave of absence will be granted per academic year. The standards of satisfactory progress will not be affected during an approved leave of absence.

Length of Program

The College is on a two semester per academic year schedule but offers three semesters (trimesters) per calendar year. The program requires four (4) semesters and can be completed in 16 months.

Make Up Work

Students are responsible for all work missed by absence. Requests for make-up are made with the instructor in charge, and the instructor will document this make-up work. The student will have 14 business days to make-up any missed work.

Grading Scale

A = 96-100 (4.0)	D+ = 66-67 (1.3)
A- = 90-95 (3.7)	D = 65.5 (1.0)
B+ = 85-89 (3.3)	D- = 65 (0.7)
B = 80-84 (3.0)	F = Below 65 (0.0)
B- = 77-79 (2.7)	I = Incomplete
C+ = 73-76 (2.3)	W = Withdrawal
C = 70-72 (2.0)	TC = Transfer Credit
C- = 68-69 (1.7)	

Termination

Students may be terminated for excessive absences and/or tardies, rude and disruptive behavior, or failure to follow the rules and regulations of the Professional Golfers Career College as published herein and in the Student Handbook.

ACADEMIC POLICIES

Satisfactory Academic Progress

The institution's program Professional Golf Management is 72 credits, divided into four terms. At the mid-point and end of each term all students are evaluated for satisfactory academic progress.

Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 75% credits attempted at each interval of evaluation.

The student's cumulative grade point average is reviewed to determine **qualitative progress**. The minimum GPA required is 2.0.

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped, and the highest grade will be used to calculate the GPA.

Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

Academic Warning

If a student fails to maintain the required academic progress at the end of any term, he/she will be placed on Academic Warning for the next term. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be eligible for financial aid and may be dismissed from school. The student is eligible for financial aid during his/her warning status.

Appeal Process

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice.

The appeal should be addressed to the President of the College. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress.

Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the President, the Director of Operations, and the Director of Financial Aid, will examine all appeals. The student will be sent the committee's written decision within five days of the President's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. The program, 72 credits in length, must be completed within 108 attempted credits.

Students exceeding the maximum time frame are no longer eligible to receive financial aid.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 16 credits, and therefore must complete 56 credits in the current program at PGCC, the maximum time frame.

Incomplete Grades

Students earning an incomplete ("I") grade in any class will have one (1) semester to make up the incomplete. If the incomplete is not made up in the allotted time, then the incomplete will turn into an "F" for the class. The student must see the instructor in charge of the class for information on making up the incomplete.

Transfer Credits

The College will accept credits for work done at other postsecondary institutions. A "C" or higher grade must be made for credit to be transferred and the course must have relevance to a course offered at the Professional Golfers Career College. Students must submit an official transcript and catalog to the Administrative Office in order for transfer credit to be considered. Students may earn no more than 20% of the credit required for graduation using transfer credit.

The transferability of credits you earn at the Professional Golfers Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn, in Professional Golf Management is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Professional Golfers Career College to determine if your credits or degree will transfer.

Prior Experiential Learning

It is the policy of PGCC to have students that are interested in having prior experiential learning evaluated for possible award of college credit to submit a written report recounting their experience and how that experience demonstrates learning at the College level, the learning experience demonstrates a balance between theory and practice, and the prior learning experience directly relates to the student's degree program. A recommendation for granting of credit will be attached and forwarded for review by the College President. No more than 15 semester credits may be awarded for prior experiential learning. There is no charge for the evaluation of prior experiential Learning.

In the case of a disagreement over the awarding of credit or the number of credits to be awarded, the student may submit a written appeal within five calendar days of receipt of determination notice.

The appeal should be addressed to the President of the College. The Appeals Committee, composed of the President, the Director of Operations, and the Director of Financial Aid, will examine all appeals. The student will be sent the committee's written decision within five days of the President's receipt of the appeal. The decision of the committee is final.

Withdrawal

Students who wish to withdraw from the College must do so through the Admissions office, by mail or in person.

Student Interaction/Study Groups

Students are encouraged to participate in ad hoc study groups for joint study and research. During orientation and the first day of classes for each course, the instructor will encourage students to form study groups.

VETERAN'S POLICIES

Prior Credit Evaluation

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

Satisfactory Progress

Students receiving veteran's benefits will be monitored for satisfactory progress at the mid-point and end of each 15-week semester. If the student's overall GPA falls below 2.0, he or she will be placed on probation for the following semester. If the student fails to achieve a GPA of 2.0 or above by the end of the probation period, veteran's benefits will be interrupted, and the Department of Veteran's Affairs will be notified.

Tuition Assistance Policy (Unearned TA Funds)

It is the policy of PGCC to return any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, the College will work with the service member to identify solutions that will not result in a student debt for the returned portion.

STUDENT'S RIGHTS

Appeals

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the President/Executive Director for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the President/Executive Director within 5 business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. The appeal process will also consider if the student will meet SAP standards after the subsequent semester. The President/Executive Director shall conduct the review. Should the appeal be granted, the student will receive one additional semester in which to regain SAP. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same.

When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls

below the published SAP standard in the Probation status.

Records Retention

It is the policy of PGCC for student records to be maintained for five years. Transcripts are maintained permanently. All student records and student transcripts are kept in the administrative office.

Students who wish to view the contents of their student records must make a written request to the Executive Administrator. The Executive Administrator will meet with the student during normal business hours, at a time set by the Executive Administrator, and in the Executive Administrator's office. The original records may not leave the Executive Administrator's office. The Executive Administrator must comply with the student's request within fifteen working days.

The campus is authorized under the FERPA Act to release "directory information" concerning students. Currently, in response to a specific inquiry, the Administration Office releases the following: name, address and telephone number, place and date of birth, field of study, dates of attendance, and degrees and awards received. The above-designated information is subject to release by the campus at any time unless the campus has received prior objection from the student specifying information that the student requests not be released.

Refusal to Provide Copies

While the student retains the right to inspect his or her records, Professional Golfers Career College may deny copies of records, including transcripts, in the following situation: The student has an unpaid financial obligation to the College.

Fees for Copies of Records

With the exception of academic transcripts, which are covered by executive order, the fee for copies will be 25 cents (\$.25) per page.

Copyright Infringement

It is illegal to download and/or share copyrighted material without permission of the owner. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Peer-to-Peer File Sharing

It is illegal to download and/or share copyrighted material without permission of the owner. This may include, but is not limited to, mp3's, video, and picture files. If a complaint is received due to copyright violation, your network access may be shut off and disciplinary actions may be taken. If you need assistance with this, please contact the IT Department.

Termination

Students may be terminated for excessive absences and/or tardies, rude and disruptive behavior, or failure to follow the rules and regulations of the Professional Golfers Career

College as published herein and in the student handbook.

Anti-Hazing Policy

PGCC will not permit any activity considered hazing. Any student found involved in any form of this type of activity will be terminated from the College.

CURRICULUM

Courses are numbered to indicate the level of the course in relation to other courses. The numbering of a course should not be taken as a strict indicator of the rigor of the course. All course prerequisites are listed under the "Course Descriptions" section of this catalog. With the exception of the Tournament Golf class, the courses taken in the first two semesters are 100 numbered classes, and the classes taken in the third and fourth semester are 200 numbered classes.

First Semester:

Course Number	Course Title	Clock Hours	Credit Hours
ART- 101	Calligraphy	30	1
BUS- 103	Introduction to Business	30	2
BUS- 171	Personal Financial Planning	15	1
PE- 112	Fitness for Golf	30	1
DP- 115	Word Processing	30	1
PE- 121	Techniques of Golf Teaching I	30	1
PE- 136	Rules of Golf	30	2
PGM-154	Food & Beverage	15	1
PGM- 150	Golf Operations I	30	2
*PSY-106	Psychology I	30	2
SCI- 138	Health Science	30	2
PE- 142A	Tournament Golf	60	1
	Total Hours and Credits	360	17

Second Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 162	Introduction to Marketing	30	2
DP- 215	Microsoft Office Suite	30	2
PE- 122	Techniques of Golf Teaching II	30	1
BUS- 157	Principles of Salesmanship	30	2
PE- 140	Organization of Golf Tournaments	30	2
PGM- 151	Golf Operations II	30	2
PGM- 158	Principles of Club Design & Repair	30	2
*PSY-108	Psychology II	30	2
*PSY-109	Principles of Career Success	30	2
SCI- 134	Physiology of Exercise	30	2
PE- 142B	Tournament Golf	60	1
	Total Hours and Credits	360	20

CURRICULUM

Third Semester:

Course Number	Course Title	Clock Hours	Credit Hours
*ENG- 201	Written Communications	30	2
PE- 223	Techniques of the Short Game	30	1
PE- 243	Clinic Planning	30	2
PE- 252	Techniques of Golf Teaching III	30	2
PGM- 252	Golf Operations III	30	2
PGM- 256	Golf Course Development & Design	30	2
*PSY- 210	Psychology III	30	2
*PSY- 215	Psychology of Golf	30	2
PE- 142C	Tournament Golf	60	1
	Total Hours and Credits	300	16

Fourth Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 267	Human Resource Management	30	2
BUS- 269	Business Law	30	2
*ENG- 202	Oral Communications	30	2
PE- 224	Techniques of Golf Teaching IV	30	1
PGM- 257	Turf Management	30	2
PE- 250	History of Golf	30	2
PGM- 253	Country Club Management	30	2
PGM- 259	Career Planning & Placement	30	2
PGM- 261	Golf Club Fitting & Performance	30	1
*PSY- 220	Psychology IV	30	2
PE- 142D	Tournament Golf	60	1
	Total Hours and Credits	360	19
	Associate Degree Totals	1380	72

*indicates a GENERAL EDUCATION CLASS.

Prefix Explanation

ART = Art
 BUS = Business
 DP = Data Processing
 ENG = English
 PE = Physical Education
 PGM = Professional Golf Management
 PSY = Psychology
 SCI = Science

*** Course titles, course sequence, course content, credit hours, and clock hours may change based on a curriculum to keep up to date on the changing educational needs in the golf world.*

Business:

BUS 103 - Introduction to Business (2 units)

This course is an introduction and overview on how a business functions. Students completing this course should have a knowledge and understanding of business vocabulary, business organization and the interrelationships of economics, business and personal careers.

BUS 157 - Principles of Salesmanship (2 units)

A course in the fundamental principles of creative selling. Developing prospects, type of customer, methods of presentation, the close, and follow-up are topics covered.

BUS 162 - Introduction to Marketing (2 units)

A course that addresses the analysis and role of marketing within the total organization. Marketing functions drive businesses and are the most critical aspect of generating current and future revenue. Emphasis is on the components of marketing and how they generate revenues for the organization.

BUS 171 - Personal Financial Planning (1 unit)

The principles of personal financial planning for an individual are covered in this class. Topics include savings, investments and money management.

BUS 267 - Human Resource Management (2 units)

This class deals with the vast area of human resources known as training and development. Topics covered will be the characteristics of an effective trainer, learning types of adults in the workplace, communication skills and models of training in use today.

BUS 269 - Business Law (2 units)

This is a general survey course on how the law impacts the world of golf and how golf has impacted the law. Thirteen different legal disciplines will be discussed including constitutional law, real property law, environmental and water rights law, civil rights

law, contract law, criminal law and procedure, tort law, intellectual property law, corporations and the law of business entities, will and trust law, labor and employment law, administrative law and commercial law.

Professional Golf Management:

PGM 150 - Golf Operations I (2 units)

This course will offer the students the basic principles of managing a golf shop. This course will include budgeting, marketing, staffing, and managing a golf shop.

PGM 151 - Golf Operations II (2 units)

An introduction to the basic structure of finances as it relates to single proprietorship, partnership and corporate types of business enterprises. *Prerequisite: PGM 150.*

PGM 154 - Food & Beverage (1 unit)

This course covers the food and beverage issues that occur at any golf course or resort. Menu planning, cost analysis and budget planning is covered.

PGM 158 - Principles of Club Design and Repair (2 units)

This class will teach the students the fundamentals of club design and the manufacturing of golf clubs. The student will learn to properly fit clubs to the needs of the customer and also how to repair clubs.

PGM 252 - Golf Operations III (2 units)

This class is a "case study" permitting students a "role playing" exercise in preparing the annual business plan for a golf course. The students will use their knowledge from their Communication, Leadership and Golf Operations I & II in this class and will also learn to work as a member of a team.

Prerequisite: PGM 151.

PGM 253 - Country Club Management (2 units)

This course will cover the role of the general manager of a country club. Topics will include the supervision, management and operations of a

country club. An in-depth course on all the principles involved in country club management including personnel, budgeting and membership.

PGM 256 - Golf Course Development and Design (2 units)

The principles of developing a golf course from design through developing finances for the course. Course will cover the topics of design, planning, buying, financing, and marketing the golf course.

PGM 257 - Turf Management (2 units)

This course will provide the student with the opportunity to learn the care and maintenance of different types of turf grass used on golf courses. Topics covered will be fertilization, diseases, irrigation, planting and maintenance.

PGM 259 - Career Planning and Placement (2 units)

This class will help the student in preparing for the job market. Topics will include techniques of interviewing, how to find out about job openings, and how to apply for positions in the golf industry.

PGM 261 - Golf Club Fitting & Performance (1 unit)

This course is designed to provide significant information that leads to a clearer understanding of the complicated and misunderstood field of custom club fitting for the purpose of becoming a golf professional who can actually shorten the learning time for his/her students.

Prerequisite: PGM 158.

Art:

ART 101 - Calligraphy (1 unit)

This is an introductory course designed to acquaint the student with the basic style of lettering, suitable for score sheets, pro sheets, pro shop signs and posters. Class will include instruction and supervised practice of Roman Italic capital and lowercase letters and numbers.

English:

ENG 201 - Written Communications (2 units)

This course provides careful study and practice in the methods of achieving a clear and effective style of expository writing. Students are taught to write effective business letters and also to develop their own resumes.

ENG 202 - Oral Communications (2 units)

This course is designed to provide students with the basic concepts of oral communications. Students will learn to develop and deliver effective individual and group presentations in classroom and professional settings.
Prerequisite: ENG 201.

Psychology:

PSY 106 - Psychology I (2 units)

This course will teach the principles of attitude and motivation that are needed to be successful in dealing with life. The course will also include the principles of positive thinking and how they may be applied to successful relationships.

PSY 108 - Psychology II (2 units)

This course will be a guide to discovering your truest feelings, beliefs, and goals. Every day we meet life situations that call for thought, decision making, and action. Everything we do, every decision we make is based on our consciously or unconsciously held beliefs, attitudes, and values.
Prerequisite: PSY 106.

PSY 109 - Principles of Career Success (2 units)

This course covers the principles used by successful business. These include the study of time management, the role of negotiating, entrepreneuring, and the qualities of successful business.

PSY 210 - Psychology III (2 units)

This course deals with the physiological causes of behavior. The students learn how to deal with stress and distractions that would prevent them from being successful.
Prerequisite: PSY 108.

PSY 215 - Psychology of Golf (2 units)

This is an advanced study of the human brains function as it relates to motor activities. The student will learn to maximize his or her golf game by learning the psychological makeup of professional athletes.

PSY 220 - Psychology IV (2 units)

This course will provide the students with the knowledge that makes up successful leaders. Topics include: interpersonal relationships, self concepts, emotions, non-verbal communications and leadership practices.

Physical Education:**PE 112 - Fitness for Golf (1 unit)**

A class that involves stretching and fitness activities centered on the golf swing. Students will be tested and given an individual body conditioning course suited to improve the student's strength and conditioning.

PE 121 - Techniques of Golf Teaching I (1 unit)

This class will cover all the fundamentals of teaching golf. Topics studied will be the grip, set-up, alignment and the full swing. Students will be analyzing golf swings and correcting errors in swing fundamentals.

PE 122 - Techniques of Golf Teaching II (1 unit)

A scientific study of the golf swing. The lever system in the golf swing is studied and the many different methods of teaching are analyzed.
Prerequisite: PE 121.

PE 223 - Techniques of the Short Game (1 unit)

This class introduces the techniques used in teaching the short game. The student is taught many techniques in the teaching of the short game including pitching, chipping, putting, and sand play.

Prerequisite: PE-122.

PE 224 - Techniques of Golf Teaching IV (1 unit)

This is a methods of teaching class. Students give golf lessons to the general public, which gives them practical experience in the methods of teaching. Students must keep a notebook on all lessons given. The instructor analyzes the lessons given by the students.

Prerequisite: PE 223.

PE 136 - Rules of Golf (2 units)

This class will give the student an in-depth knowledge of the rules of golf. The decisions of the rules of golf will also be discussed and analyzed.

PE 140 - Organization of Golf Tournaments (2 units)

The basic fundamentals and principles involved in running and organizing a golf tournament. Topics include: pairings, starting times, rules and handicapping.

PE 142 A, B, C, D - Tournament Golf (1 unit)

This course series focuses on applying the rules of golf, swing principles and mental preparation under tournament conditions. It is comprised of four courses, one taken each semester.

PE 243 - Clinic Planning (2 units)

This class covers the planning and organization of golf clinics. Students are taught how to give group lessons and how to teach beginners through advanced players.

PE 250 - History of Golf (2 units)

An in-depth study of the history of golf. This class looks at golf from the beginning in St. Andrews, Scotland, right up to the present time.

PE 252 – Techniques of Golf Teaching III (2 units)

A science-based system of instruction will be presented. Different technologies and media used to communicate golf swing data will be discussed. Various instructional methods will be examined.

Science:

SCI 134 – Physiology of Exercise (2 units)

This course will cover the basic fundamentals and principles of human movement. Topics to be covered are the skeletal system, muscular system and nervous system of the human body and how they are related to movement.

SCI 138 - Health Science (2 units)

This course is designed to inform the student that good health is not accidental, rather it is a product of nature and culture, and it must be related to understanding and values. Good health must be not only philosophical, but capable of extension into the realities of daily living.

Data Processing:

DP 115 - Word Processing (1 unit)

This class will provide the student with the basic understanding of Excel usage. The student will gain understanding through the Intermediate level in MS Word and Power Point.

DP 215 - Microsoft Office Suite (2 units)

This class will provide the student with the understanding of Microsoft Office Suite as it applies to resumes, cover letters and other types of business letters. The student will also use Excel to create tee sheets and starting sheets.

Prerequisite: DP 115.

CANCELLATION POLICY

Equal Opportunity Policy

The College is committed to a policy of equal opportunity enrollment and placement. Financial aid will be offered to qualified persons without discrimination as to race, color, creed, national origin, age, sex, or handicap. We admit as regular students those handicapped individuals whose handicap (1) would not create, during their training, a safety hazard to themselves or their classmates; and (2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

Family Education Rights and Privacy Act

In the course of your application, enrollment and attendance, this school has compiled a number of important records concerning you, including:

- grades
- payment records
- attendance records
- disciplinary records
- placement records

Students may inspect and review their educational records upon request to the school director. A student desiring to review his/her records should submit to the director a written request which identifies as precisely as possible the record or records he/she wishes to inspect. If you want to know more about the procedure governing your review of the records, you may obtain a copy of our complete Policy and Procedures in this area by contacting the school director. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the federal rules under the Family Education Rights and Privacy Act, you may write to the United States Department of Education.

Generally, we will not release any information about you to outside individuals, unless we have first received your permission or were required to give the information under state or federal laws or

to auditors, researchers, etc. However, it is considered that certain information does not violate your rights of privacy, and therefore, the school is permitted to routinely release this information, unless you specifically ask us not to.

At this school, this general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institution attended. Further information and complete details of the Privacy Act are available, upon request, from the Executive Administrator.

Payments

An applicant who has been accepted will be sent a student contract. The student must return his/her contract with a \$500.00 deposit to reserve his/her place for entering the College. The \$500.00 deposit will be applied to the payment of first semester's tuition. The balance of tuition is due on or before the first day of classes in which the student is enrolled.

Tuition is owed one semester at a time, until the entire tuition obligation is accomplished. Student semester tuition is due by the 1st day of the month prior to the beginning of the semester. Late payments must be approved by the Financial Manager and may be subject to a \$200 late charge.

Right to Cancellation

Applicants who have not yet attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later.

- If a Notice of Cancellation is submitted prior to midnight of the seventh business day following the date the enrollment agreement was signed, the applicant will receive a refund of all monies paid, excluding the non-refundable application fee within 10 days.

The College will issue all refunds within forty-five days of the date the written notification of cancellation is received by the College. The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed notice must be sent to: The Professional Golfers Career College, 26109 Ynez Road, Temecula, CA 92591 – Fax 951-719-1643. The Notice of Cancellation may be mailed, hand-delivered, or faxed. Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received by the College.

If PGCC terminates the student, the student is not required to request that separation in writing. The Buyer/Student may be terminated from enrollment, at the discretion of the School Director, if the Student's/Buyer's behavior, attendance or dress does not conform to the requirements, rules, and regulations of the School as set forth in this catalog and the Student Handbook.

No Show Policy

A “no show” is a student whose name appears on the class roster but who fails to have his or her attendance verified the first week of class.

No shows shall receive a 100% refund of applicable tuition and applicable refundable fees, excluding the application fee.

Any student receiving financial aid who is reported as a “no show” will have his/her financial aid award cancelled.

Right to Withdraw and Receive Refund

Students retain the right to withdraw from the College following the cancellation period. A student who submits a signed Withdrawal form or who is withdrawn by the College for cause such as lack of attendance is entitled to receive a prorated refund of tuition paid if the student has completed 60% or less of a period of attendance (semester). If a student has completed more than 60% of the semester, the student is not entitled to receive a refund. Fees are non-refundable.

The withdrawal date for refund calculations is the last date of actual attendance by the student.

Refunds will be issued within forty-five days of the official date of withdrawal as required by applicable laws and regulations.

If a student's tuition is paid by a third-party organization, any refund due will be issued directly to the third party. In the event that the College discontinues a program of study prior to a student's completion or should the College close prior to a student's completion of his or her program, the student will receive a prorated refund of all prepaid tuition and fees. If the student received any Title IV funds the student is entitled to a refund of moneys not paid from Title IV funds.

Cancellation of Refund Amount

The refund shall be in the amount the Buyer/Student paid for instruction multiplied by a fraction, the numerator of which is the elapsed time not attended, and the denominator of which is the total number of hours (weeks as above) of instruction for which student has paid, up to the 60% completion point of the semester.

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, CA 95834
(916) 431-6959 or (888) 370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-our 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 do so.
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.

FINANCIAL AID

Professional Golfers Career College participates in the following financial aid programs for those students who qualify:

Federal Pell Grants

- Must demonstrate financial need.
- Free money—does not need to be repaid.
- If the EFC (Expected Family Contribution) is 5501 or less the student may be eligible to receive a Pell Grant assuming all other eligibility requirements have been met.
- The maximum award is \$6,195 for the 19/20 financial aid year.
- Pell disbursements are made at the beginning and midpoint of the academic year, or at the beginning of each academic term. Students whose programs are longer than one academic year may be eligible for an additional portion of a Pell Grant.

DIRECT LOANS

Subsidized:

- Subsidized Stafford Loan - 4.53% interest rate.
- Must demonstrate financial need.
- A six-month grace period after graduation or termination before the student begins repayment. You will not be charged interest before you begin repayment or during authorized periods of deferment.

Unsubsidized:

- Unsubsidized Stafford Loan – 5.05% interest rate.
- Repayment begins 6 months after the student's last day of attendance.
- You will be charged interest from the time the loan is disbursed until it is paid in full.

If you're a dependent undergraduate student, you can borrow up to:

- \$5,500 if you're a first-year student enrolled full time.

- \$6,500 if you've completed your first year of study and the remainder of your program is at least a full academic year.

If you're an independent undergraduate student or a dependent student whose parents are unable to get a plus loan you can borrow up to:

- \$9,500 if you're a first-year student enrolled in a program of student that is at least a full academic year (only \$3,500 of this amount is subsidized).
- \$10,500 if you've completed your first year (only \$4,500 of this amount may be subsidized).

These amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized loans. You may receive less than these yearly maximum amounts if you receive other financial aid that is used to cover a portion of your cost of attendance.

Plus Loans

Plus Loans are limited to the student's parents with no adverse credit history. The annual loan limit is the cost of education minus other aid. 7.08% interest rate.

Applying for Aid

- **Pell Grants** - the student completes the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov. Our school code is 033673.
- **Stafford Loans** - Student may complete the Stafford Loan Master Promissory Note (MPN) and Entrance Loan Counseling on-line at www.studentloans.gov.
- **Plus Loans** -parents may complete the Plus Loan Master Promissory Note (MPN) on-line at www.studentloans.gov.

Awarding of Aid

Pell Grants

A distinguished feature of the Pell Grant Program is its control concept of "entitlement" which guarantees that a student who demonstrates need will receive a grant based on that need and on the cost of education at the school they choose to attend. The PELL Grant is similar to a "gift", in the sense that it does NOT have to be repaid.

Subsidized and Unsubsidized Stafford Loans

The Subsidized Stafford Loan Program enables students to borrow money from eligible lenders at a low interest rate to meet educational expenses. To qualify for a subsidized Stafford Loan, a student must have financial need. Lenders may choose to whom they lend, within Stafford Loan eligibility guidelines. As a first-year undergraduate you may borrow up to \$3,500 a year in a Subsidized Stafford Loan. However, you cannot borrow more than the cost of attendance at your school less any other financial aid you may receive.

Basically, a student's need for a subsidized Stafford Loan is his or her cost of attendance (COA) minus his or her Expected Family Contribution (EFC) minus his or her estimated financial assistance (EFA). This loan must be repaid by the student. A subsidized student loan is one that qualifies for an interest subsidy during in-school status, grace periods, and authorized deferment periods.

An **unsubsidized** student loan does not qualify for an interest subsidy. A borrower unable to qualify for a need-based Stafford Loan may apply for an Unsubsidized Stafford Loan. As a first-year undergraduate you may borrow up to \$4,000 a year in an Unsubsidized Stafford Loan. Also, a student able to qualify for only a part of his or her subsidized Stafford Loan limit may apply for an Unsubsidized Stafford Loan to cover the difference between his or her loan limit and the subsidized amount for which he or she is eligible.

Plus Loans

Parent Loans for Undergraduate Students or PLUS Loans are educational loans that must be repaid. Parents of dependent students can receive a PLUS Loan. Parents of dependent students may

borrow up to the cost of education minus other Financial Aid per academic year for a child enrolled at least half-time. The interest rate is variable and can change once a year.

General Eligibility

- You are enrolled at least half time (12 hours per week) (except for Pell).
- You are a U.S. Citizen or eligible non-citizen.
- You show that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay. Need is determined by the information that is supplied on the FAFSA).
- You are making satisfactory progress towards completing your course of studies. (Please review the Satisfactory Progress Statement).
- You are not in default of an NDSL, Stafford Loan, or a PLUS/SLS Loan.
- You do not owe a refund on a Pell Grant or SEOG at any school.

Frequency of Payments for Pell Grants & Stafford Loans

The Pell Grant and Stafford Loans will be disbursed in 2 (two) equal payments. The first half will be disbursed at the beginning of the course. The second half will be disbursed at the beginning of your second semester as long as the student is making Satisfactory Progress. The money will be electronically transferred and will be credited to the students account. Any money remaining will be forwarded to the student in the form of a check within 14 business days.

Repayment Obligation

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received student financial aid funds, the student is entitled to a refund of the moneys not paid from student financial aid program funds.

Title IV Return Policy

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent (Plus) Loan
4. Federal Pell Grant
5. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.

Information is also available on *Student Aid on the Web* at www.studentloans.gov.

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.).
1. 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.

ACADEMIC CALENDAR

SPRING SEMESTER 2020

January 6	Orientation and Registration
January 7	First Day of Classes
January 20	Martin Luther King Day (no classes)
February 17	Presidents Day (no classes)
April 1	Tuition for Summer 2020 Due
April 13	Final Exams
April 14	Final Exams
April 15	Semester Tournament
April 16	Semester Tournament
April 17	Temecula & Hilton Head Graduation

SUMMER SEMESTER 2020

May 19	First Day of Classes
May 25	Memorial Day (no classes)
August 1	Tuition for Fall 2020 Due
August 24	Final Exams
August 25	Final Exams
August 26	Semester Tournament
August 27	Semester Tournament
August 28	Temecula & Hilton Head Graduation

FALL SEMESTER 2020

September 8	Orientation and Registration
September 9	First Day of Classes
October 12	Columbus Day (no classes)
November 11	Veteran's Day (no classes)
November 25 - 27	Thanksgiving Vacation (no classes)
December 1	Tuition for Spring 2021 Due
December 14	Final Exams
December 15	Final Exams
December 16	Semester Tournament
December 17	Semester Tournament
December 18	Temecula & Hilton Head Graduation