

SEPTEMBER 09 THRU JUNE 2010



World Literacy Crusade Business Management Academy

World Literacy Crusade

3209 N Alameda Street Suite B
Compton, 90222



Executive Business Management Boot Camp

Fast – Intensive – Hands On



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FIND OUT MORE ONLINE VISIT WWW.WORLDLITERACY.COM

WORLD LITERACY CRUSADE INTERNATIONAL

Please feel free to contact our Admissions Directors with any questions you may have.

We look forward to receiving your application for admission to our highly effective school!



World Literacy Crusade

Phone: (310) 537-2273

Email: info@worldliteracy.org

Website: www.worldliteracy.org

Facsimile: (310) 537-2139

3209 N Alameda Street Suite B
Compton, 90222

STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand and follow all school rules and regulations.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

ADMINISTRATORS AND INSTRUCTORS

Main Office Administrative Staff, (United States)

Rev. Alfreddie Johnson, PhD
Hanan Islam, ND

Chief Executive Officer
Director/Administrator

Daa'Iyah Islam
Ni'Mat Islam
Zakiyah Islam
Jaques Johnson
Rizza Islam
Mykesha Evans
Ni'Mat Islam

Director Academic Delivery
Director Educational Center
Director Financial Services
Course Room Supervisor
Course Room Supervisor
Director Admissions
Director Student Affairs

School Secretaries and Attendance Staff

Secretaries and attendance staff are available Monday through Friday from 9:00 a.m. to 6:00 p.m. The attendance officer can be reached at 310-537-2273.

Foreign Office Administrative Staff, (Ghana, West Africa)

Mr. AdzoteyeAkrofi
Ms. Martha Dodoo
Samuel Martinson
Frank Twumasi
Kwame Fiagbe

Director General/Treasurer
Executive's Communicator
Director School Outreach
Director Student Affairs
Director Student Referrals

MISSION AND EDUCATIONAL OBJECTIVES

At **WLC**, our mission and prime objective is to train our students in the knowledge and professional skills necessary to obtain and maintain entry level, executive positions in government and corporate organizations. Our graduates are able to compete successfully and are able to function effectively in these positions. WLC graduates possess the ability to think critically and make solid decisions, without hesitation. It is our intention to offer these stellar programs in the most accelerated fashion possible while maintaining the full integrity of these programs.

The objectives to be acquired include building leadership skills, confidence, and proficiency and entry to executive level skills in each course. Entry-level skills are the skills needed to obtain employment. Executive level skills are those needed to obtain executive positions and the skills needed to oversee the successful implementation of specific goals and objectives, while overseeing a staff on a set of given tasks. These skills are learned in an intensive, hands on environment taught by fully trained business executives.

STUDENTS RESPONSIBILITIES

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, correction, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; course rooms, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

SCHOOL CALENDAR

The school will observe the following holidays and classes will not be held. Holidays are not counted as part of the contracted time schedule.

Observed Holidays

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

Class Schedules

This program is a “Boot Camp” and is intensive. Students will acquire skills not obtained by students participating in 2-year business management programs. Participating students must attend knowing this schedule is unlike a typical school.

- Classes are scheduled Monday through Friday from 9:30 a.m. until 8:00 p.m.
- Make-up sessions and extra tutoring is schedule on Saturday from 9:00 a.m. to 2:00 p.m.
(schedule may change according to the campus of study)

Program Starting Dates

October 12th – December 18th - Fall Term
 January 4th – March 26th - Winter Term
 April 5th – June 25th - Spring Term
 July 5th – September 3rd - Summer Term
 (Semester may change according to campus of study)

REGISTRATION FOR COURSES

Students may register for courses up to one week (5 business days) prior to the start of classes. Students must register in person with the admissions officer, (International students exempt). Please bring the following with you, (International students must send docs & fees in at least 30 days in advance):

- Identification (current drivers license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (cash, postal money orders, (not foreign) personal checks and all major credit cards.)
- Personal essay
- Support letters from parents, teachers, coaches and any other person who knows you and can speak to your character.
- Laptop & Solar Calculator. Much of the coursework is done via computer, (computer requirements: Microsoft® Windows® 98 2nd Edition, ME, 2000 Professional, XP Home & XP Pro, Vista. 400 MHz Pentium Processor or above, 128 MB RAM, CD ROM drive, Internet Explorer 6.0 or above). Laptop can be purchased at school for \$549. Calculators can be purchased for \$21.99.

Entrance Requirements

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

STUDENT EVALUATION ■ CREDIT STATEMENT ■ FACILITIES

Student Evaluation Techniques

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

Credit Disclaimer Statement

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

Facilities

The World Literacy Crusade features a fully air-conditioned, well-lighted facility with a reception area, administration offices and computer training classrooms. The school has a break room for students with a coffee pot, refrigerator, lunch counter, sink, tables and chairs, and bottled water. Hot meals are catered daily for those opting to include meals in their tuition arrangements. Both male and female lavatories are available. Medical staff is available on an as needed basis and at the responsibility of the student. There is parking available in a well-lighted parking lot. This is a handicapped accessible facility. WLC also utilizes outside facilities to accommodate larger student bodies.

TRAINING PACKAGE AND ADDITIONAL COSTS

TRAINING NOTE: Total Course modules must be completed within 12-week semester to include targeted fieldtrips for specific areas of industry being covered during class.

Final and Additional Costs

Total cost for Executive Level Management Course,
(including prerequisites & material)

\$9,444

(International students receive 10% discount)

Private Tutoring (optional) \$30.00/hour

Room & Board \$500/month

(includes housing & 3 meals daily)

Transportation, (to & from class) Included

Tuition fees are due 30 days, prior to first day of semester.
We accept cash, postal money orders, (not foreign)
personal checks and all major credit cards.

- **ENTRANCE REQUIREMENTS**, (schedule may change according to the campus of study)

Leave of Absence

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

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

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

SCHOOL POLICY

Absenteeism

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

Students are required to attend class on all business days before and after holidays. If absent, the student may be required to produce medical documentation of illness.

No student is allowed to clock out during school hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.

Any student absent more than 14 consecutive days (including weekends) without notifying the supervisor will be terminated. These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field.

PROGRAMS - BUSINESS FINANCE

BUSINESS FINANCE **5 days** **\$1,100**

Prerequisite: ASAP tutor Training, LIVE, Executive Level Management Training Level I

This course trains an individual how to correctly manage the cash flow and assets of a business to ensure its ability to survive and expand. Topics covered are income planning and proper use of capital for advertising and promotion to ensure that business cash flow exceeds its operating expense needs, budgeting for the current needs and the future expansion needs of the business, eliminating or avoiding the use of credit to operate the business, the proper use of cash flow to ensure the business meets its overall short and long term financial goals. This course is done using the Money Management Solutions Business software for complete ability to successfully apply the money management system learned to any business.

Software to track up to 8 businesses	\$997.00
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Course pack	\$297.00
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Total Module Fees	\$2,394.00
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PROGRAMS - MASTER CLOSER

MASTER CLOSER 20 Hours **\$300.00**
Prerequisite: ASAP tutor Training, LIVE

Our Master Closer Program consists of...

- Communication Skills Training, improving the salesperson's ability to effectively communicate with and understand his prospects.
- Fundamental, practical sales technologies and tools customized to fit your product or service and taught using our unique read it, drill it, do it system.
- Advanced sales technologies and tools that have stood the test of time, once again customized to fit your product or service and taught using our unique system.
- Unique drilling (repetition exercises) of pitch and rebuttal best practices to lay the foundation on which to build.
- And much, much more...

In less than four days you can have a full understanding of the art of selling and be able to apply the tools you need to *immediately* increase your sales.

Course Pack **\$200.00**

Total Module Fees **\$500.00**

SCHOOL POLICY

Class Cuts

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

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Classes missed due to absences or a leave of absence need to be made up. The student must makeup missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy will need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$30 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

SCHOOL POLICY

Tardiness

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

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

Since tardiness is recorded as an unexcused absence it is the responsibility of the student to make up lost time and assignments. World Literacy Crusade encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Miscellaneous

The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.

No gum chewing is allowed in the college at any time. Smoking is not allowed on the school premises.

No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.

College business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. Students are not permitted to leave a patron to answer the phone.

PROGRAMS – THE POWER OF WORDS

THE POWER OF WORDS

12 hours

\$395

Prerequisite: ASAP tutor Training, LIVE, Master Closer

Unlock your ability to learn and do anything! On this course you will learn:

- The best single predictor of your success in any area of your life.
- The major hidden barrier to learning anything and how to crumble it.
- The incredibly powerful step-by-step system that empowers you to IMMEDIATELY overcome confusion and gain a CRYSTAL-CLEAR understanding of anything.
- The REAL cause of stupidity in any area, subject or activity and how to systematically increase your intelligence.
- The “common denominator” of high-six-figure earners and how you can follow in their footsteps.
- The key piece of knowledge that allows you to achieve “conceptual understanding”—the state necessary before you can take any effective action in any field.
- How to become “superliterate” and reap the incredible rewards.
- *The Power of Words Course* gives you the knowledge of how to do Key Word Clearing. Key Word Clearing is a type of word clearing that you can use to very quickly gain a detailed understanding of *any* subject or activity!

Power of Words Book	\$133.00
Power of Words Workbook	\$130.00

Total Module Fees **\$658.00**

PROGRAMS - EXECUTIVE LEVEL BUSINESS MANAGEMENT

CEO Executive Training 21 Days \$3,000.00

Prerequisite: ASAP tutor Training, LIVE, Master Closer, Power of Words

We don't just stick you in a book. Our Executive Training is very hands-on and is full of drilling and practical exercises to ensure you not only understand what you've studied, but that you can apply it successfully in your organization.

The result of the CEO course is an executive with a viable expanding organization.

Each level of these courses includes a complete set of materials including the Course Pack, Drills Pack and Implementation Pack.

CEO COURSE **Level I** 7 days, 8 hour days

CEO COURSE **Level II** 7 days, 8 hour days

CEO COURSE **Level III** 7 days, 8 hour days

Course Pack	inclu
Drill Pack	inclu
Implementation Pack	inclu

Total for Module Fees **\$3,000.00**

SCHOOL POLICY

Miscellaneous (cont)

Must keep workstation in class or in any school area clean and sanitary at all times.

Students are responsible for the return of college materials and/or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

Students must not gather around the receptionist desk, congregate in the office, or visit with another student during class hours.

Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

Reconciliation of hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the attendance office to have their time cards reviewed.

Beepers and cellular telephones: During hours of class, cellular telephones, beepers any other communication devices are not allowed inside the school. Please return all calls during the break or lunch hour.

Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.

Students must comply with college policy and State rules and regulations.

Failure to observe the above rules and regulations may subject the student to suspension (1 to 3 days) or termination from school.

SCHOOL POLICY

Statement Of Non-Discrimination

WLC does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin, ethnic origin or residence in its admissions, staffing, instruction, and/or graduation policies.

PROGRAMS - EXECUTIVE LEVEL BUSINESS MANAGEMENT

The model used in this training was developed by Accelerated Training Solutions and has proven extremely successful with dozens of businesses having an average increase in expansion of over 140%. Several clients have experienced an overall statistical increase of 400%, representing entire company expansion.

We have CEO training levels I, II & III. An existing or up and coming executive would do either 1 or all levels of this Course.

Prerequisite: ASAP tutor Training, LIVE, Master Closer

In this training, you will learn...

- How to get the most production out of your employees without causing burnout.
- How to streamline your organizational structure in order to increase productivity and employee awareness of his duties and others'.
- The key traits that separate good managers from bad ones.
- The Fast Flow Expansion system.
- The 3 steps necessary to debug any production situation.
- The one thing you need to know in order to always GET COMPLIANCE from your juniors.
- The *Promotional Actions of an Organization* that will ensure EXPANSION and GROWTH.
- Full understanding and application of strategic planning and programming to spot and handle potential problems and to set and achieve goals routinely for your company.
- The VITAL importance of policy and the relationship between policy, orders and responsibility for one's job.
- And much, much more...

L.I.V.E. was developed to enhance an individual's self-respect and help one see for oneself how everyone can lead a happy, successful life.

7 Days \$725

Prerequisite: APS Tutor Training, (may be waived by Admissions Director)

The L.I.V.E. program is based on the 21 precepts from the book THE WAY TO HAPPINESS, written by philosopher and humanitarian L. Ron Hubbard. These common sense principles of conduct teach a moral social code of behavior and values. With emphasis on real life situations and experiences, participants come to understand that this simple survival guideline gives them a reference point to help predict the outcome of their actions. Unique training exercises assist the student in adopting these precepts as his own and applying these principles when making life choices. This character development program enhances the individual's self-esteem and encourages him to think with the good of the whole group rather than the sole desires of the individual, thereby, ensuring the habit of thinking critically and consistently coming up with solutions that bring about the greatest good for the greatest number concerned. Completion of this module is essential to anyone intending to take a leadership role in government, corporate offices or in their own businesses.

LIVE Course Pack	\$120
Total Module Fees	\$845

Programs – Purpose for Learning

Purpose for Learning	1 day	\$250
Purpose for Learning Course Pack		\$60
Total Module Fees		\$310

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
9. Failure to arrive to class well rested and well fed each and every class period.

SCHOOL POLICY

Conditions for Dismissal

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

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

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

Re-entry Policy

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

PROGRAMS – APPLIED SCHOLASTICS ACHIEVEMENT

APPLIED SCHOLASTICS ACHIEVEMENT PROGRAM TRAINING

15 Days

\$1,500.00

Prerequisite: None

The first objective of the Applied Scholastics Achievement Program (ASAP) is to teach participating students how to learn: how to recognize and overcome their own learning barriers in any subject so that they are self-sufficient, responsible, life-long learners who are no longer passive recipients in the classroom but instead are capable partners in the educational process.

The second objective of ASAP is to identify and repair the academic deficiencies underperforming students have in reading, Language Arts and math. Closing the gap between where students are and where they should be is accomplished through precise program application and use of proprietary materials that are comprehensive, systematic and explicit, covering the core subjects.

Purpose Seminar

Introduction to Study Technology Workshop

Learning How to Learn Study Guide

Communication Course

Workshop Leader Training

Importance of Words

Essay Writing

How to review Writing

Learning How Workbook

\$ 79.00

Communication Workbook

\$ 79.00

Workshop Leader Scripts

\$ 79.00

Total Module Fees

\$1,737

PROGRAMS - ORIENTATION

ORIENTATION

2 HOURS

WLC Academic Excellence, Ethics Empowerment, Business Management and Effective Business Finance

ASAP, (APPLIED SCHOLASTICS ACHIEVEMENT PROGRAM) TEACHER OR TUTOR TRAINING

Prerequisite: None

- Reduces the achievement gap of students with precise and targeted remediation tools, thereby enabling students to achieve at greater and faster levels throughout all additional training.
- Improves reading ability by 12 standard score points in 45.1 hours of group tutoring.
- Reduces the percentage of students "underperforming" on the state math test from 54.5% to 23.7%.
- Empowers a student with the know-how of learning and the tools to handle learning problems in any subject.
- Salvages the lives of students, who now envision a bright future.
- Increases leadership potential for upward bound students giving them the edge vital to obtaining and propelling in executive level positions.

SCHOOL POLICY

Student Complaint/Appeal Process Resolution Policy

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

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

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

Grading System

The competencies taught in each program offered at World Literacy Crusade will be evaluated by both written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion.

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

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

Credit for Previous Training

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

Grants, Student Loans and Scholarships

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

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

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

Reimbursement Scale

<u>If withdrawal or cancellation occurs:</u>	The <u>School</u> Will Retain
- During the first week	10% of the tuition
- During the second or third week	20% of the tuition
- After the third week but prior to completion of the 25 percent of the course	45% of the tuition
- After 25 percent but not more than 50 percent of the course	70% of the tuition
- After completion of more than 50 percent of the course	100% of the tuition

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

The administrative fee, (registration & application) is non refundable. Additional costs are due 30 days prior to the first day of class. Private tutoring can be paid on an hourly basis, as needed. Students who withdraw from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. The fees for supplies and materials are non-refundable.

Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Incomplete Grades

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

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule and at student's expense. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Withdrawing from School

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

Student Records

Student records will be maintained by the school for a period not to exceed seven, (7) years. At that time, records will be forwarded to the California Secretary of State. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

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

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

Refund Policy

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

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application and registration fees.
4. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. The programs at World Literacy Crusade are 9-12 weeks each. Each day is 6.5 to 8 instructional hours in length. An instructional hour is defined as 60 consecutive minutes of which a minimum of 60 minutes is dedicated to instruction.