



Millennia Education Institute

# CATALOG

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**January 1, 2019 – December 31, 2019**

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9440 Telstar Avenue, Suite 6, El Monte, CA 91731 | O. 1.626.380.0218, F. 626.380.0216  
[www.millenniaedu.org](http://www.millenniaedu.org)

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## **WELCOME MESSAGE**

I have been a Registered Nurse (RN) in the healthcare field for over 25 years. Throughout my career, I have had the privilege of being associated with some of the best hemodialysis centers in California and with some of the best medical providers in the field. These experiences have been instrumental in forming the concepts that my partners and I envisioned when we opened Millennia Education Institute, LLC.

In developing Millennia Education Institute, we envisioned a vocational college that would provide quality training and faculty. This college would elevate the training of hemodialysis technicians, home health aides, and nurse assistants by providing a learning environment that challenges its students to achieve higher levels of technical knowledge and patient service.

At Millennia Education Institute, we offer our student's academic and practical training sufficient to satisfy the training needs of each graduate as a qualified entry-level technician. In addition, the faculty at Millennia Education Institute brings years of practical experience and formal education into our classrooms. This combination is the foundation of Millennia Education Institute and demonstrates our commitment to our present and future student population.

I am confident that the graduates of Millennia Education Institute will find success in their chosen professional field.

Sincerely,

*Mei Ming Shih*

Mei Ming (Mary) Shih, RN,  
President

## **MISSION**

The mission of Millennia Education Institute (“the Institute”) is to provide advanced health-related vocational training.

Millennia Education Institute will provide an educational environment that respects the values of individual students and their intellectual, cultural, and social development. It is Millennia Education Institute’s objective to:

- Foster among students, faculty, and staff a commitment to serving their community.
- Provide opportunities for students to exercise a positive influence and be productive in society.
- Prepare students for entry-level employment in the healthcare field, including both the public and private sectors.

## **OBJECTIVES**

In order to fulfill its mission, the Institute is committed to the following objectives for its educational and training programs:

- To provide the basic and prerequisite knowledge to specialize in professional health-related fields.
- To educate students to become well qualified professionals in their chosen field.
- To provide practical training to enhance students’ capabilities in their chosen field.

## **GENERAL INFORMATION**

### **FACILITY AND EQUIPMENT**

Millennia Education Institute offers training in a residential format. All classes are held at 9440 Telstar Avenue, Suite 6, El Monte, CA 91731.

Millennia Education Institute is located within a large office complex with ample parking and handicap accommodations available. The Institute occupies approximately 5152 square feet including one large classroom that can be divided into two lecture rooms furnished with laboratory and office equipment. The Institute is conveniently located near the I-60 freeway and close to many eating establishments and shopping centers.

Millennia Education Institute offers a full-scale hemodialysis program, with a professional clinic that simulates a dialysis center. Students have full access to all medical equipment under the supervision of licensed professionals. The equipment includes dialysis machines, water filtration systems, and bicarbonate and acid mixers.

The school also maintains externship agreements with three sites, at which students complete training hours in an actual medical setting. These sites are as follows:

Rosemead  
Dialysis Center  
7403 Hellman Ave  
Rosemead, CA 91770  
Phone: 626-280-6161  
Fax: 626-280-7887

Hacienda  
Dialysis Center  
2020 S. Hacienda Blvd #G  
Hacienda Heights, CA 91745  
Phone: 626-968-9558  
Fax: 626-968-7787

Long Beach Quest  
Dialysis Center  
3140 Long Beach Blvd  
Long Beach, CA 90807  
Phone: 562-988-8866  
Fax: 562-988-8822

### **ADMINISTRATION DAYS / HOURS**

Office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m.

### **CLASSROOM DAYS / HOURS**

School is in session Tuesday and Thursday 6:00 p.m. to 9:00 p.m.; and Sunday, 9:00 a.m. to 4:00 p.m.

### **HOLIDAYS**

Millennia Education Institute observes the following holidays:

- New Year's Day
- Memorial Day
- Labor Day
- Independence Day
- Thanksgiving Day and the day after
- Christmas vacation (last week of the year)

### **APPROVALS**

Millennia Education Institute 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.

Millennia Education Institute has approval from the Hemodialysis Technician program evaluators representing the California Department of Public Health (CDPH).

## **ADMISSIONS POLICY AND PROCEDURE**

### **POLICY**

Admission into any of the programs requires that the prospective student:

- Be 18 years of age or older prior to the expected graduation date;

- Have a high school diploma or equivalent. Millennia Education Institute will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree;
- Be provided an enrollment questionnaire;
- Be provided the School Performance Fact Sheet and catalog;
- Take the Wonderlic Test, Scholastic Level Exam (SLE), Form A
- Complete an interview and tour of the facility with a staff member;
- Be in good health; and
- Provide documentation of a minimum score of 80 on the TOEFL iBT examination if the student is not proficient in English.

### **PROCEDURE**

Admissions procedures include meeting with an admissions representative to review goals, school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements. Each prospective student must:

- Provide a high school diploma or equivalent;
- Complete the enrollment questionnaire;
- Pass the Wonderlic Test, Scholastic Level Exam (SLE), Form A, with a minimum score of 20;
- Interview and tour the facility with a staff member;
- Provide a completed health notice that evidences the student is in good health to the school within thirty (30) days following the first day of classes. Health notice forms are provided by the school; and
- Provide documentation of a minimum score of 80 on the TOEFL iBT examination if the student is not proficient in English.

Prospective students will be notified in person, by telephone or by mail of the decision to accept or deny admission within ten (10) days after the admissions procedure has been completed.

Upon acceptance into the program, students must:

- Initial and sign the School Performance Fact Sheet;
- Complete an enrollment agreement;
- Pay the registration fee;
- Pay for malpractice insurance; and
- Make payment arrangements.

### **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Education Institute does not offer visa services to prospective students from other countries or English language services. Millennia Education Institute does not offer English as a Second

Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions interview; and
2. Millennium Education Institute's receipt of prior education documentation as stated in the admissions policy.

### **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Millennium Education Institute does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

### **ABILITY-TO-BENEFIT**

Millennia Education Institute does not admit ability-to-benefit students.

### **TRANSFER OF CREDIT**

Millennia Education Institute evaluates transfer credit from units earned at institutions accredited by an accrediting association recognized by the U.S. Department of Education or approved by the Bureau for Private Postsecondary Education. Up to 50% of a program can be transferred in based upon the determination of equivalency.

A student requesting credit must make the request in writing during the admissions process and provide an official transcript from each institution that the student is requesting transfer credit from. A grade of "C" or better is required to be considered for transferability. Additional documentation may be requested to support the coursework completed.

Millennia Education Institute does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Millennium Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Hemodialysis Technician program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 Millennia Education Institute to determine if your credits or certificate will transfer.

## **ARTICULATION AGREEMENTS**

Millennia Education Institute has not entered into any transfer or articulation agreements with any other college or university.

## **PROGRAM**

### **HEMODIALYSIS TECHNICIAN**

**Program Length:** 470 hours / 24 weeks

**Cumulative Final Exam:** None

**Graduation Document:** Certificate

**Standard Occupational Codes / Potential Employment Titles:**

***29-2012.00 - Medical and Clinical Laboratory Technicians***

**Sample of reported job titles:** Certified Clinical Laboratory Technician, Clinical Laboratory Scientist, Clinical Laboratory Technician (Clinical Lab Technician), Laboratory Assistant (Lab Assistant), Laboratory Supervisor, Laboratory Technician, Medical Laboratory Technician (MLT), Medical Laboratory Technicians (Medical Lab Technician), Medical Technician

***29-2099.00 - Health Technologists and Technicians, All Other***

Hemodialysis Technician

### **Program Description:**

The Hemodialysis Technician curriculum is designed to promote quality of patient care, to provide entry level skills for employment as a hemodialysis technician, and to provide an awareness of the different options in health care occupations. This program provides students with the academic knowledge and clinical learning experiences necessary to develop the skills required for an entry-level position as a hemodialysis technician. At the end of this program, the graduate should be able to function as a hemodialysis technician and understand the intricacies of caring for a dialysis patient.

### **Program Objectives:**

Upon successful completion of this program the student should be able to:

1. Correlate normal renal physiology with the pathophysiology of acute and chronic renal failure.
2. Identify critical components of nursing care for the dialysis patient.
3. Demonstrate knowledge of the relationship between clinical manifestations and underlying psychosocial or pathophysical status of the renal failure patient.

4. Deliver a safe and efficient hemodialysis treatment to an acute and/or chronic renal failure patient.
5. Demonstrate ability to teach patient self-care regardless of treatment modality utilizing the principles of adult education.
6. Answer key questions relating to each of the major topics discussed during the course.
7. Formulate an individual patient care plan utilizing nursing diagnosis.

ModuleNumber	Course Title	Hours
I	Today's Dialysis Environment	4
II	The Person with Renal Failure	4
III	Principles of Dialysis	8
IV	Hemodialysis Devices	36
V	Vascular Access	36
VI	Hemodialysis Procedures and Hemodialysis Complications	16
VII	Dialyzer Reprocessing	8
VIII	Water Treatment	8
Externship IV	Externship	350
	<b>Total</b>	<b>470</b>

### Course Descriptions:

#### **Module I: Today's Dialysis Environment, 4 Clock Hours**

This module starts with a description of the history of dialysis, including the development of the technology and the Medicare End-Stage Renal Disease Program. This module also introduces issues in quality of dialysis care and ways to measure that quality, including continuous quality improvement and the development of clinical practice guidelines. Finally, this module describes three national professional organizations for dialysis technicians and discusses professionalism in the dialysis setting.

#### **Module II: The Patient with Renal Failure, 4 Clock Hours**

In this module the student learns about normal renal function and what happens when the kidneys no longer work. It discusses the causes of renal failure and the treatment options that are available to patients. Because there are important nutritional, psychological, and financial concerns for people with renal failure, a dietitian has contributed a section on diet, and a social worker has outlined services available to people on dialysis. In addition, there are sections on communication skills for dialysis technicians, what dialysis patients should expect from their care, and laboratory tests that are commonly performed on dialysis patients.

#### **Module III: Principles of Dialysis, 8 Clock Hours**

How does dialysis remove excess fluid and waste from the patient's body? This module explains the scientific principles behind dialysis at a basic level, and then applies them specifically to dialysis. These dialysis principles are then applied to the dialysis prescription

to describe how the elements of the prescription work together to provide adequate dialysis. This module also compares the functions of dialysis to the functions of the kidneys to help the student understand why dialysis cannot replace all the functions of healthy kidneys and why following the dialysis prescription is vitally important to the patient's well-being.

#### **Module IV: Hemodialysis Devices, 36 Clock Hours**

Impressive technical advances over the past half-century have combined to make dialysis an increasingly safe, effective, and efficient treatment for patients with renal failure. In this module, dialyzer and dialyzer effectiveness, dialysate, and hemodialysis delivery systems are described, and the importance of careful monitoring is emphasized, with the technician being described as the most important monitor of a patient's hemodialysis treatment. Measuring dialysis adequacy and factors that can affect the hemodialysis treatment are also discussed.

#### **Module V: Vascular Access, 36 Clock Hours**

The patient's vascular access is his or her lifeline—without a properly functioning access, the patient cannot receive adequate dialysis. This module describes historic and modern types of vascular access and the risks and benefits of each. Management and care of the access is an important aspect of technician training, as is an understanding of complications that can occur with a vascular access; both topics are discussed in detail. Guidelines for access care and improvement of vascular access outcomes are covered to stress the importance of good access care by both patients and staff.

#### **Module VI: Hemodialysis Procedures and Complications, 16 Clock Hours**

This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to clean up equipment.

Each procedure is named and defined, with a description and purpose, providing the reason for the procedure and key points, and offering suggestions, tips, cautions, and guidelines. In addition to treatment procedures, this module covers patient and staff safety issues including moving the patient, dealing with emergency situations, and preventing infection and disease in the unit. General issues, such as medication administration, laboratory tests, and documentation, are also covered in detail.

This module also contains detailed charts describing complications that can occur during dialysis, how to recognize them, how to treat them, and how to prevent them.

#### **Module VII: Dialyzer Reprocessing, 8 Clock Hours**

Performed correctly, dialyzer reprocessing can mean economic savings and increased patient well-being. This module describes the history of dialyzer reprocessing and the benefits and risks for patients and staff. Safe handling of cleaning solutions and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation of a new dialyzer to documenting every step of the process. National regulations and guidelines on dialyzer reprocessing are discussed, including AAMI, FDA, and OSHA.

### **Module VIII: Water Treatment, 8 Clock Hours**

The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. This module explains the purpose of water treatment and the contaminants that must be removed to prevent harm to patients. The components of the water treatment system are described, and the student will learn how to monitor each piece of equipment to ensure that it is functioning correctly. AAMI and EPA regulations regarding water quality and water treatment are described.

### **Externship IV, 350 Clock Hours**

Upon successful completion of classroom training, Hemodialysis students participate in a 196-hour externship. Externship gives students an opportunity to work with patients/clients in selected facilities, applying principles and practices learned in the classroom. Externs work under direct supervision of the externship site. The externship supervisor will provide the Institute with a completed evaluation form that will become part of the student's permanent record. A successful externship evaluation allows the student to graduate from the program. Hours missed are required to be made up prior to graduation.

## **CERTIFICATION**

A Certified Hemodialysis Technician (CHT) may not perform any duties that require a professional medical or nursing license.

### **A) Requirements for Initial Certification (must meet all three (3) requirements)**

#### 1) Education

- a) Have a High School Diploma or equivalency (GED or High School equivalency).

#### 2) Training

- a) Have successfully completed a training program that is approved by the medical director and governing body of a Hemodialysis clinic/unit, under the direction of a RN. The training program must be approved by CDPH prior to implementation; **OR**
- b) Have successfully completed a community or corporate-based training program, or a training program offered by an educational institution approved by CDPH.

**In addition, you must have passed a written examination offered by a Hemodialysis clinic/unit, or a community or corporate-based training program that meets California law and a skills checklist observed by an RN.**

#### 3) Test / Examination

- a) Have successfully passed a standardized test that is approved by CDPH; **OR**
- b) Have successfully passed an examination offered by a national commercially available certification program for CHTs, which is approved for this purpose by CMS.

### **Certified Hemodialysis Technician (CHT) Testing Providers**

Effective October 11, 2009, Senate Bill (SB) 112 (Oropeza) Chapter 559, Statutes of 2009 amended the Business and Professions Code and established new California certification requirements for hemodialysis technicians including but not limited to successful passing of either a standardized test that is approved by the California Department of Public Health (CDPH) or passing an examination offered by a national commercially available certification program for hemodialysis technician.

Below is a list of approved testing/examination vendors which may be contacted for further information.

### **National Commercially Available Certification Programs**

Nephrology Nursing Certification Commission (NNCC) - <http://www.nncc-exam.org>  
Phone number: (888) 884-6622

Board of Nephrology Examiners for Nursing and Technology (BONENT) -  
<http://www.bonent.org/>  
Phone number: (202) 462-1252

National Nephrology Certification Organization (NNCO) -  
<http://www.ptcny.com/clients/NNCO/>  
Phone number: (212) 356-0660

### **State Approved Standardized Testing Vendors**

California Dialysis Council (CDC) - <http://www.californiadialysis.org/#>  
Phone number: (714) 632-8379

#### *Denial, Suspension, or Revocation of Certification*

The California Department of Public Health may deny, suspend, or revoke the certification of a hemodialysis technician for unprofessional conduct, such as incompetence, negligence, fraud, making false statements, and the conviction of a crime related to the qualifications, functions, and duties of a hemodialysis technician. In particular, certification may be denied to anyone convicted for use of any narcotic drug or any dangerous drug, or alcoholic beverages, to an extent or in a manner dangerous or injurious to the hemodialysis technician or any other person, or the public.

[Further reference: *Hemodialysis Technician Training Act (Business & Professions Code, Section 1247.66)*]

## **ACADEMIC POLICIES**

### **HOURS**

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

### **SATISFACTORY PROGRESS**

The Institute's standards of satisfactory progress apply to all students. Students must continually maintain satisfactory progress in order to continue their education at Millennia Education Institute. To maintain satisfactory progress, students must achieve a minimum academic standard, progress at a satisfactory rate toward program completion, and complete the program of study within 1.5 times the normal scheduled length of the program. The standards for academic progress consist of the following elements:

1. **Maximum Program Length:** A student in a program of study measured in clock hours must not exceed more than 1.5 times the clock hours in the program. Any student who fails to complete a program of study within the stated 1.5 attempted clock hours may be placed on probation or dismissed from Millennia Education Institute.
2. **Evaluation Points:** A student's academic progress will be evaluated at the end of 25%, 50% and 75% of the maximum time frame.
3. **Minimum Academic Achievement and Course Completion Standards:** Students must maintain a minimum GPA of a "C" (or 2.0) and course completion standards at each evaluation point as indicated. Students achieving these standards are considered in good academic standing. A successful course completion standard at each evaluation point ensures that the student can successfully complete the program of study within the maximum time frame.

Failure to meet the minimum standards at the evaluation point will result in the student being placed on academic probation until the end of the next module. A student who fails to meet the minimum standards at 50 percent of the maximum program length (MPL) evaluation point will be dismissed unless special or mitigating circumstances have occurred.

**Special or Mitigating Circumstances:** The Director may waive interim satisfactory academic standards for special or mitigating circumstances outside the control of the student. The circumstances must be documented, and the student must demonstrate that these circumstances had an adverse impact on the student's satisfactory progress in the program.

### **PROBATION**

Students who fail to meet satisfactory academic progress standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Students remain eligible to continue classes during the probation period and will be considered to be making satisfactory academic progress during the probationary period. Probationary students

who fail to meet satisfactory academic progress by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress and may be terminated at the discretion of the Institute.

In the event such student is allowed to continue with instruction, eligibility to continue will be reinstated only after the student has reestablished satisfactory academic progress in accordance with the Satisfactory Academic Policy. In the event a student is terminated due to not making satisfactory academic progress, all policies regarding the institutions' refund policy will apply. Probationary students who meet satisfactory academic progress by the conclusion of the probationary period will be removed from academic probation.

### **MAKE-UP EXAMS**

The opportunity to sit for a make-up exam is a privilege offered to all students with valid excuses. The Institute and the instructor realize that certain circumstances may prevent a student from being present on the day of midterm or final exams. Students can petition for a make-up exam by filling out a make-up exam form available in the Director's office. The student must secure the approval of the instructor and Executive Director. The make-up exam will be scheduled by the instructor. The make-up exam form will be kept in the student's file for future reference. During any given course, a student is not allowed to have more than one (1) make-up exam.

### **GRADING SYSTEM**

At Millennia Education Institute, instructors will provide composite letter grades based on written, oral, and practical examinations, class participation, and demonstrated proficiency in the operation of specialized medical equipment. For purposes of computing a final grade, the following scale is followed:

100-90	=	A (Excellent)
89-80	=	B (Good)
79-70	=	C (Satisfactory)
69-60	=	D (Poor – Not passing)
59 & below	=	F (Failing)
Incomplete & Withdrawal	=	I (Incomplete)
Transfer Credit	=	T

\*A passing grade is defined as a "C" or higher.

### **WITHDRAWAL**

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

## **ATTENDANCE**

The use of attendance record keeping is designed to prepare students for attendance *on the job*. The emphasis on attendance and tardiness is one of the criteria used by employers to evaluate student readiness for employment.

Millennia Education Institution requires regular classroom attendance by all students. A minimum of 80% attendance based on the entire length of a program is mandatory. Students must notify the school before being absent so that arrangements can be made to minimize work missed.

If a student's attendance falls below the minimum 80% requirement, the student will be placed on attendance probation.

Exceptions to the attendance requirement may be made for extenuating circumstances at the discretion of the Chief Operating Officer. The School allows for excused absences only when documented by a third party, such as a physician, counselor, court official, etc.

## **TARDINESS AND EARLY DEPARTURES**

Students who miss more than 20% of the scheduled time for a day will be considered absent for that day unless appropriate third party verification is presented upon return to class.

## **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) will be considered and may be granted at the discretion of the Chief Operating Officer provided:

1. The LOA does not exceed one hundred eighty (180) days in a twelve (12) month period;
2. The LOA is requested by the student in writing prior to the first date\* of the LOA;
3. The LOA is formally approved by the School prior to the first day\* of the requested LOA; and
4. The student is in good standing prior to LOA request.

\* The Chief Operating Officer may waive requirements #2 and #3 upon timely receipt of information that the student was unable to request formal approval in advance of the LOA due to a medical or personal emergency that made it impossible for the student to comply. The student or student's representative is responsible for providing medical or other documentation as requested.

## **STUDENT SERVICES**

### **ORIENTATION**

Millennia Education Institute conducts an orientation session for all new students. The purpose of the session is to brief new students on the rules, regulations, and policies of the Institute. Attendance at orientation, which is conducted on the first day of class, is mandatory.

### **ACADEMIC ADVISING**

Academic advising may be initiated by School personnel or the student when the need is identified.

### **HOUSING**

Millennia Education Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for El Monte, CA, rental properties within a five mile radius start at approximately \$1200 per month.

### **RESOURCE CENTER**

Millennia Education Institute does not maintain standard reference books related to the courses of study offered. Three computers with online access and professional journals are available in the resource center. The resource center is open Monday through Friday from 6:00 p.m. to 10:00 p.m. and Saturday from 10:00 a.m. to 4:00 p.m. Professional journals are to remain within the facility. There is no system for checking journals out for removal from the facility.

Our local library is close by and free of charge:

Rosemead Library:  
8800 Valley Blvd, Rosemead, CA 91770  
626-573-5220

Hours of Operation:

Monday, Friday, Sunday:	Closed
Tuesday, Wednesday, Thursday:	10:00 a.m. to 8:00 p.m.
Saturday:	8:00 a.m. to 6:00 p.m.

Website: <http://www.colapublib.org/libs/rosemead/index.php>

### **NO GUARANTEE OF EMPLOYMENT**

While Millennia Education Institute will assist graduates in developing job search skills such as resume and cover letter development, interviewing, and appropriate interview follow-up

activities, it cannot and does not guarantee the student will find employment nor does it guarantee the student will realize a given salary following graduation.

### **STUDENT RECORDS**

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

### **GRIEVANCE PROCEDURE**

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution cannot be reached, the student should document the concern in writing and make an appointment to speak with the Chief Academic Officer. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern. The Chief Academic Officer will review the written statement and any supporting documentation, gather facts, and endeavor to provide a written response to the student within fourteen (14) business days. The Chief Academic Officer's decision is final.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 9440 Telstar Avenue, Suite 6, El Monte, CA 91731. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less the Registration Fee not to exceed \$100.00 and less any deduction for equipment not returned in good condition within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance. The refund will be less the Registration Fee not to exceed \$100.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## TUITION AND FEES

<b>Program</b>	<b>Registration Fee</b>  <b>Non-Refundable</b>	<b>*Student Tuition Recovery Fund (STRF) Non-Refundable</b>	<b>Textbook</b>  <b>Non-Refundable, upon receipt</b>	<b>Lab</b>	<b>Tuition</b>	<b>**Total Cost</b>
Hemodialysis Technician	\$100.00	\$0	\$100.00	\$500.00	\$6,000.00	\$6,700.00

\*STRF: \$0 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*Estimated charges for the period of attendance and the entire program.

### **ADDITIONAL FEES, IF APPLICABLE**

\$23.00 for Malpractice Insurance (not applicable to any student that already has insurance that is valid through the scheduled completion date of the program), Late Payment Fee \$25.00, Return Check Fee \$25.00, Repeat Course Fee \$1,500.00, Duplicate Certificate Fee \$20.00.

### **PAYMENT**

Upon enrollment, students have the option to either pay the total tuition and fees immediately or enroll in a Payment Plan.

An interest free payment installment plan is possible if agreed and arranged in advance. All students wishing to pay by installments will need to pay the enrollment deposit which is no less than 30% of the total tuition.

Method of payment may be made in the form of check, cash, Visa, MasterCard, or money order.

### **LOAN**

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.

### **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 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## **CATALOG CHANGES**

Information about Millennia Education Institute is published in this catalog, which contains a description of policies, procedures, and other information about the School. Millennia Education Institute reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Millennia Education Institute, the student agrees to abide by the terms stated in the catalog and all school policies.