

QUANTOM

— STUDIOS —

INSTITUTE FOR TECHNOLOGY

2023-2024 Catalog



Updated April 2023

TABLE OF CONTENTS

.....	1
GENERAL INFORMATION	4
ADMISSIONS REQUIREMENTS	5
TUITION	7
TUITION payment	8
Students Receiving Tuition Assistance	8
Payment Deadlines	8
TUITION REFUNDS	9
Refunds	9
Special Circumstances Refunds	9
Special Circumstances Procedures	10
Special Circumstances Decisions	11
STUDENT RECORDS & DISCLOSURE INFORMATION	12
Student Records	12
Accommodations	12
Transfer Credits	12
Grading Policy	12
Grievance Process	12
STUDENT CONDUCT	13
Conduct	13
Academic Dishonesty	13
ATTENDANCE, LEAVE & WITHDRAWALS	14
Attendance	14
Tardiness	14
Withdrawals	14
PROBATION, DISMISSAL & RE-ADMISSION	15
Academic Probation	15
PROGRAM CURRICULUM	16
Program Pre-requisites	16
COURSES & PROGRAM	17

WEB DESIGN AND DEVELOPMENT	18
PROGRAMS	18
CompTIA+ PROGRAM	20
CompTIA+ PROGRAM	21
EC-Council Training PROGRAM	22
FACULTY INFORMATION	23
APPENDIX	24
QSIT STUDENT RIGHTS	25
Student Agreement Form	26
A 1-001 Admissions Application	27
B 2-002 -Grievance Form	28
C 3-003– Academic Reinstatement Contract	29
D 4-004– Special Circumstances Withdrawal	30
ENROLLMENT AGREEMENT	31
TOTAL FEE	31
TERMS	31
DESCRIPTION OF SERVICES	31
PROGRAM INFORMATION	32
TUITION	32
CANCELLATION REFUND POLICY	32
NOTICE TO STUDENT	33
STUDENT ACKNOWLEDGMENTS	33
DEFAULT	34
ENTIRE AGREEMENT	34
ARBITRATION	34
SUCCESSOR AND ASSIGNS	34
APPLICABLE LAW	34
OTHER PROVISIONS	34
CONTRACT ACCEPTANCE	35
AUTOMATIC CREDIT CARD PAYMENT AUTHORIZATION	36

GENERAL INFORMATION

Quantom Studios Institute for Technology (QSIT) mission is to provide technical skills and technology training programs to both children and adults to improving their workforce skills skillset capacity, reduce the digital divide, and increase the livable wages for individuals in the District of Columbia, Maryland, and Virginia region.

QSIT understands that there is an underserved population of students who do not want to attend a traditional two year or four-year college. Students challenged with financial, academic, and social issues which are in need of adequate support would greatly benefit from this program to prepare students for a viable workforce. QSIT shares the same philosophy by filling the gap for students to have an alternate vehicle to achieve their goals through high level and post-secondary programs.

There is also an opportunity for individuals who are gainfully employed to gain additional training in areas that will help to advance their careers as well as prepare them for advance technical skills and technology training.

All in all, QSIT offers a technical program for students who are interested in preparing themselves for a career through higher education. We pride ourselves in creating an environment for students to have the opportunity to enter the workforce prepared to meet the technological demands of the times.

Though once upon a time most learning occurred onsite, in the QSIT classroom/technology lab. Now all programs are offered online.

Below are the course offerings and program calendar.

- Administrative Assistant Program
- Certified Ethical Hacker
- CompTIA A+ Program
- CompTIA Network + Program
- CompTIA Security + Program
- CompTIA Cloud + Program
- SharePoint Program
- Web Design & Development Program
- Word Processing Program
- Workforce Readiness Skills Program

See calendar dates for classes online

QSIT is closed on all federal holidays

QSIT has four locations (listed below). Each technology lab contains personal computers/workstations, a printer, projection equipment and instructor' work station.

**Classes are held Monday – Saturday, 9:00 am – 9:45 pm at:
1934 Old Gallows Road, Suite 350, Vienna, VA 22182**

Website: www.QuantomStudios.org

Telephone: 240.317.9773

QSIT has partnered with the George Mason Regional Library to offer library resources to QSIT faculty and students.
7001 Little River Turnpike, Annandale, VA 22003

QSIT has partnered with SkillSource to offer approved Workforce Innovation Opportunity Act (WIOA) training.

QSIT is certified by the State Council of Higher Education for Virginia (SCHEV).
James Monroe Building 101 North Fourteenth Street, Richmond, VA 23219



GENERAL INFORMATION

Quantum Studios Institute for Technology (QSIT) is a 501(c) (3) non-profit organization which was founded by Phyllis Coleman-Lacy in 2012. QSIT began as a community partner of Northern Virginia Community College (NVCC), in Alexandria, VA, in 2013 as Quantum Studios Institute for Multimedia Arts and Technology. Initially, the purpose for QSIT was to educate traditional and non-traditional students in theories and concepts of web design within a cohort environment.

QSIT courses were aligned with offerings of NVCC so that students may be co-enrolled as NVCC students and receive NVCC credit for their QSIT coursework. At the time, QSIT instructors were also adjunct instructors at NVCC.

In 2016, while still a community partner with NVCC, QSIT became an approved Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider for individuals who want to become Web Design Specialists. Interested applicants may go to any of the Virginia Career Works Centers (<https://vcwnorthern.com/wioa/>).

Currently, QSIT has expanded the course offerings to include a variety of programs including:

- Administrative Assistant
- Certified Ethical Hacker
- CompTIA A+
- CompTIA Network +
- CompTIA Security +
- CompTIA Cloud +
- SharePoint
- Web Development & Development
- Word Processing
- Workforce Readiness Skills

The QSIT governing board has approved the curriculum for each certificate program.

All QSIT programs are available on-line and in person. Students may engage in synchronous learning through our Learning Management System (LMS) for Quantum Studios Institute for Technology's (QSIT) programs, which is a Microsoft tool, called SharePoint. Our LMS can be accessed from our website under the heading QSIT LOGIN which is a portal for students, teachers, and staff.

The requirements for all programs offered via telecommunication or for distance education, is that all QSIT students have an Quantum Studios account to login and participate using Microsoft TEAMS.

STATEMENT OF PURPOSE AND UNIQUENESS

Quantum Studios (QSIT) understands that there is a need for comprehensive programs in IT training which addresses what students need to best prepare them for the workforce. We have a variety of courses to provide the right vehicle to achieve personal goals, whether to receive introductory training or high-quality credentials in the form of post-secondary diploma or certifications. Our certificate programs are designed to help prepare individuals to become IT professionals for highly competitive technology fields.

ADMISSIONS REQUIREMENTS

Admissions

The deadline for submission of applications and fees is 30 days prior to the start of a program. Students who wish to enroll in a class after the due date will be subject to a late registration fee of 10% of the cost of the program, they wish to enroll.

Step 1: Attend an Information Session or meet with QSIT Admissions Staff for an Interview (virtually)

Submit a student interest form online and you will receive an email invitation to the next Information Session or one on one meeting. Reply to the email invitation to reserve your appointment or seat at the Information Session.

At the Information Session or one on one meeting, you will receive information about our classes, learn more about our programs, and begin the application process. Information Sessions are a mandatory first step in the application process. The next step is the interview to identify the applicant's goals, expectations, and financial needs. During your meeting:

1. Informed about programs and an interview.
2. Complete & submit an admission's application.
3. Learn finance options to pay for your program.

Step 2: Paying for Program

Students have a variety of options to pay for their program:

1. Self-payment by means of check or credit card.
2. Students can also finance their program with QSIT. Talk with your admissions person for details about QSIT's Tuition Plan.

Depending on your income level, you may qualify for financial assistance through the Workforce Innovation and Opportunity Act (WIOA).

For funding information, visit the Virginia Career Works website at: <https://vcwnorthern.com/wioa/>

Step 3: Complete the Admissions Process

Students will receive an email from QSIT informing them of their acceptance and registration information regarding class schedules, payments and orientation for the program.

Applicants must complete and submit all required paperwork to reserve a seat in the desired program or course. After all paperwork has been received and processed, applicants will be scheduled for a final appointment to complete payment for their program.

For information on transfer credit and life experience credit, see the Student Records & Disclosure section.

Questions? Ask Us!

240-447-4398

TUITION

Tuition for 2023 – 2024

QSIT offers students a great educational value.

QSIT 2023-2024 Tuition Chart

**Non-refundable \$50 registration fee (Reg. Fee) for each program*

***Books are included in the tuition fee*

PROGRAM	CLOCK HOURS	REG. FEE*	TUITION**	TECH FEE	TOTAL
Administrative Assistant	64	\$50	\$1,500	\$40	\$1,590
CEH – Certified Ethical Hacker	40	\$50	\$2,575	\$40	\$2,665
CompTIA A+ (w/Pre-class)	96	\$50	\$3,295	\$40	\$3,385
Network+	40	\$50	\$1,695	\$40	\$1,785
CompTIA A+ (w/Pre-class) & Network+	136	\$50	\$4,535	\$40	\$4,625
CompTIA Security +	40	\$50	\$2,195	\$40	\$2,285
CompTIA Cloud +	40	\$50	\$2,450	\$40	\$2,540
Share Point	32	\$50	\$1,495	\$40	\$1,585
Web Design & Development	470	\$50	\$10,560	\$40	\$10,650
Word Processing	32	\$50	\$760	\$40	\$850
Workforce Readiness	32	\$50	\$760	\$40	\$850



TUITION PAYMENT

Tuition Payment Methods

QSIT accepts tuition and fee payments via credit or debit card (Visa, MasterCard or American Express), cashier check or money order. Please note that credit and debit card payments may be assessed a processing fee by the financial institution processing payments.

The institution only accepts, cashier checks and money orders for the exact amount due. Cashier checks and money orders should be made payable to Quantum Studios Institute for Technology or QSIT. Cash is not accepted. There are no exceptions.

QSIT can also accept wire transfer of funds from a bank to pay tuition. However, the students must contact a QSIT's administrative assistant for specific instructions regarding wire transfers prior to submitting a wire transfer. Wire transfers received for more than the approved amount will not be accepted.

Students Receiving Tuition Assistance

If an applicant or student enrolls in classes that are not covered under the terms of their tuition assistance, the student or applicant must either replace the courses with courses that are eligible or assume financial responsibility to pay the total amount of tuition and fees due for the courses that are not covered by the tuition assistance.

Please make sure that your total amount due for eligible classes is covered by anticipated funding or some other form of payment.

QSIT's administrative personnel are available to provide support services to applicants and students in a kind and professional manner.

Some financial assistance is available for students that qualify for funding with Workforce Innovation and Opportunity Act (WIOA), visit the Virginia Career Works website at: <https://vcwnorthern.com/wioa/>

Tuition Agreement

Each student must sign an agreement to guarantee payment for all enrolled courses. Students or applicants who need additional payment assistance should make an appointment to discuss QSIT's Tuition Plan (See Enrollment Agreement page).

Payment Deadlines

Payment deadlines are set one month or 30 days prior to the start of the term for students using QSIT's Tuition Plan and students that have tuition paid by a third party. If a class starts on August 30th, payment for the class is due by July 30th, otherwise a late fee in the amount of 15%, or \$100, whichever is less will be assessed.

If students using either of the payment methods above registers for classes after the deadline, a payment is due by 5 p.m. the next day.

Tuition refunds and debt forgiveness are granted for the following reasons:

- Students drop from a program prior to the census date (which is the day after the 2nd class meeting).
- The class is canceled by QSIT due to low enrollment.

To withdraw or cancel your enrollment in a program, you must do so in writing prior to the first day of class to avoid financial obligation. Do not assume your class will be dropped automatically or that someone else can do it for you. It is your responsibility to contact administration and obtain confirmation that your class is dropped.

TUITION REFUNDS

To withdraw or cancel your enrollment in a program, you must do so in writing prior to the first day of class to avoid financial obligation. Do not assume your class will be dropped automatically or that someone else can do it for you. It is your responsibility to contact administration and obtain confirmation that your class is dropped.

Refunds

Students who register for classes and pay tuition with a credit card or debit card will receive a refund back to the card used. Students who sign up for direct deposit will receive a refund into the bank account on file.

QSIT has contracted a financial agency to process electronic payments and tuition refunds to students. Electronic refunds should be available approximately six business days after the refund request has been approved. Traditional check refunds that are mailed may take up to 14 business days to arrive at your postal address.

NOTE: Please verify that Administration has your current name, address and date of birth correct in your record ***and*** on your QSIT Refund Request. All future refunds will be processed the same way unless you update your refund preference with Administration staff.

Leave of Absence

A student may request a leave of absence in writing, signed and dated with a reason. QSIT will respond within 14 calendar days of receiving the request. There will be no fee assessed for the time the student is on leave of absence. The approved leave of absence should not exceed 180 calendar days in any 12-month period. Upon return from a leave of absence, the student is permitted to complete the course work he/she began prior to their leave.

If a student does not return on or before the approved return date, QSIT must treat the leave of absence as a withdrawal. The date the leave of absence was approved shall be considered the last date of attendance for refund purposes. Please see the refund table below.

Special Circumstances Refunds

Refund Requests and Forgiveness of Debt based on Special Circumstances

You may request a refund or forgiveness of debt after the last date to add or drop a course because of one of these special circumstances:

- Medical issue that prevents you from attending class and continuing your studies
- Your death or the death of an immediate family member
- Administrative error made by QSIT
- Extreme financial hardship
- National emergency which is declared by the President of our United States

Students may be eligible for a tuition refund or forgiveness of debt under the following special circumstances:

- Medical Emergency
- Psychiatric or Psychological Emergency
- Death
- QSIT Administrative Error
- Extreme Financial Hardship
- National Emergency or Mobilization

Note: Your request must be submitted within 90 days of the qualifying occurrence date.

If a special circumstances refund is approved; a prorated refund may be issued. Please review the refund table below for additional information.

- There are no refunds provided once 75% of the program has been completed.

TUITION REFUNDS

QSIT Tuition Refund Table <i>*No other refund for withdrawals are available</i>		
Program Length	Withdrawal	Refund Amount
16 weeks 64 weeks 80 weeks	Week 1-4 Week 1-16 Week 1-20	75% of tuition paid
16 weeks 64 weeks 80 weeks	Week 5-8 Week 16-32 Week 21-40	50% of tuition paid
16 weeks 64 weeks 80 weeks	Week 9-12 Week 33-48 Week 41-60	25% of tuition paid

Special Circumstances Procedures

1. Contact Administration to schedule an appointment to discuss your options.
2. Submit a completed Special Circumstances Withdrawal form and submit a request for a refund or forgiveness of debt.
3. Submit a written statement to Administration that includes all appropriate documentation in support of one of the special circumstances listed below.

Medical Emergency

A medical emergency will be considered as an extended illness or major medical issue affecting the student or members of the student's immediate family (mother, father, sister, brother, wife, husband, child, grandparent or grandchild) that occurs during the current term you are enrolled; which requires hospitalization, or is considered contagious and a danger to the remainder of the QSIT community.

When a medical emergency occurs, you must submit in writing, within 14 calendar days from your last day of attending class. A written verification, on letterhead, by the attending physician, is required and must include the initial date of the emergency, a statement that you are not recommended to attend class, and the duration of the medical emergency.

Psychiatric or Psychological

Psychiatric or Psychological emergency or severe, extended illness occurring during the current term enrolled. Written verification, on letterhead, by the attending mental health professional must include the initial date of the illness, a statement that you are not able to attend class, and the duration of the illness.

Death

If there is a death of a student or an immediate member of the student's immediate family (mother, father, sister, brother, wife, husband, child, or grandparent) will require a copy of the death certificate or obituary should accompany the request.

Administrative Error (QSIT)

If you believe an administrative error has occurred regarding your enrollment or course registration, submit a request that explains the circumstances of the error, including important dates, names of QSIT staff, and relevant QSIT publications or documents. Student requests must be submitted within 90 days of the date that the error was first discovered.

NOTE: Disagreements with faculty, their teaching method, unsatisfactory treatment or grading procedures are not considered administrative errors and must be resolved by contacting Administration to file a grievance.

Extreme Financial Hardship

A student experiencing extreme financial hardship should submit a request that explains the circumstances, outlines the financial hardship and provides the appropriate documentation. NOTE: Students should be prepared to submit copies of the following types of documents in order for a determination of hardship to be made: bills, foreclosure, employment termination, tax returns, etc.

TUITION REFUNDS

National Emergency or Mobilization

A student required to mobilize in accordance with Section 23-9.6.2 of the Code of Virginia must provide a copy of the military order. The request must be submitted within 90 days of the date of the order.

Special Circumstances Decisions

Students will receive a letter, with an explanation, indicating whether the request has been approved or denied. An official communication will be sent to your QSIT email address. Communication with individuals other than the student requires written consent from the student.

Appeals regarding a denial must be submitted to Administration within 30 days of the date of the official notification of the original denial. The appeal must include factual information that supports the challenge of the basis of the denial.

If a student's request for a refund based on medical issues is approved, it may be prorated. For a problem that occurs in the first quarter of a course a full tuition refund will be approved. For a problem that occurs in



the second quarter of the course, a refund of 50% will be approved.

If a student's request for a refund is granted for a documented administrative error, or the request is approved for a full refund due to a medical issue that occurred in the first quarter of the course, the course will be dropped from the official transcript. Any requests granted for medical problems occurring after the first quarter of the course prior to the halfway point will not include dropping the course from the official transcript; courses will remain marked as a withdrawal.

Upon approval, the student will receive either a refund check by mail or credit will be applied to the credit/debit card, based upon the form of the initial payment. It is the student's responsibility to ensure that QSIT has a current and correct mailing address on file. Address verification can be completed by sending an email to admissions@Quantomstudios.org.



Questions? Ask Us!

Phone: 240.317.9773

Email: Admissions@Quantomstudios.org

STUDENT RECORDS & DISCLOSURE INFORMATION

Student Records

QSIT maintains student records regarding attendance, grades, admissions, program completion, suspension & disciplinary actions. Student information will be retained for the life of the institution.

Requests for copies of student records should be submitted to administration in writing or in person. Records will not be released if there is a current financial hold on file.

Accommodations

QSIT is committed to providing each student with disabilities the appropriate transitional services while they are in pursuit of training. QSIT is mindful that students with disabilities are eligible for certain accommodations under Section 503 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities are encouraged to send an email to Admissions via admissions@Quantomstudios.org to schedule an appointment to discuss accommodations.

NOTE: Accommodations are not retroactive. Please be sure to submit current documentation that supports your need for accommodations when submitting a request.

Class Expectations

1. Complete and turn in assignments on time
2. Participate in class discussions
3. Participate in workshops and group work
4. Turn in assignments on time

Class Cancellations

If classes are canceled, you are required to check Blackboard to see assignment details. QSIT will follow the cancellation guidelines of Fairfax and Arlington County Public Schools for inclement weather. This means that if FCPS or ACPS cancelled classes due to inclement weather, QSIT will also be closed.

Transfer Credits

QSIT does not accept transfer credits for course work completed at other institutions. Programs completed at QSIT are not transferable to another institution.

Students who have worked in a field for more than 3 years can get credit for a first term course that is in a program.

Grading Policy

All coursework will be given a numerical grade, using the following scale:

$$\begin{array}{lll} 90 - 100 = A & 70 - 79 = C & 50 - 59 = F \\ 80 - 89 = B & 60 - 69 = D & \end{array}$$

Late Assignments

Late work is generally not accepted unless a class-wide extension is given. If you believe you will need extra time, please make your request prior to the deadline. Not all requests for extensions will be honored.

Grades

Classwork and homework submitted online, and in-class will be returned within seven days of submission. Students will receive their grades or progress reports by email. It is the responsibility of the students to ensure that the institution has a current email address.

Program and Course Completion Requirements

The Web Design & Development courses within the program requires students to successfully complete program with a 70% cumulative average or higher. The stand-alone courses require that students successfully complete courses with a 60% or higher grade.

Grievance Process

Students that have a complaint or grievance are required to complete a grievance form and submit it to Administration. Upon receipt of the complaint or grievance, the student shall be contacted by Administration within 2 business days.

If a student is not satisfied with the final outcome of any decision made by the QSIT governing body, the State Council of Higher Education for Virginia (SCHEV), is a student's last resort in the grievance process (James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219, phone: (804) 225-2600, visit the website: www.schev.edu, and few the directory: <https://www.schev.edu/index/agency-info/agency-overview/schev-staff/staff-list> .

Student(s) have the right to contact the President to complain or submit a grievance without fear of retaliation and without being subjected to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

STUDENT CONDUCT

Students enrolling in the Institution assume an obligation to conduct themselves in a manner that is civil and compatible with the College's function as an educational institution. Submitting an application to QSIT represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. Violating any QSIT core values may lead to disciplinary action

Every student will be an outstanding member of the institutional community as well as a good citizen of the world community. Our philosophy states that QSIT will make every effort to resolve disciplinary issues in an informal environment.

Students who enroll at QSIT accept all applicable policies, procedures and acknowledge the right for QSIT to take action, up to and including suspension or expulsion in response to misconduct. It is the student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with QSIT policies and procedures.

Conduct

Students are expected to behave as responsible adults while enrolled at QSIT where classes are held and within the community. This means participating actively and professionally in class meetings and being respectful to your peers and faculty at QSIT. Any student who causes a classroom disruption will be asked to leave. This will be counted as an absence. Any repeated offenses will result in deduction of participation points and may result in being withdrawn from the class.

Electronic Devices:

We pride ourselves in maintaining a constructive learning atmosphere, disruptive and distracting behavior will not be tolerated (this includes texting). Any student who is interfering with classroom learning will be asked to leave. Your cell phone is not to go off in class. Please set it to **vibrate**. If either your phone or your laptop becomes a distraction (through noises, fiddling with power cords, twitter, etc.) you will be asked to leave.

Repeated offenses will result in the deduction of participation points and may result in being withdrawn from class. See the *Probation, Dismissal & Readmission* section for more information.

Academic Dishonesty

Academic dishonesty is unacceptable: The first time a student submits an assignment demonstrating evidence of academic dishonesty, the student will receive a grade of "0" on the assignment and may be recorded in a QSIT database. Any student found to have committed a second act of academic dishonesty will fail the course in which the instance occurred and may be referred to the Administration for additional sanctions which can include suspension or dismissal from QSIT. Official sanctions become part of a student's academic record.

Academic dishonesty includes but is not limited to: "Cheating on a test or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during a test or quiz. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, and/or the use of such material. Substituting for another person during an examination or allowing such substitution for one's self."

The most common form of academic dishonesty is plagiarism. **Plagiarism is any act wherein you do not properly acknowledge the thoughts or words of another or attempt to present those thoughts or words as your own.** This includes any submission of written work other than one's own." Also note that "Collusion with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor" is a form of academic dishonesty.

All work submitted must be produced by the student for a specific course. Submitting work done for another class is unacceptable. If there are questions about academic dishonesty, please see your instructor before submitting an assignment.

ATTENDANCE, LEAVE & WITHDRAWALS

Attendance

There may be circumstances which occasionally prohibit students from attending class. Beginning with the fourth (4th) day absent, the final grade will be lowered one letter grade.

Any student with more than seven (7) absences in the one-year certificate program, will fail the course, and receive a grade of "F."

For classes that are eight weeks, any student with four (4) or more absences will fail the course. When absent, check with your instructor to find out what happened in class. There are no makeups for assignments or quizzes missed as the result of an absence.

Tardiness

Arriving to class late or leaving early are treated in the same manner. Two such occurrences will be the equivalent of one (1) absence.

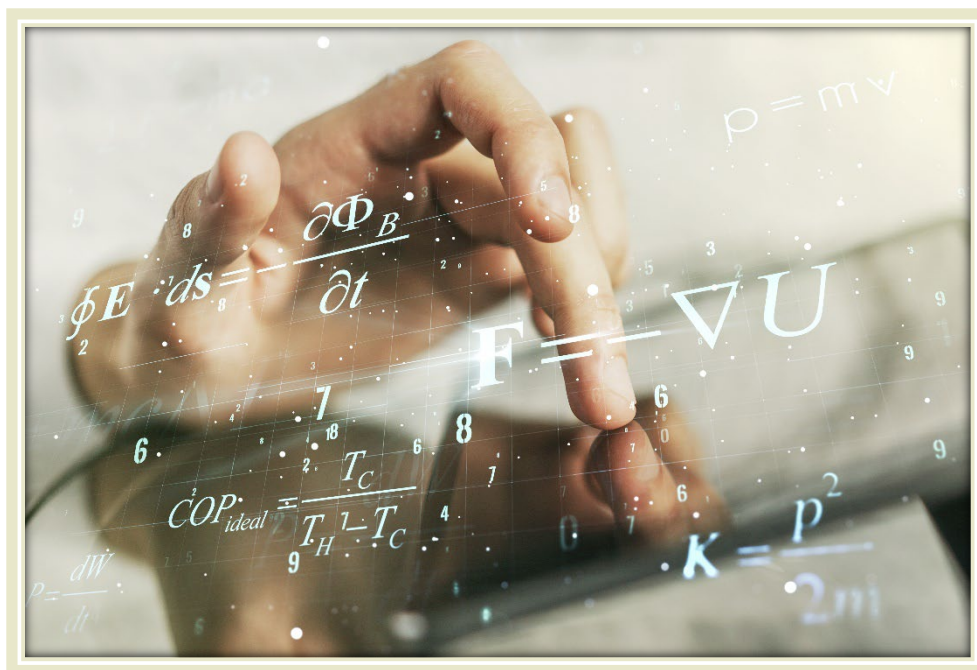
Withdrawals

Before the last week to withdraw in each term, students should evaluate their progress in the program. If a student is not making adequate progress, the student may consider officially withdrawing from the program to avoid failing. Contact Administration to discuss the withdrawal process.

Upon withdrawal from the course, the student will receive a grade of "W". If a student withdraws from a course after the withdrawal period, the student will receive a grade of "F". (See *Probation, Dismissal & Readmission*)

QSIT Program Withdrawal Table

Program Length	Receive Grade W Withdraw by	Receive Grade F Withdraw After
16 weeks	Week 9	Week 9
64 weeks	Week 33	Week 33
80 weeks	Week 41	Week 41



PROBATION, DISMISSAL & RE-ADMISSION

Academic Probation

Students who are enrolled in a Certificate program and fail to maintain a minimum cumulative grade point average of 1.50 will be placed on academic probation until their grade point average reaches a minimum of 2.0. Students shall be placed on probation only after they have attempted 12 clock hours in a term.

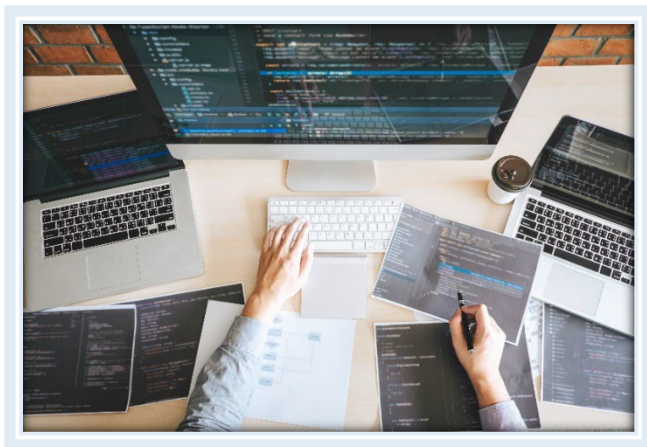
Academic Suspension

Students who do not maintain a 2.0 average after being reinstated from being on an academic probation will be suspended from the QSIT program. Students must be reinstated from academic suspension in order to resume classes.

Once a student is reinstated from academic suspension, the student must earn a 2.00 GPA for the current term in which they have been reinstated. The student must maintain a minimum GPA of 2.0 for the remainder of the program.

Academic Dismissal

Students who do not achieve a 2.0 average after being placed on academic suspension from the previous term, will be dismissed from the program.



Reinstatement Procedures for Students on Academic Suspension or Dismissal

The procedures listed below apply to students who have been academically suspended or dismissed:

1. Students are notified of academic suspension or dismissal via email or a letter sent to the address in file.

The statement “Subject to Dismissal” will be placed on the student’s permanent record.

Once a student has been reinstated from academic suspension, they will be required to carry less than the normal course load and are required to receive student support services for a period of time to ensure student success. Once the student has raised their grade, the statement, “Subject to Dismissal” will be removed from the student’s record.

2. Students on suspension will not be able to register for the next term without submitting a letter for reinstatement to Administration.
3. Students seeking reinstatement are required to meet with the instructors of the next term’s courses to gain an understanding of the course requirements prior to returning to the program.
4. Students seeking reinstatement must submit a signed academic agreement form to administration prior to reinstatement.
5. The QSIT President will make the decision regarding reinstatement and notify the student in writing of the decision.

PROGRAM CURRICULUM

Program Pre-requisites

All programs offered have a (Recommended) pre-requisite equivalent to high school (HS) or general education diploma (GED). Some programs may require students to demonstrate additional competencies.

Some additional pre-requisites for enrollment in a program are listed below.

Administrative Assistant Program/ 64 Clock Hours

Certified Ethical Hacker/ 40 Clock Hours: Microsoft Office Suite and successful completion of CompTIA A+, CompTIA Network +, and CompTIA Security + Programs.

CompTIA A+ Program/ 96 Clock Hours: Microsoft Office Suite and a recommended basic knowledge of computer hardware and operating systems.

CompTIA Network+ Program/ 40 Clock Hours: Microsoft Office Suite and successful completion of CompTIA A+ Program.

CompTIA Security+ Program/ 40 Clock Hours: Microsoft Office Suite and successful completion of CompTIA A+ and CompTIA Network + Programs.

CompTIA Cloud+ Program/ 40 Clock Hours: Microsoft Office Suite and successful completion of CompTIA A+, CompTIA Network +, and CompTIA Security + Programs.

SharePoint Program/ 32 Clock Hours

Web Design & Development Program/ 470 Clock Hours

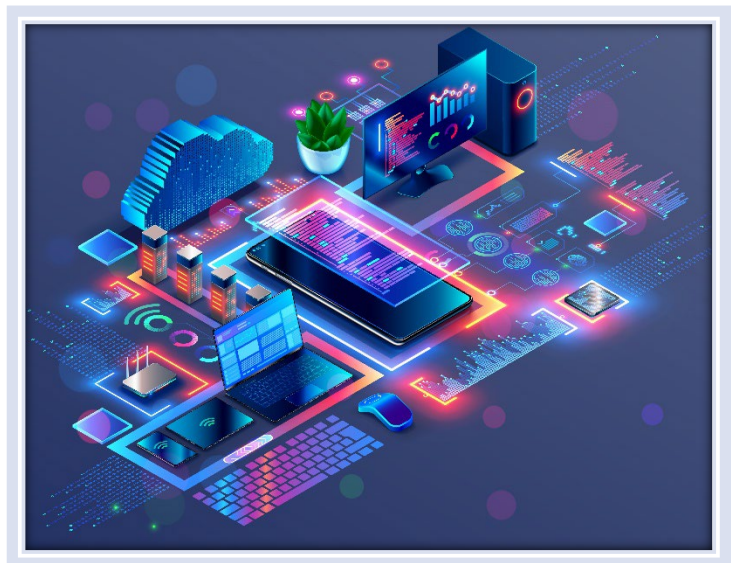
Word Processing Program/ 32 Clock Hours

Workforce Readiness Program/ 32 Clock Hours

Questions? Ask Us!

Phone: 240.447.4398

Email: Admissions@Quantomstudios.org



COURSES & PROGRAM

QS/KEY 001 WORD PROCESSING

This course is designed to provide students with marketable and practical typing skills. The purpose for Keyboarding-Typing I course is designed to educate the student to key letters, figures, and common symbol keys by touch—without looking at your fingers. Students will learn correct keyboarding techniques, machine manipulation, and basic computer competence. Students will demonstrate the ability to key writings of average difficulty from straight copy, rough-draft copy, and statistical copy at acceptable speeds with minimum errors. Students will develop proofreading skills and applying basic punctuation rules needed in documents. Students will learn to create memos, letters, reports, and tables in proper format from semi-arranged copy according to established standards and specific directions. An emphasis will also be on word processing applications and computer mastery.

QS/SP 800 SHAREPOINT FOR GENERAL USERS

Microsoft SharePoint is a web-based collaborative tool that allows individuals to interact as groups as well as manage and edit a wide range of shared information, such as documents, lists and calendars. Data in SharePoint can be created either for temporary or permanent content of information. This course uses easy steps and concise, straightforward instruction to show the most expedient ways to learn a skill or solve a specific problem. This course is designed to introduce individuals to SharePoint and a variety of its features. You will be able to create and edit content on a SharePoint site, as well as create your own SharePoint Home Page and access SharePoint through Microsoft® Office applications.

ADMINISTRATIVE ASSISTANT PROGRAM

This program provides instruction on the fundamentals of Microsoft Office & Workforce Readiness. The Microsoft applications enables the user to create business documents; perform technical aspects effectively as executive or administrative assistants. The Workforce Readiness course focuses on business communications, office procedures, customer service and records management. Students are prepared to be employed in administrative capacities upon completion.

QS/MST 501 MICROSOFT OFFICE SUITE

Discover how to use and create documents, presentations and spreadsheets. This course is designed to help the new user and those who want to become more efficient in using these programs.

QS/WRS 600 WORKFORCE READINESS SKILLS

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills. This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.



WEB DESIGN AND DEVELOPMENT

QS/WRS 600 WORKFORCE READINESS SKILLS

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills. This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.

QS/WEB 100- TRENDS IN WEB DESIGN & DEVELOPMENT

Explores contemporary subjects and current trends pertaining to web design. Emphasizes the roles of design and production techniques fundamental to web development. This course is designed to educate the student about the changing trends in web design, with a focus on new technology and standards, as well as design techniques that are most currently used in the industry.

QS/ART 112 INTRODUCTION TO GRAPHIC SKILLS

Teaches basic studio skills and concepts while placing emphasis on concepts developed and problem solving when using traditional art material and computer techniques. The instructor uses current graphic software applications. This course will provide the student with a basic understanding of and familiarity with computer technology equipment, materials art supplies, and methods for successfully executing problems in future course work.

QS/ART 213 COMMUNICATION DESIGN

Studies the principles of visual communications as applied to visual communication design, which includes: print-based, web-based, screen-based media. Analyzes the influence of contemporary art on design. Part of this course is exploration of digital imaging and design composition. This course is designed to provide the students the necessary knowledge for successful digital imaging and design composition within the visual communications field. It will explore design concepts that are relevant to image creation and document layout, as well as the current tools and technologies needed to accomplish this.

QS/WEB 220 DESIGN FOR THE WEB

Introduces the basic elements of web page design: typography, imagery, and color, and examines how they are combined to create effective layouts. Teaches organization of materials, sketching and concept development, Website planning and various methods of construction. This course is designed to educate the student in theories and concepts of design as it pertains to the development of web pages. The course is also designed to teach graphic skills and techniques necessary to create a web page.

QS/WEB 321 DESIGN FOR THE WEB II

Continues to study design concepts introduced in Design for the Web I; concentrates on the addition of animation, sound, and interactivity to the web pages and explores advanced design problems. This course is designed to further the student's education in design concepts, especially as pertains to the use of animation and interactivity on web pages. It will teach the skills and techniques necessary to create web-based animations and interactive elements and embed them into web pages. This course will also provide an understanding of the aesthetics and techniques regarding the use of sound in web page construction.

QS/WEB 430 ADVANCE DESIGN FOR THE WEB

Presents advanced features of web design and technology used by designers. Explores advanced design problems. Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week. This course is designed to advance the student's education in design concepts, especially on how it applies to the current trends in the field. It will expand on the necessary skills and tools needed to be successful in creating interactive web-based designs. This course will explore more front-end user interface design concepts and applications.

WEB DESIGN & DEVELOPMENT PROGRAM

QS/MKT 310 INTRODUCTION TO MARKETING

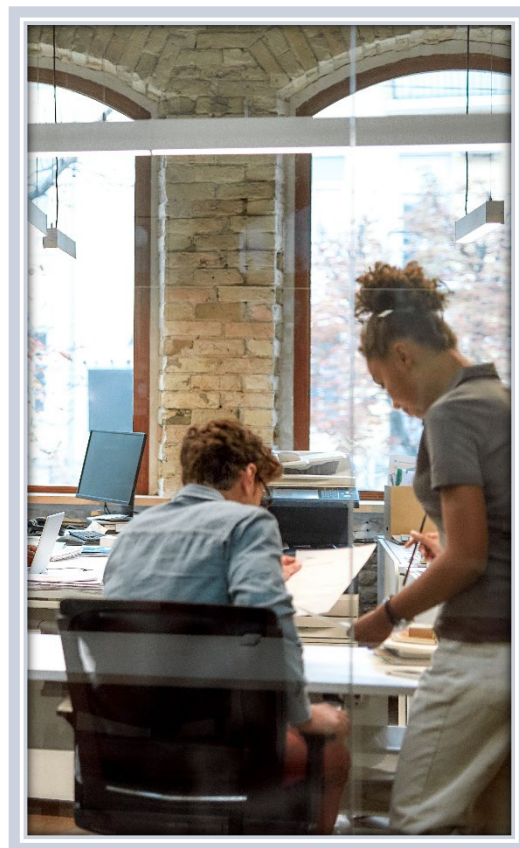
The course presents an overview of marketing principles, concepts, management strategies and tactics, along with the analytical tools, used by organizations in the creation of a marketing plan to promote ideas, products, and/or services to selected target groups. It also, examines entrepreneurial, global and e-marketing practices in today's business environment. Introduce students to the discipline of marketing, the need to create customer value and customer relationships in the marketplace. Critical thinking and technology will be emphasized as the student examines new and traditional methods of creating customer value and developing customer relationships using the Internet as one of the many tools available.

QS/ART 311 BRANDING AND STRATEGIES

This course helps students to design and create brands. Guest Web Designer/Developers in the community will share successful strategies and help to provide a framework for what brands mean and how they are organized. To develop logos and brands to help create an identity for a company. Research and discover best practices for successful business development to serve a growing entrepreneur community as a designer.

QS/WEB 401 WEB DESIGN & DEVELOPMENT STUDIO LAB

This is for the student who is near the completion of the Web Design Certificate program. With the assistance of your instructor, you will focus on building a full site and creating a portfolio of your work. You will work on your own, while planning the site's design, architecture and search engine. You have the opportunity to decide on your own project, or choose one proposed by your instructor. To develop one's own web site and create a portfolio to show the breadth and depth of your creative and technical ability.



COMPTIA+ PROGRAM

WKC 800 CompTIA Network+

The CompTIA Network+ program is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. This training is intended for entry-level computer support professionals with a basic knowledge of computer hardware, software and operating systems who wish to prepare for the CompTIA Network+ Exam. It is also suitable for those who wish to increase their knowledge and understanding of networking concepts and acquire the required skills to prepare for a career in network support or administration. The CompTIA Network+ program is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. To receive the CompTIA Network+ certification, you must pass two exams sponsored by CompTIA. Candidates are encouraged to enroll in this program classes to help prepare for CompTIA Network+ exam. These content examples are meant to clarify exam objectives. CompTIA exams are composed of subject matter expert workshops and industry-wide survey results regarding the skills and knowledge required of an entry-level IT professional.

Course Prerequisites/Co-requisites

Recommended knowledge requires CompTIA A+ Program prior to taking this program.

QS/WRC 801 CompTIA A+ Program

This program will prepare an individual for the skills necessary for an entry-level IT professional. To receive the CompTIA A+ certification, you must pass two exams sponsored by CompTIA. Candidates are encouraged to take enroll in this program to help prepare for part of the CompTIA A+ exam. Content examples are meant to clarify exam objectives and should not be understood as a comprehensive listing of full examination content for this examination. Candidates are encouraged enroll into this program to help prepare for CompTIA A+ exam. In order to receive the CompTIA A+ certificate, you must pass two exams administered by CompTIA. CompTIA A+ part II measures the necessary skills for an entry-level IT professional. These content examples are meant to clarify the test objectives and should not be construed as a comprehensive listing of all the content of this examination.

Course Prerequisites/Co-requisites High School Diploma or GED, and recommended knowledge requires basic knowledge of computer hardware and operating systems.



COMPTIA+ PROGRAM

WKC 805 CompTIA Security+

The CompTIA Security+ program is a vendor-neutral, internationally recognized credential accepted by organizations and security professionals around the globe to validate foundation-level security skills and knowledge. Candidates are encouraged to enroll in this program classes to help prepare for CompTIA Security+ exam, which measures the necessary skills for IT security professionals. CompTIA Security+ training provides an excellent introduction to the security field. With Security+, students build a solid foundation of knowledge that they can build upon—helping to advance careers.

Course Prerequisites/Co-requisites

CompTIA A+, Network+ programs, or equivalent knowledge, and six to nine months of experience in networking, including configuring security parameters, are strongly recommended.

WKC 810 CompTIA CLOUD+

Cloud computing skills are hard to find and in high demand. Students who are looking to take your Cybersecurity, System Admin or Network Admin career to the next level, our CompTIA Cloud+ training will give you the skills and knowledge you need to get there. CompTIA Cloud+ certification demonstrates your ability to understand Cloud basics, and to analyze, evaluate, design, and test cloud computing solutions.

Your Cloud+ training, will help you to apply the skills and knowledge required to evaluate and implement standard deployments. Students will implement, maintain, and deliver cloud technologies, including network, storage, and virtualization technologies to create cloud solutions. Students will manage workload migrations, manage cloud vendors to control costs, use automation and orchestration to bring business value from cloud solutions, and ensure the security of cloud implementations through the use of cybersecurity best practices. Also, this course prepares you to pass the CompTIA Cloud+ exam and earn the corresponding certification.

Course Prerequisites/Co-requisites

CompTIA A+, Network+ and Security+ programs, or equivalent knowledge, and six to nine months of experience in networking, including configuring security parameters, are strongly recommended.



EC-COUNCIL TRAINING PROGRAM

WKC 910

CEH – Certified Ethical Hacker

The Certified Ethical Hacker certification will fortify the application knowledge of security officers, auditors, security professionals, site administrators, and anyone who is concerned about the integrity of the network infrastructure. With new threats and new vulnerabilities always on the horizon, it is critical that organizations secure their networks. Our EC-Council Certified Ethical Hacker (CEH) training course will teach IT professionals, the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization system to expose and fix their vulnerabilities. Our Certified Ethical Hacker (C|EH v11) course is a trusted and respected ethical hacking training program that any information security professional will need. A respected certification in the industry, CEH is listed as in the United States Department of Defense Directive 8570 as a baseline certification.

Course Prerequisites/Co-requisites

CompTIA A+, Network+, Security+ and Cloud+ programs, or equivalent knowledge, and six to nine months experience in networking, including configuring security parameters, are strongly recommended. candidate should have at least two years of information technology experience, a strong working knowledge of TCP/IP, and a basic familiarity with Linux or strong working support knowledge of Microsoft XP or Vista. This, however, is a baseline penetration testing course, so no hacking experience is necessary.



FACULTY INFORMATION

Name	Position	Email Address
Phyllis Coleman-Lacy	President & CEO	PCL@QuantumStudios.org
P. Venice McCormick	Special Assistant to President & CEO	PMcCormick@QuantomStudios.org
Dr. Jacquelin Portis- Joyner	Director of Student Services & Counselor	JPJoyner@Quantomstudios.org
Kelli (Gary) Higgins	Student Services/Administrative Assistant Library Resources Admissions	Kelli.Higgins@Quantomstudios.org
Syed Asif Javed	Comp/TIA Instructor	Sjaved@Quantomstudios.org
Antoinette Sands	Web Design Instructor	ASands@Quantomstudios.org
Nikkia T. Carter	SharePoint & Microsoft Office Suite Instructor	NCarter@Quantomstudios.org
Clifton Rogers	Career Counselor	CRogers@Quantomstudios.org
Charles King	Workforce Readiness Instructor	CKing@Quantomstudios.org
Sandra Brown	Word Processing/Typing Instructor	SBrown@Quantomstudios.org
Melida Reyes	Word Processing/Typing Instructor	MReyes@Quantomstudios.org

All faculty syllabi will provide contact information and times when they are available to meet with their students outside of class.



APPENDIX

QSIT STUDENT RIGHTS

Quantum Studios Institute for Technology seeks to maintain an environment where students have the following rights as it pertains to:

Academic and Administrative Policies whereby students can expect academic and administrative policies that support intellectual inquiry, learning and growth.

Due Process whereby students can expect due process for alleged violations of the Student Code of Conduct. Due process includes reasonable notice of potentially adverse actions and an opportunity to be heard.

Education whereby students have access to quality faculty, academic technology, classrooms, online libraries, presentations and other resources necessary for the learning process.

Educational Resources whereby students can access high quality resources which support intellectual and social development.

Freedom of Expression whereby students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

Freedom of Association whereby students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

Freedom from Discrimination whereby students can expect to participate fully in the Institute without discrimination as defined by federal and state law and Institute regulations.

Grievance Process whereby students can access established procedures for respectfully presenting and addressing their concerns or complaints to the Institution.

Learning Beyond Formal Instruction whereby students can access a variety of activities beyond the classroom which support intellectual and personal development.

Participation whereby students have the right to participate or be represented by peers in influencing the Institution's policies that affect them.

Personal Growth whereby students can study in a setting that fosters personal growth.

Privacy whereby students are free of unreasonable intrusions into personal records and/or matters relevant to their identity and well-being.

Professional Responses from Administration whereby students can expect timely and courteous responses from the Institution's academic and administrative departments.

Safe Environment whereby students can function in their daily activities without unreasonable concerns for personal safety.

Student Agreement Form

Last Name:	QSIT ID Number
First Name:	Phone:
Email	Term:

Student Acknowledgement and Authorization

Student Enrollment

I understand that I am applying to be enrolled at QSIT for the duration of the course or training program. My enrollment in QSIT courses will be dependent on my eligibility for enrollment at QSIT, and payment of tuition via self-payment, third party payment, or financial assistance (County, State or Federal training program funding).

Tuition and Fees

QSIT will assist students in applying for WIOA funding. This funding will be used toward tuition and fees. The student is responsible for all tuition and fees incurred for each term of enrollment. Eligible students may be awarded financial assistance when they meet and maintain all eligibility requirements. Not all students will be eligible to receive funding for tuition costs. Specific information about financial assistance eligibility will be provided by QSIT support staff during the admissions process. Students who enroll in the monthly payment plan will be assessed a \$5.00 monthly service fee by Wells Fargo when processing monthly tuition payments until all payments have been successfully completed.

Dropping Classes or Withdrawing from the Program

I agree to promptly notify my instructors and the QSIT designated staff member if I totally withdraw from the program or drop one or more of my QSIT courses. In addition, I will inform my instructor and Quantom Studios' designated staff member of my last date of attendance for any course that is dropped or the date I completely withdraw from the program.

Information and Release

I hereby give permission to QSIT to share information in my QSIT records for the sole purpose of helping me with academic and career preparation success, including the collection/sharing of transcripts, financial assistance information, and other student records information on an as-needed basis.

Required Student and Witness Signature

My signature certifies I have read and understand all the information on this form and that all information provided is true, complete and accurate.

Student Signature Date

Witness Signature Date

A 1-001 Admissions Application

This form, should be emailed (admissions@Quantomstudios.org) or mailed to:

Quantom Studios Institute for Technology (QSIT)

P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

_____/_____/_____/_____
Address City State Postal Code

_____/_____/_____/_____/_____
Email address: @.com

_____/_____/_____/_____/_____
Phone number: Student #:

Leave a message at the phone number above? Yes No

Please indicate the term: Fall Winter Spring Summer Year

Gender (Male/Female): Date of Birth: ____/____/____ Social Security #: ____/____/____
Mo Day Year

Are you a citizen of the United States? Yes No If no, what is your current visa status?

When does your status expire? Country of Birth: Country of Citizenship:

Education

Name of School	City, State	Degree or Certificate Received	Dates of Attendance

Course(s) or Program

Code	Day	Time	Course/Program	Instructor

Tuition will be paid by: SkillSource (authorization required) Applicant 3rd Party

I promise that the information submitted to QSIT regarding this matter is correct.

Applicant Signature

Date

B 2-002 -Grievance Form

This form, should be emailed (admissions@Quantomstudios.org) or mailed to:

Quantom Studios Institute for Technology (QSIT)
P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

Address City State Postal Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? Yes No

Please indicate the current term: Fall Winter Spring Summer Year _____

Date(s) Grievance Occurred: _____

Please describe your complaint or grievances: _____

I promise that the information provided to QSIT regarding this matter is correct.

Student Signature Date

AREA BELOW TO BE COMPLETED BY OFFICE STAFF

Contact Date: _____ Action Taken: _____

Administration Signature Date

President Signature Date

This form, should be emailed (admissions@Quantomstudios.org) or mailed to:

Quantom Studios Institute for Technology (QSIT)
 P.O. Box 1695
 Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
 Last Name First Name Middle Name

 Address City State Postal Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? Yes No

Requested Term of Reinstatement: Fall Winter Spring Summer Year _____

Area Below Is to Be Completed, Signed, and Dated Before Returned

Course	Student Signature	Instructor's Signature	Date
--------	-------------------	------------------------	------

Statement:

Course	Student Signature	Instructor's Signature	Date
--------	-------------------	------------------------	------

Statement:

Course	Student Signature	Instructor's Signature	Date
--------	-------------------	------------------------	------

Statement:

I agree to attend all scheduled classes and maintain a 2.0 GPA for all courses enrolled in at QSIT.

Student Signature

Date

President Signature

Date



D 4-004– Special Circumstances Withdrawal

This form, should be emailed (admissions@Quantomstudios.org) or mailed to:

Quantom Studios Institute for Technology (QSIT)
P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

Address City State Postal Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? _____Yes _____No

Withdrawal Term: ____Fall ____Winter ____Spring ____Summer Year_____

- Medical Emergency
- Death
- Psychiatric or Psychological
- Admin Error
- Extreme Financial Hardship
- National Emergency or Mobilization

Documentation provided and description: _____

I promise that the information provided to QSIT regarding this matter is correct.

PRINT Name of person completing this form Signature Date

Student Signature Date

AREA BELOW TO BE COMPLETED BY OFFICE STAFF

Contact Date: _____ Action Taken: _____

Administration Signature Date

President Signature Date

ENROLLMENT AGREEMENT

This is an agreement (“Agreement”) entered into on _____ 20__ between Quantum Studios Institute for Technology, Inc., and _____ (“Student”), who agrees to purchase the following educational services and whose address is _____

City/State/Zip _____

Telephone #s: H: _____ Cell: _____ W: _____

Social Security No.: _____ - _____ - _____ or Immigration # _____

Emergency Contact _____

Relationship _____ Phone (_____) _____ - _____ Email _____

TOTAL FEE

The total fee is \$_____ with a down payment of \$_____ payable on the date of registration and a monthly payment of \$_____ for _____ consecutive months until the payment of \$_____ is paid in full. Student may have the option of making a down payment in excess of the minimum down payment of \$_____. Payments are to be received on the first of each month or received on the 15th of each month. If the 15th falls on a Saturday or Sunday, the fee is due the Monday following the Saturday or Sunday. Student may make additional and advance payments to pay off the student fee in advance without penalty. A late payment fee of \$25 will be assessed if no payment is received within five (5) days of the scheduled payment.

Initial down payment is to be made 30 days in advance of starting class or a administrative fee of \$_____ will be assessed before registration and/or a fee of \$_____ will be assessed if late registration occurs less than 90 days.

Payments will be made via debit or credit card using the automatic credit card payment authorization that is attached to this agreement.

TERMS

Students who enroll in the monthly payment plan will be assessed a \$5.00 monthly service fee by Wells Fargo when processing monthly tuition payments until all payments have been successfully completed. This information is also included on the “Student Agreement Form” under the “Total Fees” section. The original terms of this Agreement shall begin on _____ 20__ and shall terminate on _____ 20__. Payments are made in advance of starting date of existing class schedule. Student agrees to pay said sum of \$_____ to Quantum Studios Institute for Technology, Inc. at _____ (or at such other place as Quantum Studios Institute for Technology, Inc. may from time to time designate) without diminution or demand of said obligation to pay student fee is independent of any other clause herein.

DESCRIPTION OF SERVICES

Services include but are not limited to learning applications like Outlook, Word, PowerPoint, Photoshop, Illustrator, and WordPress. Provide training in professional skills.

PROGRAM INFORMATION

Date of Admission: _____/_____/_____

Month Day Year

Program Start Date: _____

Anticipated End Date: _____

Full-Time: _____ Part-Time: _____

Day _____ Evening _____

Time of Day/Evening Class Begins: _____

Time of Day/Evening Class Ends: _____

Number of Weeks: _____

Total Credits _____

TUITION

The total cost of the _____ program

Tuition: \$ _____ Non-refundable registration fee: \$ _____ Books/Supplies: \$ _____

Miscellaneous Expenses: \$ _____

CANCELLATION REFUND POLICY

Rejection:

An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation:

An applicant who provides written notice of cancellation within three (3) days after executing the enrollment agreement is entitled to refund of all monies paid, excluding the \$50 non-refundable registration fee.

Other Cancellations:

An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the program, or \$100, whichever is less. A student applicant will be considered a student as of the first day of class.

Withdrawal Procedure:

Please refer to the Tuition Refund section of the current course catalog for withdrawal procedures and refund policies.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date with the number of students scheduled is too small.
7. The school reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision or the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the reviewing institution.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, dated _____, which contains information describing programs offered and equipment/supplies provides. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. _____Student initials
2. I have carefully read and received an exact copy of this enrollment agreement. _____Student initials
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded. _____Student initials
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation. _____Student initials
5. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 North 14th Street, 9th Floor, James Monroe Building, Richmond, VA. 23219. All student complaints must be submitted in writing. _____Student initials

DEFAULT

In the event of default of scheduled monthly payment by the Student, Quantum Studios Institute for Technology, Inc. will discharge Student from the program for breach of the terms of this agreement regarding payment.

Student will be allowed to reinstitute for a fee of \$300 and must be approved or assessed prior to reenrollment into the program. If the student has failed to complete two-thirds of the course curriculum, the student will be required to reenroll the following term when the course is offered again.

ENTIRE AGREEMENT

- A. This agreement contains the entire agreement between the parties relating to the purchase of classes. All prior negotiations between the parties are merged herein and there are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, express or implied, between them other than as herein set forth. Marketing and/or sales brochures and any other advertising or promotional materials used or displayed by Quantum Studios Institute of Technology, Inc. are for the purposes of general description only and not the basis of the bargain between Quantum Studios Institute of Technology, Inc. and Student herein.
- B. No change or modification of this agreement shall be valid unless the same is in writing and signed by the parties hereto. No waiver of any of the provisions of the agreement or any other agreement referred to herein shall be valid unless in writing and signed by the party against whom it is sought to be enforced.

ARBITRATION

Any dispute relating to the interpretation or performance of this Agreement shall be resolved at the request of either party through binding arbitration. Arbitration shall be conducted in (jurisdiction ++) in accordance with the then-existing rules of the American Arbitration Association. Judgment upon any award by the arbitrators may be entered by any state or federal court having jurisdiction. Parties intend that this Agreement to arbitrate be irrevocable.

SUCCESSOR AND ASSIGNS

This agreement shall be binding upon, and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, successors, and assigns.

APPLICABLE LAW

This agreement shall be construed in accordance with the law of the Commonwealth of Virginia.

OTHER PROVISIONS

Attendance to classes is mandatory and practice outside of the classroom is a requirement. Failure to attend classes may negatively affect grades, and can require student to retake classes when offered. Failure to practice outside of the classroom may result in falling behind in the various applications or relate to technical programs and may result in negatively affecting grades and the ability to obtain employment.

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Quantom Studios Institute of Technology, Inc.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities regarding this contract.

Signed this _____ day of _____, 20____

Signature of Student Date

REPRESENTATIVE’S PROGRAM

I hereby certify that _____ has been interviewed by and in my judgment, meets all requirements for acceptance as a student in the _____ (program name) at Quantom Studios Institute of Technology, Inc., as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official Date

AUTOMATIC CREDIT CARD PAYMENT AUTHORIZATION

Effective this date, I _____ authorize Quantum Studios Institute for Technology, Inc. to charge to my VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER credit card for the monthly student services agreement that I have entered.

The charge will take place on or about the _____ day of each month and will be in the amount of the current agreed amount of \$_____. (Student Initials _____)

I understand that all provisions, rules, ad obligations detailed in the original agreement are still in effect and are in no way affected by this authorization. (Student Initials _____)

I also understand that if the credit card charge does not clear electronic verification and authorization, I may be subject to the late fees and penalties currently in effect as posted at Wells Fargo Bank. (Student Initials _____)

Print Student Name _____

Card Number: _____ EXP. Date _____ Authentication Code _____

VISA ___ MC ___ AMX ___ DISC ___ Student Signature: _____ Date: _____

_____ Date: _____

Quantum Studios Institute for Technology, Inc. Signature of School Official

