

School Catalog

January 1, 2024 – December 31, 2024



EdNet **Career Institute**

6200 Canoga Ave #405
Woodland Hills, CA 91367
(818) 702-6640
www.ednet4u.com



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**6200 Canoga Ave #405
Woodland Hills, CA 91367
Phone: (818) 702-6640
Fax: (818) 337-1962
www.ednet4u.com**

Message from the President

Welcome to EdNet Career Institute. Our mission is to provide vocational training that leads to employment. We offer Security Officer training programs to meet the current and future demand for increased security. Your training at EdNet Career Institute will be comprehensive. The knowledge you gain at EdNet will reward you for years to come.

On behalf of EdNet Career Institute we extend our best wishes for your future happiness and success.

We look forward to working with you as you achieve your career goals.

Sincerely yours,



Sandra Hamilton
President

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Mission Statement

The mission of *EdNet Career Institute* is carried forth by its function as a center for higher learning and professional skill building within the framework of state approved programs. EdNet provides postsecondary education and training in demand occupations. EdNet is dedicated to providing the highest quality of training and certification in order to build confident, innovative and educated students.

The **purpose** of the Institute and its academic programs is to fulfill:

- the presentation of an integrated multi-disciplinary curriculum which creates a framework for employment in supporting the security requirements of business today;
- the provision of educational services that award certification to professionals currently in industries with demand occupations.

The population served by EdNet includes individuals who have interests in the content areas encompassed by the Institute's program curricula.

The prospective student population centers on the mature adult learner who is attracted to demand industries. A high school diploma or completion of their GED is preferred.

Through a combination of lecture and hands-on experience, EdNet is uniquely poised to meet the needs of this student population.

Objectives

Objectives represent the framework for decisions about student admissions, curriculum, organization of the Institute and the comprehensive educational experiences designed for the students. As such, EdNet's objectives are:

- To provide an innovative learning environment to meet the needs of the student and community;
- To admit persons who demonstrate academic potential, motivation, maturity, emotional stability, goal-directedness, integrity and the ethical principles necessary for successful completion of the program and acceptance into the professional community;
- To encourage qualified students and in-service professionals to pursue advanced studies towards personal and academic goals without interrupting their employment;
- To establish programs of continuing education for maintaining and improving the competencies of practicing professionals;

- To develop, evaluate, revise and improve curricula to reflect current, state-of-the-art programs within the profession;
- To promote student involvement and active participation in the life of EdNet Career Institute.

Brief History

EdNet was founded in December 1995 and received approval in March of 1996 from the State Bureau for Private Postsecondary Education (BPPE) as a private, vocational institution. EdNet was incorporated in 1997 as a California Corporation. The President holds 100% of the shares.

The BPPE approval means that the State Bureau has conducted a review and assessment of the Institution as well as a site visit and has approved the Institution to provide vocational and educational services under Education Code 94900.

EdNet has been a solvent institution since 1997 and has no petitions on file regarding bankruptcy and reorganization. EdNet does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, and has not filed a petition within the preceding five years.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by EdNet may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or online at www.bppe.ca.gov, or by calling toll free 888-370-7589.

General Admission

EdNet's admissions criteria are designed to measure the qualities and capabilities required of a professional as reflected in an applicant's academic preparation and achievement, professional experience, and personal narrative.

Students enrolled receive a Certificate of Achievement upon successfully completed the course of study.

General Requirements

To enter any of the programs at EdNet Career Institute, an applicant must be 18 years of age and preferably have completed their high school diploma or GED.

Additionally, for Security Officer course work, students must undergo a criminal history background check through the California Dept. of Justice and the Federal Bureau of Investigation.

How to Apply

The following materials should be submitted to the Admissions Office:

1. Completed *Application for Admission*
2. Completion of the CASAS Assessment.

Admissions Procedures

After receipt by EdNet of the completed application; current resume; and written narrative, a time will be arranged for the student to meet with an admissions counselor and receive a school tour and a copy of the current Catalog or brochure. EdNet is exempt from policies including transfer of credits from various colleges or through challenging examinations to earn credits.

Admissions Counseling

An appointment with a school representative is invaluable and mandatory. As a prospective student you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

Special Needs

Students with disabilities needing special assistance in the admissions process or training will be accommodated to the best of EdNet's ability to do so. Please discuss your specific situation with our staff.

Language Proficiency

The course work at EdNet is delivered in English only and is intended for individuals proficient in English at the 12th grade reading level and 9th grade Math level. EdNet does not offer ESL (English as a Second Language) courses and expects students to speak and write English fluently.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT EDNET CAREER INSTITUTE

The transferability of credits you earn at EdNet is at the discretion of the institution to which you may seek to transfer. Acceptance of the certificate earned at EdNet is also at the complete discretion of the institution to which you seek to transfer. If the certificate that you earned at EdNet is not accepted at the institution to which you apply, you may be required to repeat some or all of your coursework at that institution. For this reason, you should be certain that your attendance at EdNet will meet your educational goals. This may include contacting an institution to which you may transfer after attending EdNet to determine if your certificate or diploma will transfer.

Non-Discriminatory Policy

EdNet Career Institute, a California corporation, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, sex, handicap or age in any of its policies, procedures or practices; nor does EdNet discriminate on the basis of sexual orientation.

This nondiscriminatory policy covers all EdNet programs.

Family Education Rights & Privacy Act

The Family Education Rights and Privacy Act of 1974 provides, generally, that (1) **students shall have the right of access to their educational records**, and (2) **educational institutions shall not release educational records to non-school employees without consent**

Written consent of the student is required before EdNet can release information concerning the student to prospective employers, government agencies, credit bureaus, etc. Students and alumni applying for jobs can expedite their applications by providing EdNet with written permission to release their records, specifying which records and to whom the release should be made. For further details on and exceptions to the policies affecting disclosure of student records, contact the Administration

Drug Prevention Program

In compliance with the Federal and State laws, EdNet has established a referral service for drug abuse prevention programs. Students are made aware of this program and will abide by the School's Drug Prevention Program.

Sexual Harassment Policy

Harassment is a violation of an individual's civil rights. It is our policy to provide an educational, employment and business environment free from unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct or communications of sexual nature, as defined and otherwise prohibited by the state and federal statutes.

Notice of Student Rights

Students may cancel their contract for school, without any penalty or obligation, by the seventh day following their first class session as described in the Notice of Cancellation form that will be given to each student at the first session.

Students are encouraged to bring any complaints to the attention of their instructor. The instructor will attempt to resolve any problems or advise the student to discuss the situation with the appropriate office. After following this procedure, and if the situation is still not resolved, the student may make an appointment with the President, Sandra Hamilton. Please refer to the Student Grievance Procedure for further information.

Approval Disclosure Statement

EdNet has been granted institutional approval from the BPPE - Bureau for Private Postsecondary Education. The Bureau's approval means that the School and its operation comply with the standards established under the law.

Complaint Resolution

Persons seeking to resolve complaints should contact the instructor in charge. Requests for further action may be made to the President, Sandra Hamilton. A student or a member of the public may file a complaint about EdNet with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be found on the Bureau's Internet website www.bppe.ca.gov.

The Office of Student Assistance and Relief
is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589 or by visiting www.bppe.ca.gov. The address of the Bureau is:

Bureau of Private Postsecondary Education
1747 N Market Blvd. Suite 225
Sacramento, CA 95834

School Performance Fact Sheet

EdNet prides itself in having achieved outstanding performance in completion rates and in job placement with our graduates. For ten consecutive years, EdNet has received an award of distinction at the Annual Awards Banquet for placement performance that exceeds the standard set by the State of California. A School Performance Fact Sheet is made available prior to enrollment and required that California residents must review it before enrollment.

Students are encouraged to review this document prior to signing an Enrollment Agreement.

In many cases, EdNet achieves 85-90% percent of job placement in the Security Officer Training programs.

Academic Process

Enrollment

The Enrollment Agreement is processed on a term of 96 classroom hours. Enrollment always starts on the first day of scheduled classes.

Grading System

All students of EdNet will have course work evaluated and reported by the instructor using pass or fail as grades. Grades and symbols are listed below together with grade point values.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 150% of the published length of the program.

Student Grievance Procedure

EdNet encourages its students to resolve problems or complaints with their instructor. If no resolution is reached, the student may elevate their concerns to the Director of Operations for resolution. The Director of Operations will seek to resolve the problem in a fair and timely manner. No student will be discriminated against because he/she has sought resolution of a problem.

If a student is not able to resolve a dispute with the Director of Operations, the student must give the President, Sandra Hamilton, a signed grievance letter within ten days from

the initial meeting with the instructor. The grievance statement must describe the nature of the grievance and a possible remedy or relief requested.

The President is responsible for giving fair consideration to all the facts and for providing the student with a written response within seven working days of receipt of the grievance statement.

The written response of the President will be the final decision.

Graduation Requirements

Graduation requires that a student successfully pass all coursework.

Arbitration

Any controversy or claim arising out of or relating to EdNet's Enrollment Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction

SECURITY OFFICER TRAINING



Total Hours: 96 hours

PROGRAM LENGTH: 2.50 WEEKS

Prerequisite Requirements:

This program leads to state licensure and the following are eligibility criteria:

- 18 years of age
- Must pass background check
- Must pass PTA/Use of Force w/ 100%

Program Description: The Security Officer course prepares students for a career in the security field under the guidelines outlined in the Business and Professions Code 7853.5. At the conclusion of the course the students will receive a state recognized license, Security Officers patrol/inspect property to protect against fire, theft, vandalism, terrorism, etc.

These professionals protect their employer's assets and investments, enforce laws on the property, and deter criminal activity and other problems. They use radio and telephone communications to call for assistance from police, fire, or emergency medical services as the situation dictates. Security Officers write comprehensive reports outlining their observations and activities during their assigned shift. They may also interview witnesses or victims, prepare case reports, and testify in court.

Starting salaries range from \$18.00 to \$20.00 an hour.

COURSE TITLE AND COURSE NO.	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
Power to Arrest	5	0.33	3	0.10	8	0.43
Report Writing / Observation & Doc.	8	0.53	8	0.26	16	0.79
Penal Codes / Legal Aspects & Liability	4	0.26	4	0.13	8	0.39
Communications and its Significance	4	0.26	4	0.13	8	0.39
Patrol Techniques/ Public Relations	4	0.26	4	0.13	8	0.39
Courts of California / Criminal Laws	4	0.26	0	0	4	0.26
Evacuation Procedures	2	0.13	0	0	2	0.13
Arrest, Search and Seizure	4	0.26	0	0	4	0.26
Anti-Terrorism Training	4	0.26	2	0.06	6	0.32
Sexual Harassment Training	4	0.26	4	0.13	8	0.39
First Aid/CPR	4	0.26	4	0.13	8	0.39
Introduction to Computers	8	0.53	8	0.26	16	0.79
TOTALS	55	3.6	41	1.33	96	4.93

Power to Arrest: This course provides the standards of instruction for security personnel. It is designed to educate the student in carrying out his/her duties as a Security Officer with caution and within the confines of the law. This course results in the obtainment of a California Guard Card. This credential is the minimum requirement for employment in the position of Security Officer.

Report Writing Observations and Patrol Techniques: This course will prepare the Security Officer in report writing using computer templates. Reports will include observations and evaluations. The Security Officer will be trained from the Security Officer Textbook "Principles of

Security" 3rd Edition, Authors, Truett A. Ricks, Bill G. Tillett and Clifford W. Van Meter. Handouts will contain

various company logs, sample daily activity reports, vendors and vehicles logs.

Penal Codes / Legal Aspects/Liability: Criminal and Civil Liabilities will be taught from "Qwik-Code Penal Code" bridged Edition 2005 – Author, Robert S. Weaver, B.S., M.S.; Editorial Director. Student will learn Penal Codes directly related to Security Officers; handouts on Trespassing and Loitering, Disorderly Conduct, Loss Prevention, etc., will be utilized. Civil Liabilities and Court Procedures will also be taught using training material handouts.

Communications and its Significance: Security Officer will be trained on Standard Radio Codes for Security from handouts used by most city and county Law Enforcement Agencies. Security Officers will also be trained to use military time which is required by many security companies.

Public Relations/ Patrol Techniques: The Security Officer will be trained on Ethics & Professionalism, Appearance, and Proper Conduct, etc. Security Officers must maintain composure at all times and must behave respectfully while keeping within the confines of the law. This course will be taught using "The Power to Arrest Training Manual" published by BSIS, as well as handouts.

Courts of California/Criminal Laws: The Security Officer will learn the different courts of California such as Small Claims, Juvenile, Probate, Arraignment Procedures, preliminary hearing procedures and trial procedures.

Evacuation Procedures: Emergency procedures related to Safety, Patrol Procedures, Disturbances will be taught from handouts and the textbook, "Principles of Security", 3rd Edition.

Arrest, Search and Seizure: The Security Officer will be trained on the techniques of handling a proper arrest, how to conduct a search and seizure operation. The process and procedures of making a legal arrest are presented and discussed.

Anti-Terrorism Training: This six-hour course will educate the Security Officer in how to identify possible "terrorist activities" and what response should be taken to deter such activities. An approved Bureau of Security and Investigative Services (BSIS) DVD will be utilized in addition to a student workbook.

Sexual Harassment Training -- Security Officer will be trained in accordance with state and Federal guidelines which regulate sexual harassment activities in the workplace.

First Aid / CPR: This training will be delivered by Red Cross of Southern California and will take an entire 8 hours. Students will learn the techniques required to administer first aid and to perform CPR (cardio pulmonary resuscitation).

General Information

State Approval

EdNet Career Institute has been granted approval status as a non-degree granting institution by the **Bureau for Private Postsecondary and Vocational Education** in accordance with all regulatory guidelines posted by the California Education Code 94900.

EdNet provides training for individuals through the **Federal Workforce Investment and Opportunities Act (WIOA)** and the **GAIN** programs which assist individuals who have been laid off due to the economic downturn or who are receiving AFDC benefits. EdNet is one of the approved schools on the **Eligible Training Provider List (ETPL)** in the State of California.

EdNet works with the **State Department of Rehabilitation** and has trained many persons with disabilities. In addition, EdNet provides training to individuals through **Workers' Compensation Insurance Companies**, as well as with the **Employment Development Department (EDD)** for tuition assistance.

The **Veteran's Administration** has referred Veterans to EdNet Career Institute for training as security officers.

Accreditation and Authorizations

EdNet is not an accredited school. EdNet is approved by the Bureau of Security and Investigative Services (BSIS) as a Training Facility authorized to provide Security Officer Training and Firearms Training.

Office Hours and Class Schedule

School hours are from 9:00 a.m. to 5:00 p.m. Monday through Friday. Classes form approximately every three weeks.

Calendar and Holidays

- New Year's Day
- Memorial Day
- Labor Day
- Christmas and the day after
- Independence Day – July 4th
- Thanksgiving Day and the day after

Job Placement Assistance

EdNet maintains a policy of assisting students to find gainful employment upon graduation. EdNet assists its graduates with resume writing, grooming tips, interviewing techniques, job search skills, arranging appointments for job interviews and subsequent follow-up. During EdNet invites at least 5 – 10 security officer companies to make presentations to the graduates who are often hired on the spot. However, EdNet cannot promise or guarantee a job.

EdNet trains individuals to become a security guard which correlates to the United States Department of Labor

Standards Occupational Classification Code of 33-9032. This code is for Security Guards who patrol, or monitor premises to prevent theft, violence, or infractions of rules.

Housing

EdNet does not have dormitory facilities, nor do we provide assistance in locating housing for students who wish to relocate to Woodland Hills. If students wish to relocate to the San Fernando Valley, the average rent can vary depending on the specific neighborhood, but generally, you can expect to pay around \$2,500-\$3,000 per month for an apartment, with studios starting around \$1,800.

Professional Continuing Education Courses

EdNet Career Institute is a State approved continuing education provider. EdNet's responsibility for providing C.E.U. courses of the highest caliber to licensed professionals is fulfilled by the routine development and scheduling of specialized education and training services, designed to meet the needs of licensed professionals with respect to education involving information technology. Therefore, the Institute's approved C.E.U. courses are typically offered on weekends to accommodate the schedules of working professionals. We currently are conducting C.E.U. courses for security officers who must attend 8 hours of continuing education annually.

Computer Center/Resource Center

The EdNet computer contains various security-related books. The computer center/resource center provides Internet access to many sources of information of use to student-scholars. Students are encouraged to utilize the computer center/resource center to supplement their learning experience.

Leave of Absence

Given the hours and weeks of the Security Training program (96 hours and 2.5 weeks), we don't anticipate students requesting a leave of absence. However, students who cannot complete their current course of instruction would simply take the next course that starts anytime in the future within a period of 90 days.

Instructional Probation

Given the hours and weeks of the Security Training program (96 hours and 2.5 weeks), we don't anticipate students will be subject to instructional probation. However, students who cannot pass the daily lesson plans they are invited to repeat the class within 90 days.

Facilities and Equipment

EdNet's facilities are designed for Security training. Facilities are clean and simulate a professional environment in which students would work in the Security Industry.

EdNet's training facility is located at 6400 Canoga Ave #121, Woodland Hills, California, and is easily accessible off the 101 Freeway. All training will be at this address unless otherwise noted.

Description of Equipment – EdNet owns all computers, routers, and other peripheral equipment in a computer lab that's available to all students. The Security Training students use these computers to process applications and to develop resumes. Additionally, Students will utilize equipment such as foam batons, handcuffs, and flashlights

Accessible Facilities

EdNet facilities are accessible to physically disabled persons. Persons who have special needs are invited to visit to determine if the facilities meet their requirements.

Transcripts and Records

Each student's file is complete with copies of records, reports and grades. Copies of transcripts are available to the student at a fee of \$25.00 upon request. Written consent from the student will be necessary to release copies of records to a third party. Transcripts and records may be requested at the Administration Office.

State laws require this educational institution to maintain school and student records for a five-year period. Transcripts are maintained indefinitely.

Safety Compliance & Enrollment Limitation

This institution, the facilities it occupies, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

EdNet strictly limits the size of its classes to maintain the educational soundness of its programs. Class size may vary from time to time but will range from 10 to 14.

Dress Code

Students must remember that they represent the school at all times during their course of study. All students should, therefore, come to school neat and in appropriate attire.

Smoking Policy

Smoking is not permitted in any of the training facilities.

Conduct and Dismissal

Students are expected to follow all the rules and regulations of EdNet and to conduct themselves within the bounds of professional behavior at all times. Any infraction will result in termination. At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incidents of an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons upon school premises; disobedient or disrespectful behavior to another student, administrator or faculty member; or any other stated or determined infraction of the rules on conduct.

Suspension and Termination

Students may be suspended or terminated by the School Director or designee for any of the following reasons:

- Excessive absenteeism or tardiness
- Cheating
- Conduct that reflects poorly upon the school
- Failure to meet financial obligations
- Use or possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons
- Disruption of classroom activities or interfering with other students' ability to study
- Any other determined infraction of conduct

Instructors and Qualifications

Instructors are selected based on their professional experience, expertise in both theoretical and applied instruction, and their ability to serve as effective leaders and role models—qualities essential for guiding student development and professional growth. Many of our instructors operate as independent contractors within their respective fields.

Sandra Hamilton, President/CEO

Sandra L. Hamilton as President has extensive experience in leadership, management, and vocational training. She has been the Owner and President/CEO of EdNet Career Institute since 1997, where she has successfully grown revenues, established testing centers, and provided career training for hundreds of individuals annually. Additionally, she has been the Owner, President, and Qualified Manager of Hamilton Private Security since 2014, overseeing operations of a state-approved private security agency, managing contracts, and ensuring compliance with California laws.

Sandra also has significant experience in executive roles at educational institutions, including serving as Executive Director at Cerritos College, where she managed a \$9 million vocational program, and as Director of Vocational Programs at Coastline Community College, where she developed training programs funded by grants. Her earlier role as Assistant to the President at Bryant College involved fundraising, donor solicitation, and program development.

Her educational background includes an M.A. in Management and Human Behavior, a B.A. in Management (honors), and a lifetime teaching credential for California Community Colleges. She holds a California Security Guard Card and has been recognized as "Most Outstanding Business Woman in SF Valley." Sandra's extensive experience in management, education, security, and vocational training makes her highly qualified to lead as President.

Harold Stancle, Director of Operations

Harold Stancle serves as Director of Operations, and has over a decade of experience in security management, education administration, and marketing. He holds multiple certifications, including a Guard Card, Firearms

Permit, Baton Permit, CPR/First Aid/AED, and specialized training in areas such as crowd control, active shooter response, and terrorism awareness. Harold is also a Certified Handcuff, Tactical Flashlight and Baton Instructor.

Professionally, Harold has been the School Director and Security Operations Manager at Hamilton Private Security since 2015, where he oversees staff, educators, and students, manages security services, coordinates events, and ensures compliance with local ordinances.

Harold holds AA Degrees in Administration of Justice and Social and Behavioral Sciences.

Virginia Chamberlain, CPR/First Aid/AED Trainer

Virginia Chamberlain is highly qualified to teach CPR due to her certifications and professional experience in emergency response and preparedness. She holds certifications from Medic First Aid and the American Heart Association (AHA) in Basic Life Support (BLS), Heart Saver, and specialized courses such as BasicPlus, PediatricPlus, and CarePlus. Additionally, she has completed instructor development courses, enabling her to train others effectively. Her work experience spans over 17 years in roles focused on safety training and emergency preparedness, including her current position at Cardiac Care USA and her previous role at Safety Dynamics Group. Her affiliations with reputable organizations like the AHA and the American Health and Safety Institute further validate her expertise in CPR instruction.

Aivaras Petraitis, Impact Baton and Firearms Instructor

Aivaras Petraitis has the qualifications to teach Baton and Firearms due to his law enforcement, military, and instructional experience. He is a certified CA P.O.S.T. Firearms Instructor, CA DOJ CCW Instructor, and CA DCA BSIS Instructor specializing in Firearms, Baton, Chemical Agents, Arrest & Control, De-escalation, and Use of Force. His professional background includes over two decades of service in law enforcement, including roles as a Police Detective with the State of California DOI and a Police Officer in Lithuania, where he conducted criminal investigations, firearms training, and defensive tactics instruction. Additionally, he holds certifications as a Glock and Remington 870 Shotgun Armorer and has completed advanced P.O.S.T. training. His qualifications are further supported by his military background and fluency in multiple languages, making him a well-rounded and experienced instructor.

Tuition and Fees

The types and amounts of tuition and fees charged students are established by the Administration. The Administration reserves the right to make changes without advance notice whenever conditions make changes

necessary and to apply such revision to present and new students alike.

Schedule of Total Charges	COST
Enrollment Fee (nonrefundable)	\$ 75*
Books and Supplies (Est. cost per program)	\$1,500- \$1,750
Security Live Scan and Fees	\$125 - \$175
Application Fees	\$215
Licensing Fees	\$225
Graduation Fees	\$90
PSI Examination Fees	\$65
Total Cost for Security Training	\$2,595

*The enrollment fee not subject to refund

Tuition is payable upon enrollment.

Refund Policy

EdNet's refund policy is set forth to make sure that the refund is made no later than 30 days after the student's last day of official withdrawal. A refund is made normally when a student drops from a program of study before he/she has completed the course. The amount of the refund is calculated based on the hours of instruction not completed by the student. This is referred to as a pro rata refund.

After the refund has been calculated, the request will be sent to the President for approval and a check will be issued.

Cancellation/Withdraw From Program

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the 7th day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice at the school. The student can do this by mail, hand delivery or email. The written notice of cancellation, if sent by mail, is effective when postmarked.

EdNet's refund policy is set forth to make sure the refund is made no later than 30 days after the student's last day of official withdrawal. A refund is made normally when a student drops from a program of study before he/she has completed the course. The amount of the refund is calculated based on the hours of instruction not completed by the student.

Deferred Tuition Plan

For the Security Training Program, tuition is due in full prior to each term. An alternate payment plan can be

arranged in which 1/2 of the tuition is paid at the time of enrollment, the balance after one week.

Financial Aid

EdNet Career Institute does not participate in Federal or State financial aid programs. Some students may qualify for Federal funds if they are determined eligible under the Workforce Investment Opportunities Act (WIOA).

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education**
1747 N Market Blvd. Suite 225, Sacramento, CA 95834
(916) 263-1897

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."

Faculty, Instructors and Staff

Administration

President / CEO / CAO	Sandra Hamilton
Director of Operations	Harold Stancle
Marketing/ Business Development	Harold Stancle
Office Manager	Sandy Grimaldi
Network Support	Vincent Chang
Job Placement	Bella Mendez

Instructors

Security Officer Training	Aivaras Petraitis
Firearms and Baton Training	Aivaras Petraitis
CPR / First Aid / AED	Ginny Chamberlain