



# ACADEMIC CATALOG

2023-2024

NATIONAL LATINO EDUCATION INSTITUTE

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**CONTENTS**

**Contents** ..... 1

**GENERAL INFORMATION** ..... 1

*Mission Statement* ..... 1

*Service Philosophy* ..... 1

*Purpose and Objectives* ..... 1

*History*..... 1

**FACILITIES** ..... 4

*Education Center and Main Office* ..... 4

**INSTRUCTIONAL EQUIPMENT AND Laboratories**..... 4

*Community Technology Center (CTC)*..... 5

**ADMISSIONS** ..... 6

*Admissions Policy* ..... 6

*Certificate Program Admission Requirements*..... 6

**BILINGUAL MEDICAL ASSISTANT Program REQUIREMENTS** ..... 6

**MEDICAL OFFICE SPECIALIST Program REQUIREMENTS**..... 7

*Certificate Program Admission Procedure* ..... 7

*Readmissions*..... 7

*Deadlines*..... 7

*False information/ documentation*..... 8

*Criminal Background Check* ..... 8

*Reviewing the Validity of High School Diploma*. .... 8

**Transfer Acceptance Policy** ..... 9

*Maximum amount of credits* ..... 9

*Evaluation of credits* ..... 9

*Procedure for requesting transfer of credits*..... 9

*Implications for Financial Aid*..... 10

*Articulation agreements*..... 10

*Advanced Placement* ..... 10

*Experiential Learning* ..... 10

*Transfer of NLEI Credits to Other Colleges* ..... 10

<b>NON-DISCRIMINATION POLICY</b> .....	<b>11</b>
<b>TUITION, FEES, AND EXPENSES</b> .....	<b>12</b>
<i>Bilingual Medical Assistant (Certificate) - 92 Credit Hours</i> .....	12
<i>Medical Office Specialist (Certificate) - 95 Credit Hours</i> .....	12
<i>Considerations</i> .....	12
<i>Single Courses For Bilingual Medical Assistant</i> .....	13
<i>Single Courses for Medical Office Specialist</i> .....	13
<i>Other Fees</i> .....	13
<i>Complementary Information</i> .....	13
<b>TUITION PAYMENT</b> .....	<b>14</b>
<i>Tuition Account</i> .....	14
<i>Tuition Payments</i> .....	14
<i>Credit Balance</i> .....	15
<b>FINANCIAL AID INFORMATION</b> .....	<b>16</b>
<i>Financial Aid Policy</i> .....	16
<i>Financial Aid Office Information</i> .....	17
<i>Student Financial Aid. General Consumer Information</i> .....	17
<i>Application to financial aid</i> .....	17
<i>Financial Aid Programs</i> .....	18
<i>Clock-to-Credit Hour Conversion for Federal Title IV Funding</i> .....	19
<i>Entrance and Exit Interview Loan Advising</i> .....	19
<i>Return of Title IV Funds</i> .....	19
<i>Notice of Federal Student Financial Aid Penalties for Drug Law Violations</i> .....	22
<b>CANCELLATION POLICY</b> .....	<b>23</b>
<i>Student's right</i> .....	23
<i>Cancellation notice</i> .....	23
<i>Program Cancellation</i> .....	23
<i>No Shows</i> .....	23
<b>TUITION REFUND POLICY</b> .....	<b>24</b>
<i>General Criteria</i> .....	24
<i>Refunds for First-Time, First-Year Students. Tuition Paying or Receiving Financial Aid</i> .....	24

<b>ACCREDITATIONS AND APPROVALS .....</b>	<b>26</b>
<i>Accrediting Council for Independent Colleges and Schools.....</i>	<i>26</i>
<i>Disclaimer.....</i>	<i>26</i>
<i>Illinois Board of Higher Education.....</i>	<i>27</i>
<i>Illinois Department of Veterans Affairs (IDVA).....</i>	<i>27</i>
<i>Workforce Innovation and Opportunity Act (WIOA).....</i>	<i>27</i>
<b>INDUSTRY COUNCILS.....</b>	<b>28</b>
<i>Allied Health Advisory Committee .....</i>	<i>28</i>
<i>Business Leadership Council.....</i>	<i>28</i>
<b>STUDENT CLASSIFICATION.....</b>	<b>29</b>
<i>Full-Time Students .....</i>	<i>29</i>
<i>Part-Time Credit Hour Students .....</i>	<i>29</i>
<i>Special Students.....</i>	<i>29</i>
<i>Student Classification Schedule .....</i>	<i>29</i>
<b>ACADEMIC INFORMATION .....</b>	<b>30</b>
<i>Definition of Academic Year .....</i>	<i>30</i>
<i>Definition of Quarter Credit .....</i>	<i>30</i>
<i>Definition of Clock Hour .....</i>	<i>30</i>
<i>Definition of Payment Period .....</i>	<i>30</i>
<i>Time of study.....</i>	<i>30</i>
<i>Maximum Number of Students.....</i>	<i>30</i>
<i>Program Length .....</i>	<i>30</i>
<i>Academic Load .....</i>	<i>30</i>
<i>Academic Scheduling .....</i>	<i>30</i>
<i>Class Cancelation .....</i>	<i>31</i>
<b>ACADEMIC PROGRAMS .....</b>	<b>32</b>
<i>Certificate in Bilingual Medical Assistant (BMA) .....</i>	<i>32</i>
<i>Medical Office Specialist Program (MOS):.....</i>	<i>34</i>
<b>ACADEMIC PROCEDURES .....</b>	<b>36</b>
<i>Externships.....</i>	<i>36</i>
<i>Drop/Add Procedures.....</i>	<i>36</i>

<i>Attendance Policy</i> .....	36
<i>Academic Make-Up Policy</i> .....	37
<i>Grade Appeal Policy</i> .....	37
<i>Program Development and Assessment</i> .....	38
<b>GRADING SYSTEM</b> .....	<b>39</b>
<i>Grades</i> .....	39
<i>Grading Criteria</i> .....	39
<i>Calculation of Grade Point Average</i> .....	40
<b>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)</b> .....	<b>41</b>
<i>MTF - Maximum Time Frame</i> .....	41
<i>Evaluation Schedule</i> .....	41
<i>Academic Warning</i> .....	42
<i>SAP Appeals, Probation, and Academic Plans</i> .....	42
<i>Treatment of Transfer Credits</i> .....	43
<i>Treatment of Repeat Courses</i> .....	43
<i>Treatment of Incomplete Courses</i> .....	43
<i>Treatment of Withdrawals</i> .....	43
<i>Reinstatement as FSA Student</i> .....	43
<b>SPECIAL CONSIDERATIONS</b> .....	<b>45</b>
<i>Policy for Re-Entry of Withdrawn Students</i> .....	45
<i>Transferring in and Out of Programs</i> .....	45
<i>Doubling out classes</i> .....	45
<i>Leave of absence</i> .....	46
<b>GRADUATION REQUIREMENTS</b> .....	<b>47</b>
<b>TRANSCRIPTS</b> .....	<b>48</b>
<b>WITHDRAWAL PROCEDURES</b> .....	<b>49</b>
<b>STUDENT SERVICES</b> .....	<b>50</b>
<i>Admission Services</i> .....	50
<i>Student FINANCIAL Assistance Services</i> .....	50
<i>Academic Advising</i> .....	50
<i>Career Planning and Job Search Assistance</i> .....	51

<i>Background Checks</i> .....	51
<b>STUDENT COMPLAINT/GRIEVANCE PROCEDURE</b> .....	<b>52</b>
<b>STUDENT CONDUCT POLICY</b> .....	<b>53</b>
<b>INFORMATION FOR ENROLLED STUDENTS</b> .....	<b>55</b>
<i>Student Records</i> .....	55
<i>FERPA</i> .....	55
<i>Completion/Graduation Rate</i> .....	55
<i>Student Right to Know and Campus Security</i> .....	56
<i>Emergency and Response Evacuation</i> .....	57
<i>Use of equipment</i> .....	57
<b>GENERAL POLICIES</b> .....	<b>58</b>
<i>Harassment Policy</i> .....	58
<i>Sexual Harassment Policy</i> .....	58
<i>Tobacco, Alcohol and Drug Policy</i> .....	58
<i>Vaccination policies</i> .....	59
<i>No Food or Drink in the Classroom/Labs</i> .....	59
<b>COMPLAINTS</b> .....	<b>60</b>
<b>CERTIFICATE PROGRAM COURSE DESCRIPTIONS</b> .....	<b>61</b>
<b>ADMINISTRATION AND STAFF</b> .....	<b>69</b>
<b>FACULTY</b> .....	<b>70</b>
<i>Faculty Credentials</i> .....	70
<i>Faculty assessment</i> .....	70
<i>Faculty Development Plan</i> .....	70
<b>STATEMENT OF LEGAL CONTROL</b> .....	<b>71</b>
<i>Vision Statement:</i> .....	71
<i>Board of Directors</i> .....	71
<b>ACADEMIC CALENDAR</b> .....	<b>72</b>
<i>Fall programs</i> .....	72
<i>Spring Programs</i> .....	72
<i>Updated information</i> .....	72

<i>NLEI Holidays</i> .....	72
<b>STUDENT SUCCESS DATA</b> .....	<b>73</b>

## GENERAL INFORMATION

### MISSION STATEMENT

National Latino Education Institute advances our community's economic independence through market and results-driven education, training, employment, and advocacy.

### SERVICE PHILOSOPHY

The National Latino Education Institute services are designed for adults who need to improve their basic education skills and gain vocational skills and technical competency. The programs and courses aim to prepare adults for lifelong learning and successful entry into promising careers in growth industries.

### PURPOSE AND OBJECTIVES

National Latino Education Institute (NLEI) approaches training and services within a traditional human resource development model. Programs and services are adapted to the language and cultural needs of our primarily Latino students and job seekers. We make every effort to provide supportive services that enable individuals to acquire knowledge and skills that last a lifetime.

NLEI assists people in their quest for economic independence.

The staff at NLEI is committed to making a difference, and they endeavor to provide a high-quality training environment. The training center emulates the workplace, and its structure encourages the learning of traditional employee skills and employer-preferred work ethics.

We know that employment is integral to a better quality of life. Therefore, we strive to provide rigorous vocational training and employment programs and add vocational skill-building to our adult education classes. NLEI assists employers in their search for skilled and motivated employees to enhance the productivity, quality, and diversity of an employer's workforce.

NLEI administration is committed to the growth and development of its staff and programs. It strives to provide excellent working conditions and maintain facilities that meet the needs of staff and community and further the organization's goals.

### HISTORY

#### *In the beginning*

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During the late 1960s, a collection of aggressive grassroots agencies came together to advocate for Latinos. These agencies were rooted in "War on Poverty" issues. In a relatively short time, two principal roles emerged: combat discrimination against Latinos and advance affirmative action. These various agencies adapted the name Spanish Coalition for Jobs (SCJ) as an indicator of the motivating purpose of these entities.

The Coalition worked aggressively to achieve employment opportunities for Latinos. One early success was with Illinois Bell (now AT&T). Illinois Bell was one of many private and public corporations that worked with SCJ to ensure Latinos received a fair advantage in obtaining jobs and jobs that paid well. In 1972, Illinois Bell and the Coalition completed negotiations regarding employment opportunities for Latinos. Before the mutual agreement could be signed, SCJ needed to incorporate as a 501(c)(3) organization. That was done, and the agreement was signed.



## Early Years

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Soon after, the leadership of the newly incorporated Coalition realized that being an advocate was not enough. It would be necessary for SCJ to offer educational, employment, and training programs if Latinos were to be equipped with the skills that would prepare them for higher-paying jobs.

Latinos, who have a reputation for being productive "blue-collar" workers, need education and training opportunities. Such opportunities would be required to enhance social and economic advances to ensure the inclusion of Latinos in white-collar and management positions in Chicago's businesses and industries.

In 1974-1975, SCJ secured Comprehensive Employment and Training Act (CETA) contracts to fund its early training endeavors. Recruiting and employment efforts expanded to meet corporate needs. Local and state grants provided funds for SCJ's first Classroom Training (CRT) programs and Public Service Employment (PSE) program. Participants in this work experience program received training in various jobs while comprising SCJ's first quasi staff.

SCJ was awarded a contract in 1976 to monitor affirmative action requirements in construction contracts for the building of Benito Juarez High School.

The evolution from pure advocacy to a training organization required SCJ to acquire appropriate accommodations. In 1978 a 5,000-sq. ft. facility was acquired in the Pilsen neighborhood at 1737 West 18th Street. Training programs for clerk-typists, accounting clerks, and bricklayers were initiated. Also, in 1978 SCJ received support and contributions from the Joyce Foundation and the Chicago Community Trust. These foundation funds allowed the organization to diversify and strengthen its financial base.

Spanish Coalition for Jobs was rated as one of the best performing agencies with 100% placement in its clerk-typist program and 85-90% placement in its public service employment programs. In recognition of its record as one of the most successful and exemplary programs in the nation, the results of SCJ's CETA efforts were presented in Washington, DC, and written into the Congressional Record. Demand for SCJ's employment and training programs grew tremendously.

## Expansion

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With SCJ's continued growth and solid reputation as a premier training organization for Latinos, it was necessary to acquire a larger building to meet the increase in staff and participant enrollment.

In 1984 SCJ embarked on a capital campaign to purchase the 35,000-sq. feet. Epstein Architectural facility, which allowed for a more suitable and pleasant space. This new facility, coupled with the Pilsen Center, allowed SCJ to forge ahead with its mission.

In July of 1999, SCJ began investigating the potential expansion of its training offerings into the medical field. Repeating its past successful experience of relying on industry experts to develop a new program offering, SCJ formed a consortium of hospital and medical center representatives to offer input into areas for future training.

## Name Change

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As of 2008, Spanish Coalition for Jobs, Inc. has evolved into more than an employment/workforce provider in the community. Over the years, its role has shifted to that of an educational institute. In

essence Spanish Coalition for Jobs has been educating the future Latino workforce, and it needs to have that identity. Consequently, SCJ changed its name to National Latino Education Institute (NLEI) in April 2008. The new name, National Latino Education Institute (NLEI), aims to capture the element of education and incorporate the key market Spanish Coalition for Jobs serves... Latinos.

### New challenges

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In 2020, NLEI, like many other educational institutions, had to stop its operations due to the COVID19 pandemic. During 2020 and 2021, the number of students and programs fell.

NLEI resumed academic activities in Academic Year 2022-2023 to offer development alternatives to the Latino Community.

### Results and new opportunities

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NLEI has trained and placed thousands of people in productive employment. It is not unusual to have many family members, neighbors, and friends of NLEI alumni enroll in NLEI programs. The most effective marketing tool is "word of mouth" NLEI success stories. Many previously low—and moderate-income individuals now enjoy new careers, increased purchasing power, homeownership, and improved self-esteem.

Those stories and testimonies are indeed a great return on "human capital investments" and a great asset to our communities and society.

## FACILITIES

### EDUCATION CENTER AND MAIN OFFICE

2011 West Pershing Road Chicago, IL 60609-2205

Email: [NLEI@nlei.org](mailto:NLEI@nlei.org)

Website: <http://www.nlei.org>

Phone number: (773) 395 1924

Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

#### Main Campus

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National Latino Education Institute's main office is a 35,000 square foot training facility located near Damen Avenue and Pershing Road (2000 West and 3900 South).

Premises are easily accessible by public transportation routes via Damen Avenue, Pershing Road, Archer Avenue, Ashland Avenue, and Western Avenue. Limited student parking is available.

The facility is a modern, attractive, air-conditioned building with a reception area, waiting area, counseling rooms, administrative offices, first and second-floor classrooms, computer and medical laboratories; a community room; a student resource center; and a student cafeteria with vending machines.

The facility is ADA compliant.

### INSTRUCTIONAL EQUIPMENT AND LABORATORIES

NLEI offers students of equipment necessary to complete their programs. This includes items such as:

- Computers
- Printers
- Projectors
- Add other similar types of general equipment used for the programs.

Additionally, NLEI's Health Science students use laboratories. With the following equipment

- Intermuscular injection simulator.
- Phlebotomy simulators.
- Ophthalmoscopes.
- Simulation Manikens.
- BP Cuffs.
- Scales.
- Medical Equipment Storage Units.
- Glucose meter.
- Refrigerator.
- Thermometers.

- Racks.
- Peak flow meters & mouthpieces.
- Suture removal kits.
- Hand sanitizing stations.
- Chemiclave.
- Special Lab mixer.
- Emergency Cart.
- Urometers.
- Refractometers.
- Otoscope.
- Bio Hazard Clean-up Kit.
- Wheelchair, crutches, walkers.

### COMMUNITY TECHNOLOGY CENTER (CTC)

NLEI currently operates a fully functional Community Technology Center (CTC) at the main campus located at 2011 West Pershing Road.

CTC is open to the public from Monday through Friday.

## ADMISSIONS

### ADMISSIONS POLICY

The admission process at National Latino Education Institute is selective. The specific goal of the vocational training programs is to prepare applicants for employment or to enhance their employability.

Job placement is the desired outcome of all programs, and job placement services are available free of charge to applicants. Specific requirements and academic prerequisites for individual courses and programs are described in other sections of this catalog.

Generally, NLEI applicants must demonstrate that they will be able to benefit from the vocational training programs and/or adult continuing education classes in which they are enrolled.

### CERTIFICATE PROGRAM ADMISSION REQUIREMENTS

Applicants interested in a certificate program must meet the requirements listed below for admission:

- All applicants for certificate programs and adult education training classes must be beyond the age of compulsory education (at least 18 years of age).
- Applicants must fill out the NLEI Application and complementary paperwork.
- Candidates must have a minimum equivalent to 10-year grade school.
- A high school diploma or GED certificate is required for vocational training programs, these training programs are eligible for Federal Student Aid (FSA).
- Students in the vocational training programs who claim to be a high school graduate or holder of a valid GED certificate are required to provide proof by way of diploma, official transcripts, or GED official test results.
- An applicant, who was previously enrolled in one of NLEI's educational programs and was dismissed from the program for unacceptable behavior, may only be readmitted by the designated personnel after a minimum period of 6 months has transpired since the dismissal. The designated program personnel will determine whether the applicant is likely to make every effort to participate in and benefit from the program and does not demonstrate any further behavioral, tardiness, or absence problems.
- Applications for NLEI programs are accepted on an ongoing basis throughout the year. For fixed entry English as a Second Language and Adult Basic Education classes, the enrollment deadline is the third class of instruction.
- Registration for individual business and technology courses is open to the general public. Schedules and prerequisite information are available in NLEI's Education Department.
- Misrepresentation of any information by an applicant may be cause for denial of admission of that applicant.
- NLEI is committed to providing reasonable accommodations to applicants with disabilities. Persons with disabilities are encouraged to contact the ADA Coordinator at [nlei@nlei.org](mailto:nlei@nlei.org) to discuss their needs for accommodations

### BILINGUAL MEDICAL ASSISTANT PROGRAM REQUIREMENTS

Due to the nature of the work of a medical assistant in the allied health field, students participating in the Bilingual Medical Assistant program will be required to undergo: a complete health physical

examination/health screening that will ensure the participant's health status; a drug test; and a criminal background check prior to employment per the requirements of the workforce.

#### MEDICAL OFFICE SPECIALIST PROGRAM REQUIREMENTS

Due to the nature of work in the allied health field, students participating in the Medical Office Specialist program will be required to undergo: a complete health physical examination/health screening that will ensure the participant's health status; a drug test; and a criminal background check before employment per the requirements of the workforce.

#### CERTIFICATE PROGRAM ADMISSION PROCEDURE

- Before application, applicants are encouraged to attend an information session that introduces applicants to NLEI and its programs, entrance requirements, and available services.
- Prospective students may send an email to [education@nlei.org](mailto:education@nlei.org) or call (773) 395 1924 to schedule an appointment.
- Applicants must take the following tests: TABE test in: Reading, Mathematics Computation, Applied Mathematics, and Language. Candidates must get a minimum Grade Equivalent of 10 for each test to be accepted.
- The results of the tests are considered in making the admission decision.
- All applicants for NLEI vocational programs must participate in a criminal background check in accordance with the NLEI Program Applicant Criminal Background Check Policy. The results of the criminal background check are considered in making the admission decision.
- As part of the application process for NLEI vocational programs, each applicant must undergo a screening for illegal drug and alcohol use in accordance with the NLEI Program Applicant Drug Testing Policy. The results of the screening for illegal drug and alcohol use are considered in making the admission decision.
- A personal interview with the designated Program Personnel is required for enrollment into our vocational programs. During these interviews, the training programs, the school's and applicant's expectations, rules and requirements, and the applicant's interest and career goals are discussed.

#### READMISSIONS

An applicant, who was previously enrolled in one of NLEI's educational programs and was dismissed from the program for unacceptable behavior, may only be readmitted by the designated personnel after a minimum period of 6 months has transpired since the dismissal.

The designated program personnel will determine whether the applicant is likely to make every effort to participate in and benefit from the program and does not demonstrate any further behavioral, tardiness, or absence problems.

#### DEADLINES

Applications for NLEI programs are accepted on an ongoing basis throughout the year. For fixed entry English as a Second Language and Adult Basic Education classes, the enrollment deadline is the third class of instruction.

Registration for individual business and technology courses is open to the public. Schedules and prerequisite information are available in NLEI's Education Department.

**FALSE INFORMATION/ DOCUMENTATION**

Misrepresentation of any information by an applicant may be cause for denial of admission of that applicant.

**CRIMINAL BACKGROUND CHECK**

The Illinois Health Care Worker Background Check Act (225 ILCS 46) requires employees of health care providers and others identified in the Act to have fingerprint criminal background checks collected through IDPH-approved live scan vendors with the results reported electronically to the Illinois Health Care Worker Registry (HCWR).

As such, Any vocational program applicant with a criminal record may find difficult to find a job position after graduation.

Should any applicant have criminal record, the Office of the Registrar will schedule an interview to explain him/her about the implications of such record.

**REVIEWING THE VALIDITY OF HIGH SCHOOL DIPLOMA.**

Should NLEI or the United States Secretary of Education have a reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education; the Office of the Registrar will follow the following procedure:

1. Confirm with the applicant the name of the school, district, complete address, and date of completion.
2. With the provided information, review the NCES database and State Department of Education databases to confirm the validity of the secondary educational institution.
3. For documents of foreign High School, applicants will be required to have their transcripts translated and evaluated by an agency recognized by the Department of Education.
4. The Office of the Registrar will contact the institution to confirm the validity of the document.
5. If needed, the applicant may be required to deliver complementary information.
6. Applicants, who fail to provide all required documentation within 30 days of their start date, will have their enrollment cancelled.

## TRANSFER ACCEPTANCE POLICY

Incoming students who have earned course credits at other accredited educational institutions may request that NLEI evaluate and consider awarding proper academic credit for credits earned at those institutions.

## MAXIMUM AMOUNT OF CREDITS

No more than a total of one-quarter of the credits required for graduation may be transferred from other accredited educational institutions.

To obtain information regarding transfer credit, the applicant/student may contact the Education Intake and Records Manager at [records@nlei.org](mailto:records@nlei.org).

## EVALUATION OF CREDITS

NLEI will evaluate potential transfer of credit as follows:

1. NLEI education staff will review documentation provided by the student that identifies course work for transfer of credit.
2. NLEI will consider official transcripts as the only acceptable documentation for credit transfer
3. Course work documented through an **official transcript** may be considered for transfer of credit only if the earned course credits for the courses have a **passing grade of a "C" or better**.
4. Once NLEI staff and the student have identified the courses to be considered for transfer of credit, the student may be given a core competency exam to assess the relationship between the course(s) previously taken by the student and the content of the NLEI course curriculum.
5. If the student's core competency results are closely matched to the content of NLEI's curriculum, the student will be given credit for the course(s).

When a student is awarded transfer of credits, he or she will not be required to attend any classes for the course or do any course-related work.

The transfer of credits will not be part of the student's CGPA at NLEI.

## PROCEDURE FOR REQUESTING TRANSFER OF CREDITS

1. Interested students will contact the Academic Director and request information about credit transfer.
2. Interested students must provide a copy of their transcripts to the Academic Director.
3. The Academic Director will analyze the transcripts, considering the courses, grades and alignment with NLEI program.
4. If needed, the Academic Director will ask the student to provide the syllabi of courses to confirm the correspondence of the transferred credits to NLEI program.
5. The criteria to accept credits from another institution will consider the following:
  - a. NLEI vocational programs are short, intense, and very specific to the skills requirements.
  - b. Graduation from NLEI programs is based on demonstrating knowledge and ability in particular skill sets.
6. The Academic Director will update the analysis in the Transferred Credits Form.
7. The Academic Director will schedule a meeting with the student to communicate the results of the analysis.



8. During the meeting, the student will review and confirm if he/she agrees to the transfer proposal by signing the document.
9. The student is responsible to request and provide an official transcript from their former school before the end of the first quarter.
10. The Academic Director will send a copy of the Transferred Credits Form to Accountant.
11. The Accounting Team will calculate a pro-rated reduction of tuition considering the accepted credits.
12. The Accounting Office will inform the Academic Director about the reduction in tuition.
13. The Academic Director will notify the student about the adjustments in the tuition and inform him/her that the Financial Aid Office will make adjustments according to the new number of credits.
14. The Academic Director will send the tuition adjustment information to the Financial Aid Office.
15. The Financial Aid Officer will contact the student to inform him/her about the new balance and his/her Financial Aid status.

Students will not be assessed any tuition (or fees, as applicable) for courses they were awarded credit.

**Important:** students should be aware that eligibility for participation in financial aid programs might be affected by the number of hours taken at NLEI.

#### IMPLICATIONS FOR FINANCIAL AID

Transfer hours may reduce the length of the program, which may reduce the amount of financial aid the student may be eligible to receive. If the student submits transfer hours for approval AFTER received his/her financial aid award letter, the student will need to schedule a meeting with a financial aid advisor to review the award letter and ensure it reflects the changes to his/her financial aid eligibility as a result of the transfer hours accepted.

#### ARTICULATION AGREEMENTS

NLEI has not established an articulation agreement with any other schools.

#### ADVANCED PLACEMENT

At present, advanced placement for incoming students is not available at NLEI.

#### EXPERIENTIAL LEARNING

NLEI does not award credit based solely on the experiential learning of incoming students.

#### TRANSFER OF NLEI CREDITS TO OTHER COLLEGES

NLEI students are advised to consult the institution of higher learning to which they may seek to transfer course credits regarding the transferability of any earned course credits to a said institution; course credits are not likely to transfer to another institution.

## NON-DISCRIMINATION POLICY

It is the policy of NLEI not to discriminate based on gender, sexual preference, age, handicap, race, color, religion, marital status, or national and ethnic origin in its educational programs, admissions policies, employment policies, or other school-administered programs.

This policy is enforced by federal law under Title IX of the Educational Amendments of 1972; Title VI of the Civil Rights Act of 1964; the Americans with Disabilities Act of 1990; sections 503 and 504 of the Rehabilitation Act of 1973; and by other applicable statutes and regulations relating to equality and opportunity.

The confidentiality of student academic records is maintained in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

A student who believes that he or she has been subject to conduct, which may constitute sexual harassment, harassment, and/or discrimination, should immediately report the situation to the head of the department or other designated personnel as identified in the student handbook.

### Accommodations for Students with Disabilities

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National Latino Education Institute does not discriminate based on disability in its educational programs, admissions policies, employment policies, or other school-administered programs. This policy is enforced by federal law under the Americans with Disabilities Act of 1990, section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations relating to equality and opportunity.

NLEI is committed to providing reasonable accommodations to students with disabilities that may affect their ability to participate in class activities or meet class requirements on a flexible and individualized basis. Students with disabilities are encouraged to contact the ADA Coordinator at [nlei@nlei.org](mailto:nlei@nlei.org) to discuss their needs for accommodations.

NLEI is committed to making its facilities accessible as required by applicable law. A ramp by the main entrance is provided for disabled students, and students have access to the second floor by an elevator.

The bathrooms are equipped for disabled students, and NLEI's computer labs and classes are big enough to accommodate disabled students.

Students are able to access all classes via a ramp on the second floor, where there are stairs for non-disabled students.

**TUITION, FEES, AND EXPENSES**
**BILINGUAL MEDICAL ASSISTANT (CERTIFICATE) - 92 CREDIT HOURS**

<b>Tuition</b>	<b>\$14,000.00</b>
Registration: Fee: (Non-refundable)	\$100.00
<b>Total: (Excluding books and materials)</b>	<b>\$14,100.00</b>
Books:(Estimated retail cost)	\$1,900.00
Materials: (Uniform, Shoes, Blood Pressure Cuff, and Stethoscope. Estimated retail cost)	\$250.00
<b>Total: (*Including estimated retail cost of books and materials):</b>	<b>\$16,250.00</b>

\* The cost of books and materials may vary from term to term.

The Medical Exam Test has an estimated cost of \$125.00

For graduates taking the CMA exam, NLEI offers a Review Workshop with a cost of \$75.00.

**MEDICAL OFFICE SPECIALIST (CERTIFICATE) - 95 CREDIT HOURS**

<b>Tuition</b>	<b>\$9,500.00</b>
Registration: Fee: (Non-refundable)	\$100.00
<b>Total: (Excluding books and materials)</b>	<b>\$9,600.00</b>
Books:(Estimated retail cost)	\$2,200.00
Materials (Scrubs, shoes. Estimated retail cost)	\$200.00
<b>Total: (*Including estimated retail cost of books and materials):</b>	<b>\$12,000.00</b>

\* The cost of books and materials may vary from term to term.

The NCCT exam has an approximate cost of \$90.00.

**CONSIDERATIONS**

- Students are responsible for acquiring the required books and classroom/ lab/ externship/ internship materials.
- The expenses shown consider estimated retail cost.
- Students may save by purchasing used books and materials.
- There are available digital versions of textbooks for rent at accessible costs.

**Important Note:**

National Latino Education Institute (NLEI) subcontracts with various state and local agencies to provide educational services to the community. Depending on the nature of the subcontracts, prospective students may be eligible for services without having to pay any tuition themselves.

**SINGLE COURSES FOR BILINGUAL MEDICAL ASSISTANT**

Tuition: (Tuition cost shown is per credit hour)	\$210.00
Registration: Fee: (Non-refundable)	\$100.00

**SINGLE COURSES FOR MEDICAL OFFICE SPECIALIST**

Tuition: (Tuition cost shown is per credit hour)	\$175.00
Registration: Fee: (Non-refundable)	\$100.00

**Important Note:**

National Latino Education Institute (NLEI) subcontracts with various state and local agencies to provide educational services to the community. Depending on the nature of the subcontracts, prospective students may be eligible for services without having to pay any tuition themselves.

**OTHER FEES**

The following fees may be assessed when applicable:

Certification Exam Fee	\$125
Certification Review Workshop	\$75
Lab Fee and Insurance	\$160
Materials fee	\$160
Scrubs	\$30

**COMPLEMENTARY INFORMATION**

To obtain additional information, the student may contact the Education Intake and Records Manager at [records@nlei.org](mailto:records@nlei.org).

## TUITION PAYMENT

Students who are not fully supported by grants or loans or other forms of financial aid may make tuition payments using cash and/or credit cards.

Tuition may be paid in a lump sum, or the Business Office may set up a monthly payment plan.

Terms of payment are contingent upon financial need of individual student

The College publishes tuition prices for each program offered.

Arrangements for payment of tuition must be made in advance of the first day of class.

### Important Note:

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Students must be in good financial standing before beginning an externship.

## TUITION ACCOUNT

In order to keep track of charges and credits to your tuition, **an account ledger is created and tracked throughout your enrollment at National Latino Education Institute.**

The **charges on your account are taken directly from your enrollment agreement**, so it is very important that you agree to those charges prior to signing your agreement.

Your account ledger will be comprised of an amount that includes tuition, books, uniform, and registration fee. Additional charges, such as lost books, additional uniforms, retake of classes, and licensing, may be included.

Within your first week of school, the Accounting Department will open this account for each student.

Student loan disbursements are generally received via electronic funds transfer. If National Latino Education Institute is given the authorization, those funds will be posted to your account and subtracted from your tuition balance. If the College does not have your authorization to disburse the funds electronically, upon receipt of the funds, the Accounting Department will negotiate a check for your endorsement.

## TUITION PAYMENTS

If you have chosen to pay cash for your program, or if your financial aid package does not cover the total tuition charges, you are responsible for submitting your cash payments to National Latino Education Institute on a timely basis.

Students will be notified by phone or mail of any past due payments by the Accounting Department, College Financial Aid Office, or, if applicable, an outside payment management organization. It is extremely important to stay current with your cash payments. If you are having a difficult time making your payment, make an appointment with your Financial Aid Administrator.

**A delinquent tuition balance may be grounds for termination from your program.**

National Latino Education Institute reserves the right to withhold an official transcript and credentials if your financial obligations to the college are in arrears or you have defaulted on your federal student loans.

**CREDIT BALANCE**

Once the balance due the college for the academic year is paid in full, any additional financial aid disbursed will appear as a credit balance. If you are eligible, the credit balance will be issued to you or refunded back to your lender, as you request.

If a credit balance occurs at the end of the first academic year, but prior to the start of the second academic year, a check will be issued within fourteen (14) days and sent to the student's address on file with the campus by the Accounting Department. Please remember, this credit may help you to pay tuition for your second or third academic year. Consult with your Financial Aid Administrator.

If a credit balance occurs on your account during the academic year, you may request to have the credit issued to you and a check will be issued within fourteen (14) days of receipt of your written request.

Accounting will always send checks to the student's address on file with the campus. The student must be an active student making Satisfactory Academic Progress. Checks will not be issued to students who are withdrawn or on leave of absence (LOA).

## FINANCIAL AID INFORMATION

Financial aid is available in three major types:

1. **Grants.** These are known as "gift aid," the student does not have to pay them back.
2. **Work-Study.** These are employment programs that allow the student to work to earn money to help pay for college expenses.
3. **Student Loans.** These allow students to borrow money to help pay for college expenses. Students have to pay them back.

A copy of the full description of available financial assistance is available upon request by contacting the Financial Aid Office.

## FINANCIAL AID POLICY

NLEI is eligible to participate in Title IV Financial Aid programs (U.S. Department of Education) for eligible students. Only students enrolled in vocational programs of at least 600 clock hours may seek financial aid.

### Practices

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1. NLEI's Financial Aid Employee processes all financial aid inquiries and dissemination of information. NLEI participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and William D. Ford Direct Stafford Loan programs.
2. The applicant completes the FAFSA application online at least 3 days before the applicant's appointment with the consultant. It then meets with each applicant in a private office, conducts the participant's assessment, reviews the required documentation and reviews the applicant's FAFSA application to ensure accuracy. In conjunction with FAME and determine the award amount, if any. An award letter is given to the applicant, a copy of said letter is kept in the applicant's financial aid file, student file, and in the business office.
3. At present, NLEI does not have institutional scholarship, grant, or loan programs and does not participate in cash discounts.
4. Tuition, fees, and other charges for all students who enrolled at the same time and in the same program are consistent.
5. NLEI maintains all required financial aid records for each student in the secured Financial Aid office. Each file contains Institutional Student Information Record, identification proof, award letter(s), verification worksheet (if student was selected), and grade reports. If student applied for a student loan, the file will also include the direct loan origination record, copy of the Master Promissory Note, and confirmation pages of the online entrance and exit counseling sessions.
6. The Business Office maintains all grant disbursement vouchers and student ledgers recording tuition and fees, how they are being paid, and by which type of grant(s). Tuition and fee payments are also recorded on the accounting system.
7. A student's progress throughout a program is monitored by the Financial Aid Employee who ensures that the student is making satisfactory academic progress prior to processing any financial aid payments.
8. NLEI students are counseled regarding their student loan amount. At the time students complete the loan application and sign the Master Promissory Note electronically, a copy of the electronic master Promissory Note is placed in the student's file. The Financial Aid Employee provides the student a copy of the "William D. Ford Federal Direct Loan Program, Direct Subsidized Loan and Direct Unsubsidized Loan Borrower's Rights and Responsibilities Statement" and explains in detail

such rights and repayment responsibilities. In addition, she provides the student with the following pamphlets: “Borrowing & Repayment Know how student loans work.” from the Illinois Student Assistance Commission (ISAC) and “Entrance Counseling Guide for Direct Loan Borrowers” from the U.S. Department of Education (USDOE). At the end of the counseling session, she instructs the student to go online to <http://MappingYourFuture.org> and complete the entrance counseling section.

9. Before students complete the program, the Financial Aid Employee holds a group counseling session and instructs the group on their repayment responsibilities. She also provides each student with an extra copy of their original promissory note and the “Exit Counseling Guide for Federal Student Loan Borrowers” from the USDOE. At the end of the group counseling session, she instructs them to go online to <http://MappingYourFuture.org> and complete the exit counseling section and print the confirmation page. Said page is then placed in the student’s financial aid file. If the student is unable to attend the in group counseling session, the information is sent to the student’s home address on file via certified mail and a notification via email is sent.

#### FINANCIAL AID OFFICE INFORMATION

NLEI is committed to serve our community with high quality programs. Any enrolled student seeking Financial Aid can contact the Administration and Financial Aid Director [nlei@nlei.org](mailto:nlei@nlei.org).

A copy of the full description of available financial assistance is available upon request by contacting the Financial Aid Office.

#### STUDENT FINANCIAL AID. GENERAL CONSUMER INFORMATION

To be eligible for financial aid, a student must

1. Be enrolled as a regular student in a suitable program of study on at least a half-time basis (except for Pell, FSEOG, and FWS);
2. Have a High School diploma or the equivalent;
3. Be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
4. Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Have a valid Social Security Number;
8. Have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
9. Be registered for the Selective Service, if required; and
10. Sign an updated Statement of Educational Purpose/Certification Statement.

#### APPLICATION TO FINANCIAL AID

A student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA) to apply for financial aid.

The student must complete the application with extreme care and accuracy.

Our Student Finance Office is available to assist students in completing this form and answering any questions.



FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year.

**Note:** If students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for reapplying for financial aid.

## FINANCIAL AID PROGRAMS

NLEI is eligible to participate in Title IV Financial Aid programs (U.S. Department of Education) for qualified students.

NLEI receives substantial support for its operations through public funding to provide educational programs and job placement services at no cost to those applicants who meet income and other eligibility requirements as set forth by funders.

NLEI currently utilizes the following sources of financial aid in assisting its students:

1. **The Workforce Innovation Opportunity Act (WIOA) Individual Training Account (ITA) Voucher** enables students to participate by sponsoring eligible students for the total amount of the program cost. ITA Voucher-sponsored students must meet federal guidelines and be certified eligible before enrollment.
2. **The Federal Pell Grant Program** is a need-based award to help students pay for their education after high school. A student may qualify for a full or partial Pell Grant. A Federal Pell Grant does not have to be paid back.
3. **The Federal Supplemental Educational Opportunity Grant (SEOG)** is for students with exceptional financial needs and prioritizes students who receive Federal Pell Grants. Like the Pell Grant, the SEOG Grant does not have to be paid back. SEOG grants, unlike Pell grants, are not guaranteed for every eligible student; awards are made based on the availability of funds provided by the Department of Education.
4. **The Illinois Community College Board** disperses federal and state adult education funding based on annual appropriations. These agency funds allow for the provision of educational services to a predetermined number of students in the adult basic education and English as Second Language programs.
5. **Federal Work-Study Program.** This program helps students eligible to receive financial aid to earn part of their college expenses by working part-time on or off-campus while they are attending college. All work-study awards are based on financial need and the availability of funds provided by the Department of Education.
6. **William D. Ford Federal Direct Loan (DL)-Federal Student Loans.** This program helps students pay for their education after high school by allowing them to borrow money for their college expenses while they are attending college. Students are expected to pay back the total amount of the student loan plus interest once they have stopped attending college.
7. **The Montgomery GI Bill program**, sometimes known as Chapter 30, provides education benefits to Veterans and Servicemembers who have at least two years of active duty. The amount of assistance varies depending on the GI Bill program you are utilizing. Benefits are generally payable for ten years following release from honorable active service.

## Disclaimer

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NLEI will inform students of any changes to the above programs and if additional financial aid programs become available.

For more information on the above financial aid programs, contact the Business Office at [nlei@nlei.org](mailto:nlei@nlei.org).

## CLOCK-TO-CREDIT HOUR CONVERSION FOR FEDERAL TITLE IV FUNDING

NLEI complies with all federal requirements for determining student Title IV eligibility.

## ENTRANCE AND EXIT INTERVIEW LOAN ADVISING

The Department of Education requires that any student receiving a Federal Family Educational Loan or a Federal Direct Student Loan be notified concerning his/her loan.

NLEI advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to ensure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

Before withdrawal or graduation, the student should report to the Student Finance Office for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at NLEI, refunds that may be made, and to provide the student with an estimated payment schedule.

Students who have received federal loans at NLEI will be sent an email upon withdrawal or graduation containing the link to the NSLDS exit counseling website.

## RETURN OF TITLE IV FUNDS

### Introduction

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All institutions participating in the Federal Student Aid (FSA) Programs are required to use a statutory schedule to determine the amount of FSA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998, in general, require that if a recipient of FSA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of FSA Program assistance the student did not earn and those funds must be returned. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine how much FSA Program funds the student has earned at the time of withdrawal. If the percentage completed exceeds 60 percent in the payment period or period of enrollment, a student has earned 100 percent of the FSA Program funds. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded divided into the number of calendar days in that period as of the day the student withdrew.

NOTE: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period of enrollment (denominator) and the number of calendar days completed in that period (numerator). The day the student withdrew is counted as a completed day.

### Return to Title IV

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Students who officially withdraw up through sixty percent (60%) point of the quarter, or are administratively withdrawn from all of their financial aid eligible classes, will be required to return a portion of the FSA Program funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans.

Federal mandated Return to Title IV Calculation, “R2T4,” is used to determine the percentage of financial aid the student has earned, which is based on the percentage of the quarter completed.

### R2T4 Procedure

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The “Return of Title IV” calculation has several steps. Below is the pertinent information involved in the calculation.

The school determines the amount of FSA Program funds that have been disbursed to the student versus the amount that could have been disbursed. In most cases the full amount of aid will have disbursed. In the instance that aid has not been disbursed the student may be eligible for a post-withdrawal disbursement.

The school determines the amount of time attended versus the total days of the quarter. Breaks of five or more days during the quarter are removed from the total days of the quarter. The calculation is represented as a percentage of aid the student has earned.

The school multiplies the percentage of aid earned by the total amount of disbursed aid and aid that could have disbursed. This is the amount of aid the student has earned.

The school takes the amount of aid the student has earned and subtracts it from the total aid disbursed for the student. This is the amount of aid the student has not earned.

The school determines the amount of institutional charges that have been applied to the student's account. This amount is multiplied by the percentage of aid earned. This is the amount of unearned institutional charges.

The school reviews the amount of unearned aid versus the amount of unearned institutional charges, which is done within 30 days from the date the school determined the student withdrew (officially and unofficially). The lesser of the number is the amount of aid that is returned. The school has 45 days from the date the school determined the student withdrew (officially and unofficially) to return this amount. The least desirable aid is returned first, ascending order of desirability as follows:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Post Withdraw Disbursements

If a student did not receive all of the funds earned, the student may be eligible for a post withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school is required to get the student's permission before these can be disbursed.

The student will be notified via email within 30 calendar days after determining the student has withdrawn with the post-Withdrawal disbursement Notification Form attached for the student to print, complete and return to the Financial Aid Office. The student is advised that they have a 14-day deadline to respond to the notification that the post-withdrawal disbursement is due to them. NLEI does NOT accept late responses.

Once the permission is received, the school must make the post-withdrawal disbursement of loan funds within 180 days of the school's determination that the student withdrew.

The student may decide to decline some or all of the loan funds so additional debt is not incurred. The school may use all or a portion of the post-withdrawal disbursement of grant funds for tuition, and fees. The school is required to get the student's permission for any post withdrawal grant disbursement for all other school charges. If the school must make the post-withdrawal disbursement of grants within 45 days of the school's determination that the student withdrew.

Please note, there are some FSA Program funds that may be scheduled to be received and cannot be disbursed to the student after withdrawal because of other eligibility requirements.

For the purpose of determining when the refund must be paid, except in unusual instances, the date of the institution's determination that the student withdrew shall be no later than 14 days after the student's last day of attendance, as determined from NEI's attendance records.

### Student Credit Balances

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The student is due a credit check if, after FSA funds have been credited to their student account and the total of these funds exceed the student's allowable charges. When a credit balance occurs, the student is notified as soon as possible, but no later than 14 days of the credit balance and that a check is available for pick up at the Finance Department.

In the event that a student fails to pick up their credit balance check within the 14-day time frame, the check will be mailed to the student.

A student who has given authorization for the school to hold their credit balance will be informed of the credit balance as soon as it has occurred and given the opportunity to request a credit check regardless of their authorization.

If such a student requests their credit, a check will be issued as soon as possible, but no later than 14 days of the student's notice.

### Student Repayments

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The student is notified via email when he/she is required to return Federal funds. Loan funds are not required to be returned, but are to be repaid according to the repayment schedule of the loan. When grant funds are to be returned by the student the student is informed that they are only required to repay 50% of the grant, unless the amount owed is \$50 or less.

### Note to the student

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The Return of Title IV Funds Policy states that if you withdraw after exceeding attendance of 60% of the payment period, 100% of FSA Program funds can be retained and applied toward the amount of tuition owed.

If you need to withdraw from all of your classes, you are encouraged to speak to a financial aid advisor before doing so to determine how it may affect your financial aid and your Satisfactory Academic Progress (SAP). If you have any questions, please contact the Financial Aid Office.

### NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A conviction for any offense, during a period of enrollment for which a student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

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## CANCELLATION POLICY

### STUDENT'S RIGHT

A student has the right to cancel his/her decision to enroll until midnight of the fifth business day after the signing of the Enrollment Agreement.

### CANCELLATION NOTICE

When notice of cancellation is given before midnight of the fifth business day after the enrollment date but before the first day of class, NLEI will refund all monies paid to date to the student.

When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, NLEI shall retain \$100.

If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within ten days of cancellation.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

Cancellation must be communicated to the authorized official of the school.

### PROGRAM CANCELLATION

If NLEI cancels a program subsequent to a student's enrollment, NLEI will refund all monies paid by the student.

### NO SHOWS

If an applicant accepted by the institution never attends class (no-show), the institution will refund all monies paid, less the \$100 registration fee.

## TUITION REFUND POLICY

### GENERAL CRITERIA

It is the policy of the National Latino Education Institute (NLEI) to promptly issue refunds of tuition and fees.

Refunds shall be made within 30 days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.

The determination that a student has withdrawn shall be made within 30 days of the last day of attendance.

In all instances, refunds shall be computed from the last day of attendance.

When a student enrolls in a program scheduled for more than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. NLEI shall refund 100% of any tuition collected for the obligation beyond the 12 months.

Student fees are not refundable. These include, but are not limited to, application, registration, change of class, late installment payment, late registration, lab, insurance, certification exam, certification review workshop, transcript, materials, scrubs, and reinstatement fees.

Any student applying for a program that is canceled or discontinued by the school shall receive a complete refund of all fees and/or tuition paid.

### REFUNDS FOR FIRST-TIME, FIRST-YEAR STUDENTS. TUITION PAYING OR RECEIVING FINANCIAL AID

#### General Criteria

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1. Refund amounts are based on the student's last date of attendance.
2. When determining the number of weeks completed by the student, NLEI may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
3. NLEI will calculate the refund using two methods:
  - 3.1. Refund percentages.
  - 3.2. Prorata and unearned tuition.
4. NLEI will calculate the refund using both methods and will use the more beneficial to the student at the time of withdrawal.

#### Refund percentages

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1. If a student in a training program does not begin classes and fees or tuition have been collected, a refund of tuition or fees shall be made within thirty (30) days of the program's start. A fee of no more than \$100 may be retained for administrative and recruiting costs.
2. If notice of withdrawal is given after the first day of classes but within 5% of the program, NLEI shall retain 5% of the tuition plus mandatory fees to a maximum of \$100 for mandatory fees and shall refund 95% of the tuition.

3. If notice of withdrawal is given after 5% of the program and up to 10% of the program, NLEI shall retain 10% of the tuition plus mandatory fees to a maximum of \$100 for mandatory fees and shall refund 90% of the tuition.
4. When notice of withdrawal is given after 10% of the program is completed and up to 20% of the program, NLEI shall retain 20% of tuition plus mandatory fees to a maximum of \$100 for mandatory fees and shall refund 80% of the tuition.
5. When notice of withdrawal is given after 20% of the program is completed and up to 30% of the program, NLEI shall retain 30% of tuition plus mandatory fees to a maximum of \$100 for mandatory fees and shall refund 70% of the tuition.
6. When notice of withdrawal is given after 30% of the program is completed and up to 40% of the program, NLEI shall retain 40% of tuition plus mandatory fees to a maximum of \$100 for mandatory fees and shall refund 60% of the tuition.
7. When notice of withdrawal is given after 40% of the program is completed and up to 50% of the program, NLEI shall retain 50% of tuition plus mandatory fees to a maximum of \$100 for mandatory fees and shall refund 50% of the tuition.
8. When notice of withdrawal is given after 50% of the program is completed and up to 60% of the program, NLEI shall retain 60% of tuition plus mandatory fees to a maximum of \$100 for mandatory fees and refund 40% of the tuition.
9. When notice of withdrawal is given after 60% of the program is completed, NLEI shall retain full tuition plus mandatory fees, and no refund shall be provided.

#### Refunds using Pro rata and unearned tuition

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1. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
2. After the first week and through fifty percent (50%) of the period of financial obligation, NLEI will charge a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
3. After fifty percent (50%) of the period of financial obligation is completed by the student, NLEI may retain the full tuition for that period.



## ACCREDITATIONS AND APPROVALS

### ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

National Latino Education Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. It is recognized by the Council for Higher Education Accreditation.

Questions concerning National Latino Education Institute's accreditation may be directed to:

1350 Eye Street, N.W. Suite 560

Washington, DC 20005

Tel: 202.336.6780 Fax: 202.842.2593

<https://www.acics.org>

### DISCLAIMER

On August 19, 2022, the Department of Education announced the termination of the Accrediting Council for Independent Colleges and Schools (ACICS) as an ED Recognized Accrediting Agency.

NLEI is accredited by ACICS until March 1, 2024.

#### Implications for NLEI

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The Department of Education stated that colleges currently accredited by ACICS would be able to offer financial aid to their students for at least 18 more months.

The Department of Education determined a series of provisions all ACICS accredited institutions must accomplish to be able to offer Financial Aid. NLEI is committed to comply with all the requisites defined by the Department of Education.

NLEI is currently working to get accreditation from another agency recognized by the Department of Education. **We are confident we will be accredited before February 2024.**

#### WHAT DOES THIS MEAN FOR STUDENTS AT ACICS-ACCREDITED INSTITUTIONS?

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[\(From the Department of Education website\)](#)

Most students will not see much change in their day-to-day experience in class. Many institutions will not be impacted for the next 18 months, the deadline the institutions have to seek accreditation with another recognized agency.

The 18-month time frame means that, ideally, a significant number of students who already have started at one of these schools will be able to complete their certificates or degrees before anything changes.

#### WHAT HAPPENS NEXT?

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[\(From the Department of Education website\)](#)

Your school and others accredited by ACICS now have 18 months to get a new seal of approval from a different recognized accrediting agency to continue offering federal student aid, as well as participate in programs from other federal agencies (including the Departments of Defense and Veterans Affairs).

Schools accredited by ACICS can offer federal financial aid during this 18 month transitional period, and your aid should not be affected. Both the Department and your school will notify you if benchmarks are not being met or events happen that will threaten your school's access to federal student aid.

### WE ARE HERE TO HELP YOU

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If you have any question, you can send an email to José Manuel Ortiz at [jmortiz@nlei.org](mailto:jmortiz@nlei.org) or you can call 773 395 1924 Ext 1003

### ILLINOIS BOARD OF HIGHER EDUCATION

National Latino Education Institute is a private business and vocational school that operates with a Certificate of Approval to Operate issued by the Illinois Board of Higher Education (IBHE).

The Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE) approves NLEI.

Illinois Board of Higher Education (IBHE)

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### ILLINOIS DEPARTMENT OF VETERANS AFFAIRS (IDVA)

NLEI is approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

### WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Under the Workforce Innovation and Opportunity Act (WIOA), NLEI is approved by the Workforce Investment Board for Individual Training Accounts.

## INDUSTRY COUNCILS

### ALLIED HEALTH ADVISORY COMMITTEE

The NLEI Allied Health Advisory Committee was created to share ideas regarding emerging trends, needs of community constituents, policies, and procedures in the healthcare field and to review any demographic changes that may arise.

This advisory committee will strive to meet the needs of the community and meet the ever-changing demands of the healthcare industry. Ultimately, the NLEI Allied Health Advisory Committee assists NLEI Allied Health programs and personnel

In making their programs effective and efficient according to the community's needs. Its membership includes medical professionals in the healthcare industry, including medical centers, hospitals and educational institutions, and NLEI students, graduates, faculty, staff, and a member from a non-healthcare provider.

### BUSINESS LEADERSHIP COUNCIL

The NLEI Business Leadership Council (BLC) is a community of professionals representing top Chicago corporations in various fields involving but not limited to banking, insurance, and sales & service.

The BLC meets on a bimonthly basis to discuss the status and needs of the rapidly changing labor market, review curriculum, and provide enhancements for programming to meet those needs.

Moreover, they work with students by hosting career workshops, mock job interviews, and company tours and by sponsoring on-site observation activities.

## STUDENT CLASSIFICATION

### FULL-TIME STUDENTS

A student enrolled for 12 or more credit hours per academic session is considered a full-time student and is considered to be carrying a normal academic load.

### PART-TIME CREDIT HOUR STUDENTS

Students enrolled for fewer than 12 credit hours per academic session are considered part-time credit hour students.

### SPECIAL STUDENTS

Special students are defined as the following during their first 90 days of enrollment:

1. Students taking courses only for personal enrichment or advancement
2. Students taking only a few courses in fields of special interest

Special students are not eligible for financial assistance and must pay for classes before starting the term/payment period.

### STUDENT CLASSIFICATION SCHEDULE

Students are classified according to the following minimum schedule:

#### Credit Hours Scheduled:

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Minimum Full-Time Schedule- (12 Credit Hours) Financial Aid.

Full Allowance (12 Credit Hours) Financial Aid - 3/4 Allowance (9 Credit Hours)

## ACADEMIC INFORMATION

### DEFINITION OF ACADEMIC YEAR

Credit-Hour Programs: National Latino Education Institute's standard academic year is 36 credit hours and completion of at least 33 weeks. Full-time, regular students typically complete a minimum of 36 credit hours and at least 33 weeks per academic year.

### DEFINITION OF QUARTER CREDIT

NLEI defines a quarter credit following the Carnegie rule. A quarter credit is awarded for every 10 hours of lecture, 20 hours of lab, and 30 hours of extern instruction.

A minimum of 2 hours of homework is assigned for every lecture hour.

### DEFINITION OF CLOCK HOUR

Typically, a clock hour consists of no more than 60 minutes but at least 50 minutes of class. Classes meet from two to eight times each week and vary in length from 5/6 weeks to 12 weeks.

### DEFINITION OF PAYMENT PERIOD

The definition of a payment period is one 12-week term.

### TIME OF STUDY

Students are required to complete two hours of homework for every hour of lecture instruction and one hour of homework for every hour of lab instruction.

### MAXIMUM NUMBER OF STUDENTS

The maximum number of students in a typical classroom or laboratory/shop setting is 20.

### PROGRAM LENGTH

A full-time student with an academic load of 12 credits per term/payment period completes a certificate program (with a usual credit requirement = 36 to 60) in 3 to 5 terms or 33 to 55 weeks.

The training programs and workshops require varied lengths for completion. See each training course or workshop for more details.

### ACADEMIC LOAD

All students at NLEI must be in full-time attendance unless they have approval from their Program Director to take less than a full load. A full-time student at NLEI is one who is enrolled in courses totaling at least 12 credit hours per term. Students who have permission to take less than a full load must understand that any financial aid previously awarded may be reduced.

### ACADEMIC SCHEDULING

All class schedule is administered by the Chief Academic Director and/or Program Directors before the beginning of each term/payment period.

Scheduled classes (day or night) may change from term to term or from payment period to payment period as the Chief Academic Director /or Program Directors require.

#### **CLASS CANCELATION**

NLEI reserves the right to cancel a class or classes if there is insufficient enrollment.

In such instances, the student will be entitled to a 100 percent refund of all tuition for the canceled classes.

## ACADEMIC PROGRAMS

NLEI offers the following programs:

1. **Certificate-level programs**
  - 1.1. Bilingual Medical Assistant (BMA).
  - 1.2. Medical Office Specialist (MOS)
2. **Vocational training**

Our institution also accepts registration into a stand-alone course associated with any certificate programs (BMA or MOS) listed above.

Courses are taught by qualified faculty, and transcripts are issued upon successfully completing the course.

NLEI reserves the right to determine which courses are to be offered on a stand-alone basis.

### CERTIFICATE IN BILINGUAL MEDICAL ASSISTANT (BMA)

#### Description of the program

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The 40-week Bilingual Medical Assistant program (BMA) prepares graduates to work in medical assistant positions. It will provide training in anatomy and physiology, medical law and ethics, clinical skills, pharmacology, microcomputer applications, medical office procedures, CPR, and First Aid.

This program is conducted in our medical laboratory, computer laboratory, and adjacent classrooms. Upon successfully completing academic course work and laboratory training, eligible students participate in a supervised field practice experience that enables them to apply what they have learned in the classroom.

Students will need to complete 160 clock hours in a health care facility which may take place at a medical office, physician's office, clinic, or other related health care facility. BMA program students will not receive any remuneration for the externship experience.

#### Bilingual medical assistant jobs

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Graduates of this program are expected to be eligible to work in a hospital, doctor's office, or clinic environment. Job responsibilities may range from direct patient contact to insurance billing.

#### Program Requirements

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Bilingual Medical Assisting students are required to wear scrubs as a part of a professional/personal appearance.

During the course of training, students may participate in several training-related experiences in addition to their classroom instruction. These activities include, but are not limited to, guest speakers, field trips, mock interviews, on-site visits, and workshops/presentations. These activities are an integral part of the training.

Bilingual Medical Assistant program students must achieve a minimum typing NWPM (net words per minute); provide a satisfactory employment portfolio including a resume and mock interview

summaries, and take a post-placement test. the credit hours for lecture, lab, and externship/internship in each program.

### Enrollment Prerequisites

High School diploma or GED. Placement Test results. Admission interview, successfully completed drug and alcohol test, and background screening.

Candidates for the Bilingual Medical Assistant program must be able to perform light translations of phrases from Spanish to English.

### PROGRAM COURSES

Course No.	Course Title	Lecture Hours	Lab Hours	Extshp	Total Hours	Qrt Credit Hours
MA-CIS 100	Introduction to Computer Info Systems	25	35	0	60	4
MA-KBY 100	Keyboarding	25	35	0	60	4
MA-ENG 100	English	60	0	0	60	6
MA-MT 100	Medical Terminology I	40	20	0	60	5
MA-AP 100	Anatomy and Physiology I	40	20	0	60	5
MA-MATH 100	Mathematics	30	0	0	30	3
MA-CS 100	Clinical Skills I	10	20	0	30	2
MA-HR 100	Patient Relations	30	0	0	30	3
MA-MLP 100**	Medical Laboratory Procedures I	25	35	0	60	4
MA-MT 110	Medical Terminology II	20	10	0	30	2.5
MA-CS 110**	Clinical Skills II	10	20	0	30	2
MA-MA 100	Microcomputer Applications	25	35	0	60	4
MA-OP 100	Medical Office Procedures	40	20	0	60	5
MA-PHARM	Pharmacology and Medication Adm.	30	30	0	60	4.5
MA-BK 100**	Medical Bookkeeping	20	10	0	30	2.5
MA-MC 100	Medical Coding	40	20	0	60	5
MA-CS 115**	Clinical Skills III	25	35	0	60	4
MA-MTRN 100	Medical Transcription	25	35	0	60	4
MA-MLP 110**	Medical Laboratory Procedures II	25	35	0	60	4
MA-AP 110	Anatomy and Physiology II	40	20	0	60	5
MA-MLE 100**	Medical Law and Ethics	60	0	0	60	6
MA-CD 100	Career Development	20	10	0	30	2.5
MA-EXT*	Externship	0	0	160	160	5
	<b>Total</b>	<b>665</b>	<b>445</b>	<b>160</b>	<b>1270</b>	<b>92</b>



\*The externship will be a supervised clinical experience without remuneration at a health care facility, require the satisfactory completion of all coursework, and be in good financial standing with NLEI before starting externship. Students who are not in good financial standing within 14 days or make satisfactory arrangements that the Director approves will be withdrawn.

\*\*Prerequisite required.

### MEDICAL OFFICE SPECIALIST PROGRAM (MOS):

#### Description of the program

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The 40-week Medical Office Specialist (MOS) program prepares graduates to work in entry-level positions in various health care office jobs such as medical office assistant, secretary, receptionist, insurance billing, medical transcriber, administrative assistant, and medical records clerk.

The program considers anatomy and physiology, medical terminology, medical office procedures, insurance billing, CPT/ICD 10 coding, and microcomputer applications.

#### Medical Office Specialist jobs

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Graduates of this program are expected to work in healthcare centers, hospitals, doctor's offices, clinics, or medical insurance companies.

#### Program requirements

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Upon successful completion of academic course work, students will need to complete 80 clock hours in a health care facility which may take place at a hospital medical office, physician's office, clinic, or other related health care facility. This supervised field practice experience or externship enables the student to apply the knowledge and skills learned in the classroom.

MOS program students will not receive any remuneration for the externship experience.

During the course of training, students may participate in several training-related experiences in addition to their classroom instruction. These activities include, but are not limited to, guest speakers, field trips, mock interviews, on-site visits, and workshops/presentations. These activities are an integral part of the training.

To successfully complete the MOS program, students are expected to complete a minimum typing NWPM (net words per minute) and ten-key KSPH (keystrokes per hour); to provide a satisfactory employment portfolio, including a satisfactory employment portfolio a resume and mock interview summaries; and to take a post-placement test.

Graduates of this program are eligible to sit for the certification exams for Medical Office Assistant and Insurance and Coding Specialist (ICS) examinations.

#### Enrollment Prerequisites

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High School diploma or GED. Placement Tests results. Admission interview. Successful completion of drug and alcohol tests and background screening.

**PROGRAM COURSES**

Course No.	Course Title	Lecture Hours	Lab Hours	Extshp	Total Hours	Qrt Credit Hours
MA-AP 100	Anatomy and Physiology I	40	20	0	60	5
AH-MATH 100	Business Mathematics	60	0	0	60	6
MA-ENG 100	English	60	0	0	60	6
MA-KBY 100	Keyboarding	25	35	0	60	4
AH-CIS 100	Microcomputers in the Medical Office I	25	35	0	60	4
MA-HR 100	Patient Relations and Professionalism in the Workplace	30	0	0	30	3
MA-MT 100	Medical Terminology I	40	20	0	60	5
MA-OP 100	Medical Office Procedures	40	20	0	60	5
MA-AP 110	Anatomy and Physiology II	40	20	0	60	5
AH-KBY 101	Intermediate Keyboarding for the Medical Office	25	35	0	60	4
AH-MC 100	Medical Coding I	40	20	0	60	5
MA-MT 110	Medical Terminology II	20	10	0	30	2.5
MA-MA 100	Microcomputer Applications	25	35	0	60	4
AH-CIS 101	Microcomputers in the Medical Office II	25	35	0	60	4
AH-MA 101	Intermediate Microcomputer Applications	25	35	0	60	4
AH-KBY 102	Advanced Keyboarding for the Medical Office	25	35	0	60	4
AH-MC 101	Medical Coding II	40	20	0	60	5
MA-MTRN 100	Medical Transcription	25	35	0	60	4
AH-MIB 100	Medical Insurance and Billing	40	20	0	60	5
AH-MLE 100	Medical Law and Ethics	30	0	0	30	3
MA-CD 100	Career Development	20	10	0	30	2.5
AH-MOS 100	Medical Front Office Skills Lab	0	50	0	50	2.5
MOS-EXT 100	Externship*	0	0	80	80	2.5
	<b>Total</b>	<b>700</b>	<b>490</b>	<b>80</b>	<b>1270</b>	<b>95</b>

\*The externship will be a supervised clinical experience without remuneration at a health care facility, require the satisfactory completion of all coursework, and be in good financial standing with NLEI before starting the externship. Students who are not in good financial standing within 14 days or make satisfactory arrangements that the Director approves will be withdrawn.

\*\*Prerequisite required

## ACADEMIC PROCEDURES

### EXTERNSHIPS

Eligible Bilingual Medical Assistant students will need to complete 160 clock hours in a health care facility which may take place at a medical office, physician's office, clinic, or other related health care facility. BMA program students will not receive any remuneration for the externship experience.

Eligible Medical Office Specialist students will need to complete 80 clock hours in a health care facility which may take place at a hospital medical office, physician's office, clinic or other related health care facility. MOS program students will not receive any remuneration for the externship experience.

### DROP/ADD PROCEDURES

The drop/add period begins on the first day of class in a new term and ends after the second week of classes. Classes added after this time period must have the approval of the Program Director. Adding or changing a course or transferring to another class or section during the drop/add period requires the approval of the designated College official and will be permitted only on a space-available basis.

Students must notify the Program Director in writing and apply for withdrawal on an official form when dropping a class.

Students who find it impossible to complete a course after the official drop period expires should inform their Program Director and apply for a withdrawal on an official form.

Students attending classes may drop a course and receive a "WP" (Withdrawn Without Grade Penalty). The option of withdrawing with a grade of "WP" is not available after the ninth week of the 12-week quarter.

#### IMPORTANT Notice:

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**Merely ceasing to attend class does not constitute official withdrawal.**

### ATTENDANCE POLICY

NLEI requires students to attend classes regularly and punctually.

Attendance is a portion of the identified competencies for each course.

For attendance reports purposes, four tardies or early departure equal one absence. If a student is tardy, Instructors should note arrival time on the Sign-in Sheet.

Any student that arrives to class 20 minutes late, will be consider as tardy.

Faculty will inform students when they accumulate three tardies or early departures, and will notify the student when an absence is reported due to tardiness or early departure.

Faculty is expected to inform the Academic Director if a student has excessive absences or tardies. For example, if a student has been absent for three (3) consecutive days, the instructor must inform the situation immediately. Same situation in case the student has an attendance below 80%.

If a student has excessive absences, the Academic Director will schedule a meeting with the student to determine a plan to overcome the situation.

**Students must have a minimum attendance, no lower than 80%, in order to successfully complete any course.**

Attendance is graded. Poor attendance may result in failing a course. Excessive absences may result in probation, suspension, or dismissal from the program. If a student has had an unexcused absence of more than fourteen (14) consecutive class days, NLEI shall consider the student to have withdrawn from the program.

### ACADEMIC MAKE-UP POLICY

Absences affect student learning adversely since students miss important lecture, lab, and class time. Furthermore, a documented absence will affect grades for any assignments, tests, and/or competencies missed while a student is absent.

Absences are considered documented when:

1. Students speak with the appropriate Manager or Coordinator and discuss the situation prior to the absence, except in case of an emergency.
2. Appropriate documentation is provided to and approved by the appropriate coordinator. Examples include doctor's notes, hospital documents, court documents, police reports, etc.

Missed tests must be made up within one week on a date as determined by the Instructor and Manager, as needed. If the absence is undocumented when a make-up exam is taken, 10 points are to be deducted from the grade. This does not apply to documented absences.

Also, a student who fails to make-up an exam by the end of the term should be referred by the Instructor to meet with the Manager to discuss the issue and ensure that the test is made up. If a student informs an Instructor prior to the test that they have a valid excuse for not taking a test as scheduled, the student may take the test prior to the scheduled test date at the Instructor's discretion. If a student feels that extenuating circumstances exist, the student may appeal an Instructor's decision to the relevant Manager; however, the student should not expect to circumvent the above policy by appealing without sufficient cause.

Assignment and quiz make-ups and their associated grade penalties are at the discretion of the Instructor. Instructors should ensure that they notify the students in writing of their policy regarding make-up for assignments and quizzes during the first two days of class when they discuss and distribute the course syllabus and course outline.

Allied Health competencies (procedures) must be made up on a date as determined by the Instructor and the Allied Health Program Manager, as needed. All of the competencies (procedures) associated with a course must be made up by the end of the term. Exams and Allied Health competencies (procedures) may be made up before or after the regularly scheduled class time if arrangements are made with the Instructor and/or the Allied Health Program Manager.

### GRADE APPEAL POLICY

Final grades will be issued at the end of each term.

In the absence of mistake, unfair treatment, or other extenuating circumstances, the instructor's determination of the student's grade shall be final once filed. A student may appeal a final grade by following the established procedure:

1. The student must arrange a meeting with the instructor to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor, the student may file a written grade appeal with the Program Director. The student must submit a grade appeal within 30 days of the end of the last relevant term/course.
3. A grade appeal must state the specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances. Appropriate documentation must be provided.
4. The decision of the Program Director is final.
5. Any other grade change request that does not comply with the above process will be denied.

### PROGRAM DEVELOPMENT AND ASSESSMENT

Faculty, administration and outside councils work in combination to monitor, modify and develop new educational programs as deemed necessary and beneficial.

Faculty members discuss, informally among themselves and formally at faculty meetings and in-services, any perceived need to propose changes to the educational programs. Faculty is encouraged to propose changes to textbooks, instructional resources, and to the curriculum itself.

All of the program syllabi in the Allied Health Programs have been modified to better define the specific administrative, clinical, and trans-disciplinary competencies to be taught in each course and to indicate exactly which student procedures checklists are to be completed in which course. These modifications were arrived at by a team effort by NLEI faculty members, Program Director and NLEI Allied Health staff.

The Business Leadership Council (BLC) is composed of representatives of a variety of Chicago's leading corporations. They advise the administration on educational and employment activities with the intent of improving training and securing the best possible employment for program graduates. The Executive Director of NLEI both has extensive contacts with individuals in government as well as the corporate world and organizations similar to NLEI. These contacts also provide a useful source of information relating to changing training and employment needs. The faculty is in a position where they can monitor not only the academic growth of their students but their personal maturing process as they prepare to launch their new careers.

The faculty recommends changes in textbooks and reference materials as they deem warranted as a principal method to constantly upgrade training to meet increasingly higher demands of employers. The Dean of Accreditation and Curricula, the Manager, Training and Student Enrichment, and the Education Manager oversee the faculty as they carry out their responsibilities.

A second advisory group, the Medical Consortium, has actively participated in program evaluation, reviewed curriculum, provided instructional resources and offered advice on financial concerns as well as recruiting both faculty and students.

**GRADING SYSTEM**
**GRADES**

Grade	Equivalent	Quality Points	Grade Scale %
A	Excellent	4.00	90-100
B	Good	3.00	80-89
C	Average	2.00	70-79
D	Below Average	1.0	60-69
E	Failing	0.00	59 or below
W or WP	Student-Initiated Withdrawal	0.00	
AW	Administrative Withdrawal	0.00	
I	Incomplete	0.00	
TR	Transfer Credit accepted	0.00	

**GRADING CRITERIA**

- **A = Excellent:** The student demonstrates advanced knowledge of all the content and skills presented in the course.
- **B = Good:** The student demonstrates knowledge of most of the content and skills presented in the course.
- **C = Average:** The student demonstrates sufficient knowledge of the content and skills presented in the course.
- **D= Below Average:** The student did not demonstrate sufficient knowledge of the content and skills presented in the course.
- **E = Failing:** The student's quality and quantity of work on course assignments in participation forums is unacceptable.
- **W = Withdrawal:** Students will receive a grade of "W" if they officially withdraw from the course during the drop/add period, and a WP after the drop/add period but before the 9th week of the quarter, regardless of whether they were determined to be passing or failing the course by the faculty member, at the time of withdrawal. W grade does not affect the student's academic GPA
- **AW = Administrative Withdrawal:** Administrative withdrawal refers to a student course withdrawal, which the NLEI initiates for reasons such as failure to participate, academic conduct issues, etc. Administrative Withdrawal, which occurs after a course has already started, will lead to a grade of AW entered on the student's academic record. The AW grade does not affect the student's academic GPA.
- **I = Incomplete:** Students receive a grade of "I" upon agreeing on an extension with their course instructor. Please, see the incomplete policy for more information. A grade of "I" is not entered into the GPA calculation or the student academic record. However, the grade earned after

completing the extension period is entered into both GPA calculation and the student academic record.

### Criteria

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A passing grade for a course is a "C" or better; "E," "D," and "I" are considered to be non-passing grades for BMA, and MOS students.

For all adult basic training students, a passing grade for a course is a "D" or better; "E" and "I" are considered to be non-passing grades for GED preparation and other adult basic skills training education students. This grading scale is listed on each student's official transcript and the student's GPA (grade point average). Students must achieve a GPA of 2.0 to be eligible for graduation.

### Incomplete Coursework and Grades

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If a student reaches the end of a quarter and has not completed and submitted the required assignments and/or project(s) he/she will fail the course. However, incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of a quarter may result in an Incomplete being entered in the student's record.

To apply for an incomplete and extension, students must submit a written request to the instructor detailing why the coursework is not completed and an estimate of the time it will take to complete the coursework.

With the approval of the instructor, a student will have up to one additional quarter to amend the "Incomplete" grade. During the extension, a grade of "I" will be posted with the registrar by the instructor. When the outstanding assignment(s) or project(s) have been submitted to the instructor, the "I" will be replaced by a standard grade (scale above).

If the student does not submit the work by the end of the extension period, the faculty may assign a new grade. The "Incomplete" grade will become a failing grade (E).

Incomplete extensions are not automatic, or guaranteed approval is up to the course instructor's discretion.

### CALCULATION OF GRADE POINT AVERAGE

The grade point average (GPA) for each term/payment period and cumulative grade point average (CGPA) are calculated on courses taken at NLEI. The GPA for each term/payment period is calculated by dividing the quality points earned that term/payment period by the credits attempted that term/payment period.

The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of NLEI and to retain eligibility for Federal Student Aid (FSA) Program funds.

A regular student is one who is enrolled for the purpose of receiving a certificate. SAP is determined by calculating the student's grade point average (GPA) and the student's rate of progression toward completion of the academic program. Please see the appropriate table below to determine specified GPA and rate of progression requirements for each evaluation point.

These standards apply to all students, not just those receiving FSA Program funds. All periods of a student's enrollment at NLEI are used in determining SAP (although only courses that count or would count toward the new program are used when a student change programs). All certificate program students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving SAP will receive written notification. Notifications may consist of an academic warning, academic probation, or dismissal, and the notification will also include requirements and instructions to appeal.

### MTF - MAXIMUM TIME FRAME

The maximum time frame for successful completion of vocational training programs is based on the Accrediting Council for Independent Colleges and Schools' (ACICS) standard of satisfactory progress as stated in Appendix D Standards of Satisfactory Progress of the Accreditation Criteria.

This standard state that there is "... a maximum time frame, not to exceed 150% of the normal program length, as defined by NLEI, for all programs, in which the educational objective must be successfully completed."

The maximum time frame (MTF) is defined as 150 percent of the normal program length in credit hours in which the educational objective must be successfully completed. Program length is defined as the number of credit hours required to complete a program.

To calculate the completion rate, we divide the total number of credits successfully completed by the student by the total number of credits attempted. A minimum completion rate of 67% is required for completion of the program within the 150% MTF.

### EVALUATION SCHEDULE

Higher Education students are evaluated at the end of every 12-week quarter once final grades for the quarter have been submitted. Grades and progress reports are given at five or six-week intervals depending on the program.

The following are minimum cumulative grade point averages and completion rate required for a student to be making SAP in their program for each evaluation point:



Quarter Completed	Minimum GPA	Minimum % for Completion Rate (# of total credits earned divided by total credits attempted)
1st	1.50	55%
2nd	1.75	60%
3rd and beyond	2.00	67%

### ACADEMIC WARNING

Students not meeting the minimum grade point average (GPA) or completion rate as described above will be notified and placed in a warning status for one payment period.

During a warning period, students are not making SAP but continue to be eligible for FSA Program funds. If a student regains SAP at the end of a warning period, he or she will be notified and removed from Academic Warning. If a student continues to fail SAP at the end of a warning period, he or she will lose FSA Program funds eligibility and will be withdrawn from the program (unless the student files and is granted an appeal as defined below).

### SAP APPEALS, PROBATION, AND ACADEMIC PLANS

A student may appeal NLEI's determination of withdrawal due to failure to re-establish SAP by the end of the warning period to the Academic Dean based upon extenuating circumstances.

These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of the new quarter for the student to be eligible to register for the following quarter. If it is determined that a student should have been withdrawn at the end of the prior quarter for failure to maintain or regain SAP, he or she will not be charged for the new quarter.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet SAP. Supporting documentation should be submitted if possible.

The Director will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours.

This decision is final. If the appeal is granted, then the student will be placed on Academic Probation for the quarter, and the notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation. While on probation student remains eligible for FSA Program funds.

At the end of the probationary quarter, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible to remain in school. In all subsequent quarters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary quarter, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the Director and based upon very exceptional circumstances.

### TREATMENT OF TRANSFER CREDITS

Students may request to transfer in credits from another accredited college following the Transfer Acceptance Policy. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

### TREATMENT OF REPEAT COURSES

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

### TREATMENT OF INCOMPLETE COURSES

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

### TREATMENT OF WITHDRAWALS

Courses assigned a W, WP, or AW are not included in the calculation of a student's grade point average.

Students who withdraw from a course during the drop/add period receive a W and the course is not considered as credit hours attempted. For WP and AW grade assignments, the credit hours are considered attempted for the purpose of determining the course completion percentage.

### REINSTATEMENT AS FSA STUDENT

Students who have been dismissed due to failure to maintain the qualitative or quantitative minimums outlined above may apply to continue their studies at NLEI in an Extended Enrollment Status. During this time, the student is not eligible to receive FSA Program funds and must attempt to improve the deficient areas that led to the dismissal. The student will be responsible for all costs incurred while in Extended Enrollment Status.

At the completion of this term/payment period, a student who has met SAP may apply at NLEI to return to a regular student status and reinstate their eligibility for FSA Program funds. A meeting will be scheduled between the Program Director and/or Chief Academic Director and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program.

Permission to stay in the program may be granted on the conditions that a) the student has employment as the primary goal for continuing in the program; b) the instructor(s) of the course(s) in which the student is enrolled agree to allow the student to continue as a non-regular student; c) the student makes every effort to participate in and benefit from the program and does not demonstrate behavioral, tardiness, or absence problems; and d) the student's performance in the program is not so poor or his/her work so behind that continuation as a non-regular student is futile.

Designated program personnel will provide a written plan of action for each student placed on Extended Enrollment Status. Credits attempted during the extended enrollment status will count towards the 1.5 times of normal program length.

When appropriate, students whose academic deficiencies require other types of course work and remediation not offered at NLEI shall receive referrals.

A student is allowed to remain in Extended Enrollment Status for a maximum of one term, i.e., one quarter. If the student is reinstated to regular student status, he/she will be placed on Academic Probation for one quarter, and will regain eligibility for FSA Program funds.

During the probationary period, academic progress will be closely monitored. Before the student is returned to regular status, NLEI, in order to determine if the student has the desire; the academic ability to progress satisfactorily in the program; and has met the qualitative and quantitative components of SAP, will conduct an academic evaluation.

## SPECIAL CONSIDERATIONS

### POLICY FOR RE-ENTRY OF WITHDRAWN STUDENTS

In order to re-enter National Latino Education Institute, the student must contact NLEI and request to apply for re-admission. The request may be initiated by email at [education@nlei.org](mailto:education@nlei.org) or in person at NLEI premises.

Upon receipt of the request, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter.

The enrollment status will be based upon NLEI's standards of academic progress and in accordance with the College's good conduct and financial good standing policies.

The Student Finance Office must verify at the time of re-entry that the student is in good standing with the Department of Education and all federal funding sources. All students must meet the enrollment requirements. Students may re-enter a maximum of three times after withdrawal prior to graduation from a program.

### TRANSFERRING IN AND OUT OF PROGRAMS

Students who have enrolled in a vocational program may request that NLEI allow them to transfer to another vocational program. This request must be made in writing to the Academic Director and include a specified reason for the request.

Should the request for transfer be granted, NLEI will include in the determination of a student's satisfactory academic progress standing the credits attempted and grades earned that count toward the student's new program of study. To obtain information regarding transfer from one vocational program to another, the student may contact the Academic Director at [education@nlei.org](mailto:education@nlei.org).

To start the process, the students must make an appointment with the Academic Director. The director will evaluate the request to determine if it is academically possible.

Upon approval by the Academic Director, for a program change, the student will need to meet with Admissions to sign a new enrollment agreement and arrange another meeting with the Financial Aid Department to re-process its financial aid.

The student will be charged for any difference in price between the old program and the new one. The student will also be charged for any classes completed that are not fully transferable to the new program.

### DOUBLING OUT CLASSES

To start the process, the students must make an appointment with the Academic Director. The director will evaluate the request to determine if it is academically possible.

If approved to double up on a class, the student will need to meet with Financial Aid to re-evaluate its eligibility for financial aid.

Doubling up on classes must be approved by the Academic Director.

Student must consider its financial aid eligibility may change.

## LEAVE OF ABSENCE

Students may request a leave of absence (LOA) for medical reasons (including maternity leave), death in the family, military duty, and jury duty.

Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.

An LOA shall be reasonable in duration, usually not to exceed 60 calendar days. In special cases, LOA may be granted during a 12-month period. A LOA includes no additional charges to the student.

Students must adhere to the following procedures when requesting a LOA.

1. Students in need of a LOA must contact the Academic Director to obtain an LOA Request Form.
  - 1.1. LOA requests must be submitted in writing in advance of the LOA date requested, signed and supported by appropriate documentation.
  - 1.2. Only in instances which pre-approval of an LOA could not be provided (example: student in a car accident which results in hospitalization), may an LOA be approved retroactively.
2. The Academic Director will approve or deny LOA requests.
3. If the student does not return to class on their scheduled LOA return date, the student will be withdrawn from the College.
4. If due to extenuating circumstances a student cannot return from an LOA on the date scheduled, the student may appeal to the Executive Director, in writing, for an extension of their LOA return date.
  - 4.1. Extensions will only be granted for extenuating and documented circumstances.
  - 4.2. In no instance may an LOA exceed 180 days in a 12-month period.

If a student does not return from an LOA on the scheduled return date, will be terminated from the program. For students terminated for failure to return from an LOA, a withdrawal calculation will be completed. If the refund calculation includes Stafford Loans, the six-month grace period will begin as of their last day of attendance.

No financial aid will be disbursed during LOA.

## GRADUATION REQUIREMENTS

A certificate is awarded upon successful completion of vocational training programs. The requirements for graduation are as follows:

1. A minimum cumulative grade point average of 2.0 is required by the end of training.
2. A minimum cumulative attendance of 80% during the program is required.
3. Students must achieve a passing grade in each of the courses and must have completed all courses required in each respective program.
4. Achievement of minimum competencies specified for each course/program. Among the competencies are minimum typing NWPM and/or ten-key keystrokes per hour, etc. (See Course Syllabi).
5. An encumbered student owes any money to NLEI. Encumbered students will not be permitted to graduate and will not be entitled to receive a certificate until their indebtedness has been paid. A student is financially obligated until their account with NLEI has been paid in full.
6. An employment portfolio, including resume, mock interview summaries, etc., is required for the BMA and MOS programs.
7. Students in the BMA and MOS programs are expected to take a post-placement test toward the end of the program/course.

## TRANSCRIPTS

Students may obtain official transcripts by submitting a written request to:

National Latino Education Institute Records Office

2011 W. Pershing Road Chicago, IL 60609

NLEI will mail transcripts to the address specified in the written request. Each NLEI graduate student is entitled to one free transcript if the student is in good financial standing.

A fee of \$5 will be charged for each additional set of transcripts.

Students/alumni may also pick up transcripts in person.

Same-day in-person requests are \$20.00 per transcript.

## WITHDRAWAL PROCEDURES

Any student who withdraws from any one term of the vocational training programs shall not forfeit his/her grades and credit-hour credits acquired up to the date of withdrawal from that term. The student's record shall reflect the date of withdrawal.

Grades and corresponding credits shall be recorded for completed courses only.

Students should give written notification to NLEI (in person or by registered mail) of their intention to withdraw from a program. However, NLEI does not require written notification of withdrawal as a condition for making refunds.

Suppose no notification of withdrawal is received and a student has had an unexplained absence of more than fourteen (14) consecutive class days. In that case, NLEI shall consider the student to have withdrawn from the program.

Students who have had an unexplained absence of more than fourteen (14) consecutive class days are not required to provide written notification of withdrawal. In all cases, the withdrawal date shall be the last day of attendance.

NLEI will send to the student a written acknowledgment notification of withdrawal within fourteen (14) calendar days of the postmark date of the notice of withdrawal.



## STUDENT SERVICES

Employment assistance, including job referrals and assistance, are available at the main campus located at 2011 West Pershing Road.

Guidance services are provided at no cost to students while they are enrolled in vocational and adult education programs.

Guidance services depend on the level of funding received by the institution from outside sources. Students may request and receive referrals to other organizations for human care services.

Academic counseling and support are available to every student enrolled in courses or programs.

## ADMISSION SERVICES

The admission process at National Latino Education Institute is selective. Generally, applicants for the training center must demonstrate that they will be able to benefit from the vocational training programs and/or adult continuing education classes in which they are enrolled.

The specific goal of the vocational training programs is to prepare applicants for employment or to enhance their employability.

Job placement is the desired outcome of all programs, and job placement services are available free of charge to applicants. Other sections of this catalog describe specific requirements and academic prerequisites for individual courses and programs.

## STUDENT FINANCIAL ASSISTANCE SERVICES

The Student Finance Office provides financial aid advisement to all incoming students to accept at the National Latino Education Institute.

This office also provides advisement to continuing students on an as-needed basis.

NLEI programs and services are funded through the generous support of corporations, foundations, and public and private entities.

For a list of contributors, please contact the NLEI Business Office at [nlei@nlei.org](mailto:nlei@nlei.org).

NLEI is a nonprofit institution that may receive diverse grants for programs or courses may be provided at no cost to eligible applicants, through funding by the U.S. Department of Labor (Department of Family and Support Services [Chicago] or the Chicago Cook Workforce Partnership), the United Way of Chicago, or the Illinois Department of Human Services.

NLEI awards a certificate upon graduation from a program.

## ACADEMIC ADVISING

Academic advising complements academic instruction.

The primary purpose of academic advising is to help students review their academic progress, inform them of the variety of student support services and extracurricular educational opportunities available to them, encourage them to remain focused on their original goal, and explore the implications and consequences of their choices.

## CAREER PLANNING AND JOB SEARCH ASSISTANCE

Job placement is an essential service for participants in all NLEI programs. Job placement services are provided to all students enrolled in NLEI programs. Job readiness activities are part of the training components for students enrolled in vocational training programs. Students work with instructors, Education Department Staff, and the Employment Services Department to prepare them for their job search by assisting in developing Employment Portfolios (resumes, thank you letters, and references sheet, etc.).

Business Professionals also work with students by providing workshops, mock interviews, company tours, and sponsoring short-term internships and externships or one-day job shadowing.

Job fairs, recruitment, and other pre-employment activities are periodically held at NLEI so that students can meet prospective employers to practice job search skills learned during training.

Many employers participate, and their company sizes range from small to very large. Participating businesses represent a variety of industries and geographic locations. NLEI offers placement assistance as part of its holistic approach.

**NLEI cannot guarantee employment, but NLEI is committed to making every effort to assist students to obtain employment.**

## BACKGROUND CHECKS

Prospective employers may require drug testing and background checks, including criminal background checks. A criminal conviction may prevent the student from being accepted at an externship site or gaining employment. Additionally, some states have laws that prohibit persons with certain criminal convictions (including misdemeanors) from working in certain career fields.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

NLEI encourages all students to provide the institution with feedback on the quality of its programs, services, and staff. Every reasonable effort shall be made to resolve any problems and disputes fairly and impartially.

All students have the right to a fair hearing, and every reasonable effort shall be made to avoid suspension and dismissal through facilitating meetings with all parties involved.

If a student is dissatisfied and/or wishes to raise a grievance, he/she may do so by bringing the issue to the instructor's attention within two (2) business days of its occurrence. NLEI will attempt to resolve the grievance informally.

Suppose, after meeting with instructors and/or other appropriate personnel, a student is not satisfied with the outcome of the meetings. In that case, the student may request in writing a meeting with the Program Director within two (2) business days to present his/her grievance. The Program Director shall decide on the matter within four (4) working days from receiving the appealed grievance.

Suppose, after meeting with the Program Director and/or other appropriate personnel, a student is not satisfied with the outcome of the meetings. In that case, the student may request in writing a meeting with the Executive Director within two (2) business days to present his/her grievance. The Executive Director shall decide on the matter within four (4) working days from receiving the appealed grievance.

After meeting with the Executive Director, the student is still not satisfied with the outcome; the student may appeal to the Board of Directors. If the student is still not satisfied with the outcome after meeting with the Board of Directors, the student may appeal to the following agencies.

### Illinois Board of Higher Education

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Private Business and Vocational Schools

1 N Old State Capitol Plaza, Springfield Suite 300 Springfield IL 62701-1394

Institutional Complaint Hotline: (217) 557-7359 [www.ibhe.org](http://www.ibhe.org)

### Accrediting Council for Independent Colleges and Schools (ACICS)

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1350 Eye Street, NW Suite 560

Washington, DC 20005

Tel: 202.336.6780 Fax: 202.842.2593 <https://www.acics.org>

## STUDENT CONDUCT POLICY

Program participants and staff are expected to exhibit conduct appropriate to a business setting.

### Inappropriate behavior

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Inappropriate or unacceptable behavior may result in dismissal from the program for program participants.

The Department Head may take disciplinary measures after consulting with the appropriate school staff. A written Notification of Reprimand may be issued concurrently with a suspension of not more than two (2) days.

If the program participant's conduct is judged to be severe enough to be harmful to the student body, clients, guests, and staff, dismissal from the program shall result.

Unacceptable behavior includes any action that interferes with maintaining a safe and comfortable environment for all persons working, learning, or visiting the organization.

Examples of unacceptable behavior include, but are not limited to, disruption of classroom activities, verbal abuse, substance abuse, physical altercations, plagiarism (cheating), and theft. In addition, weapons or incapacitating devices are prohibited on or around NLEI premises. Students who possess weapons including but not limited to knives, switchblades, mace, stun guns, firearms, etc., on or around NLEI premises will be dismissed from the program, barred from NLEI premises, and reported to the proper authorities.

### Cheating and plagiarism

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NLEI has a zero-tolerance policy for cheating and plagiarism. Cheating is defined as using any form of material that assists you with answering questions on classroom assignments or tests and quizzes. Plagiarism is defined as copying someone's work and claiming it as your own.

This includes obtaining answers from a classmate's paper during a test or quiz.

The first offense will result in a mandatory 2-day in-school suspension, zero credit for the assignment, test, or examination, and a maximum final grade of "C" for the course.

The second offense will result in immediate dismissal from the program.

### Personal Appearance

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Participants in the certificate and vocational training programs must dress in appropriate conventional business attire. This "dress code" is an intended part of the preparation for successful employment. Personal appearance is a portion of the identified competencies for courses, and it is graded.

### Copyright Material

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Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in the dismissal of the student from the program as well as civil and criminal liabilities.

Illegal downloading or unauthorized distribution of copyrighted materials using NLEI's information technology systems are strictly prohibited. Students engaged in such activities will be dismissed from the program and reported to the proper authorities.

## INFORMATION FOR ENROLLED STUDENTS

### STUDENT RECORDS

In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the National Latino Education Institute has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request.

Educational records mean those records, files, documents, and other materials that contain information directly related to a student.

Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

NLEI will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

1. National Latino Education Institute officials require records in the proper performance of duties
2. Organizations conducting studies for educational and governmental agencies.
3. U.S. Government agencies as listed in Public Law 93-380.
4. Accrediting agencies.
5. Parents of dependent children, as defined in the Internal Revenue Code of 1954.
6. In an emergency, NLEI may share sufficient information with an appropriate person.
7. Other educational institutions, upon request of transcripts for students seeking enrollment in that institution.
8. In connection with the award of Financial Aid.
9. In response to legal court orders.

The following is a list and description of required disclosures and information on how to obtain them:

### FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records, guarantee the student the opportunity to review, inspect, and, when necessary, challenge the accuracy of his or her educational records through formal procedures.

This process also provides the opportunity to the student to request the amendment of his or her educational record, which has been determined to be inaccurate, misleading, or otherwise in violation of that student's privacy or other rights.

A copy of the complete and detailed FERPA policy and procedures used by NLEI is available upon request by contacting the Education Intake and Records Manager.

### COMPLETION/GRADUATION RATE

Information regarding the completion or graduation rate of the cohort of certificate-seeking, full-time undergraduates who graduated or completed their program within 150% of the standard time for graduation or completion is available.

A copy of the completion/graduation rates is available upon request by contacting the Program Director and/or Academic Director.

## STUDENT RIGHT TO KNOW AND CAMPUS SECURITY

### Secure Campus

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NLEI recognizes that effective learning requires a safe environment, and to this end, complies with the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosures of Campus Security Policies and the Campus Crimes Statistics Act (Clery Act), and the Higher Education Opportunity Act of 1965 and the Safe and Drug Free Colleges and Communities Act and Amendments of 1989.

NLEI promotes the concept of a safe and secure campus environment in which to study and work. All students are expected to abide by all laws while on campus or in the proximity of NLEI facilities.

If any student becomes a victim of any crime, he or she should report the incident to the Program Director and/or Chief Academic Director and/or their designee at [education@nlei.org](mailto:education@nlei.org).

If the situation is life-threatening, the student may contact the police emergency number of 911.

A report of the incident will be completed in accordance with institutional policy. If a student commits any crime while on campus or in the proximity of NLEI property, the student is subject to immediate dismissal or other appropriate action. The proper authorities may be notified.

### Campus Security Report

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A copy of NLEI's Campus Security Report is available to prospective or current students or employees.

The Campus Security Report includes statistics for the previous four most recent calendar years concerning reported crimes that occurred on-campus, on property owned or controlled by NLEI, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as Student Conduct Policies, tobacco, alcohol, drugs, sexual harassment, sexual assault, discrimination, and other matters.

Upon request, a paper copy of NLEI's Campus Security Report may be obtained by contacting the Program Director and/or Chief Academic Director and/or their designee at [education@nlei.org](mailto:education@nlei.org).

NLEI provides to the Department of Education with Information about the Campus Security. The report can also be found in the following link: [Campus Safety and Security \(ed.gov\)](https://www.ed.gov/campus-safety-and-security)

### Annual report

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National Latino Education Institute annual security report is available to any current or prospective student and employees of the college, and may be obtained from the Financial Services Department upon request. The security report details any crimes that have occurred on or adjacent to the campus over the past 3 years. The report also contains the College's policies and procedures regarding campus security, crime reporting, crime prevention, emergency response and campus evacuation plans.

Students and employees are encouraged to report any criminal activity or other emergency situations to the onsite campus administrator. Reports can be written or verbal, depending on the severity of the situation. Crimes may be reported confidentially. The onsite administrator is responsible for

investigating all crimes reported and for taking appropriate action. The College will cooperate with local, State and Federal law enforcement agencies as needed.

### EMERGENCY AND RESPONSE EVACUATION

The College has developed an Emergency Action Plan (EAP) to effectively communicate and manage the evacuation of the campus in the event of a bomb, natural disaster, fire or other life-threatening occurrence. The onsite administrator has the authority and is responsible for the execution of the EAP should it become necessary.

The EAP is reviewed with all new students during orientation. Emergency evacuation drills are performed annually. Students will not be allowed to leave the campus during a drill nor during an actual emergency until directed to do so.

An emergency exit plan is posted in every classroom and in all public areas. Additional information regarding the EAP is available to students and Employees from the onsite administrator. The name of the onsite administrator is posted in the reception area of each campus.

### USE OF EQUIPMENT

All students are expected to use training and educational equipment carefully and appropriately.

**Abuse of equipment will not be tolerated.**

Students are expected to inform instructors or other appropriate staff of any malfunctions or problems with equipment.

To work in a computer lab during non-class hours, students must first obtain instructor or administrative approval.

The administration must first approve any use of audio-visual equipment such as projectors.



## GENERAL POLICIES

### HARASSMENT POLICY

NLEI strongly believes that students, staff, and faculty should be treated with respect regarding race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, or any other prohibited basis.

NLEI does not tolerate any form of harassment, joking remarks, or other conduct (including verbal, non-verbal, or physical).

It is prohibited any action that demeans or shows hostility toward an individual based on these prohibited reasons; that creates an intimidating, hostile, or offensive environment; or unreasonably interferes with an individual's educational opportunities.

Discrimination or harassment of an NLEI student, staff, faculty, or other individuals present within NLEI will not be tolerated.

Anyone found to be engaging in any type of unlawful discrimination and/or harassment will be subject to disciplinary action, up to and including dismissal from the program.

Dismissed students will be barred from NLEI premises.

### SEXUAL HARASSMENT POLICY

NLEI is committed to providing an environment free of sexual harassment and does not tolerate any form of sexual harassment of any student, staff, and/or faculty member, whether male or female.

Conduct; whether intentional or unintentional, which results in sexual harassment shall not be tolerated.

Anyone found to be engaging in any type of unlawful sexual harassment will be subject to disciplinary action, up to and including dismissal from the program.

Dismissed students will be barred from NLEI premises.

### TOBACCO, ALCOHOL AND DRUG POLICY

National Latino Education Institute supports the Safe and Drug Free Colleges and Communities Act. Informative materials on controlled substance use and effects, counseling, treatment and rehabilitation programs, and hot-line telephone numbers in the area are provided to students and staff.

Smoking is not permitted in any of NLEI's facilities.

Alcoholic beverages and illegal substances are prohibited on the premises.

Students suspected of being under the influence of alcohol or illegal drugs during the school day and/or while on the NLEI premises will be subject to the Random Drug Testing for Cause policy.

Upon notification, the student must undergo screening for illegal drug and/or alcohol use following the NLEI Program Drug Testing Policy.

Students found to be under the influence of alcohol or illegal substances while on NLEI premises will be dismissed from training and barred from NLEI premises.

Similarly, students who sell or attempt to sell illegal substances or alcohol on NLEI premises will be dismissed from training, barred from NLEI premises, and reported to the proper authorities.

### VACCINATION POLICIES

Our institution is committed to the wellbeing of our community. NLEI follows federal, state and local mandates for vaccination.

NLEI latest requirements regarding vaccination, health and safety are published in our website [www.nlei.org/](http://www.nlei.org/)

### NO FOOD OR DRINK IN THE CLASSROOM/LABS

Food or drink is strictly prohibited on the second floor and in the first-floor classrooms.

Faculty and Education Department Staff are responsible to make sure students do not bring food and drink to all classrooms and to all areas of the second floor.

Educational staff will notify students that food and drink, except for water in secured bottles, are not allowed in educational areas such as classrooms and labs and to either tell the student to go to the student cafeteria area or to toss the item(s) into the nearest trash can.

The instructor is the manager of the classroom and should set the example for students, and as such, he and she are expected to enforce NLEI's policies and procedures.

## COMPLAINTS

Students can register complaints against this school with the Board of Higher Education at the address listed below:

Illinois Board of Higher Education Institutional Complaint Hotline: (217) 557-7359 Private Business and Vocational Schools

[www.ibhe.org](http://www.ibhe.org)

**CERTIFICATE PROGRAM COURSE DESCRIPTIONS****Advanced Keyboarding for The Medical Office (AH-KBY 102)**

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This course continues AH-KBY 101 and focuses on formatting and producing professional-looking business and medical documents that convey a favorable image and comply with format guidelines. Correspondence should be prepared free from spelling, punctuation, and word use errors and prepared in the usable, mailable form at job-ready production levels. The student, at the end of the course will write on the keyboard with speed and accuracy, achieving good ten-key skills.

60 clock hours; 4 credit hours

Prerequisites: AH-KBY101

**Anatomy And Physiology I (MA-AP 100)**

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This course is a study of the structure and function of the human body in health and disease. Body systems studied include the cell, homeostasis, microbiology, integumentary, musculoskeletal, nervous, endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive.

60 clock hours; 5 credit hours)

Co-requisites: MA-MT100

**Anatomy And Physiology II (MA-AP 110):**

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This course is a continuation of Anatomy and Physiology I. After the course, students will have the required basic understanding of anatomy and physiology that will allow them to be conversant in medical terminology about the human body, its structure, and functions.

60 clock hours; 5 credit hours

Prerequisites: MA-AP100

Co-requisites: MA-MT110

**Career Development (MA-CD 100):**

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This course encompasses how to successfully seek and retain employment by identifying and meeting employers' specifications. Interviewing techniques, resume preparation, interpersonal skills, and stress management are studied. The students will set goals plan their careers.

30 clock hours; 2.5 credit hours

**Clinical Skills I (MA-CS 100):**

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This course develops the theory and practical components of Universal Precautions, OSHA and CLIA Regulations, aseptic techniques, and instrumentation.

30 clock hours; 2 credit hours

### Clinical Skills II (MA-CS 110):

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This course addresses the theory and practical components relating to patient interviewing, vital signs and statistics, visual acuity, and documentation.

30 clock hours; 2 credit hours

Prerequisites: MA-CS100

### Clinical Skills III (MA-CS 115):

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This course introduces the theory and practical aspects relating to the preparation of patients, assisting with routine clinical examinations/procedures, and documentation. The student will be able to prevent, recognize, and manage emergencies in the health care setting. Upon completion of this course, the students will get a CPR certificate.

60 clock hours; 4 credit hours

Prerequisites: MA-CS110

### English (MA-ENG 100):

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This course is an overview of the skills required to communicate effectively. Areas covered include sentence structure, punctuation, spelling, proofreading, vocabulary, telephone techniques, and listening skills.

60 clock hours; 6 credit hours

### Externship (MA-EXT):

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This course provides experience in a selected physician's office or health care facility. Qualified medical personnel will supervise and evaluate the student. The Bilingual Medical Assisting student must have equally administrative and clinical experience exposure.

160 clock hours; 5 credit hours

Prerequisites: Satisfactory completion of all coursework

### Externship (MOS-EXT 100):

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This course provides experience in a selected physician's office or health care facility. Qualified medical personnel will supervise and evaluate the student. The Medical Office Specialist (MOS) student will receive exposure to many aspects of the administrative experience.

80 clock hours; 2.5 credit hours

Prerequisite: Satisfactory completion of all coursework

### Intermediate Keyboarding For The Medical Office (AH-KBY 101):

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This course focuses on keyboarding with speed and accuracy and achieving good ten-key skills. Developing championship techniques through correct drill practice is the goal. The course will put

emphasis on formatting and producing effective business documents such as memos, letters, simple tables, and unbound reports that convey a favorable image and meet style and format guidelines. Correspondence should be prepared free from spelling, punctuation, and word use errors and prepared in the usable, mailable form at job-ready production levels.

60 clock hours; 4 credit hours

Prerequisites: MA-KBY100

#### Intermediate Microcomputer Applications (AH-MA 101):

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This course is a continuation of Microcomputer Applications. Students will study and practice more advanced spreadsheet concepts and skills needed to gain a working proficiency in Microsoft Excel, such as formulas, in-built functions, charts, styles, templates, Clip Art, Shapes, WordArt, SmartArt, and organizational charts. Students will also learn concepts and get skills to be proficient in Microsoft Outlook. The course will put emphasis on effectively use of e-mail, maintaining a calendar, scheduling appointments, creating a task list, and working with a clock list. Practice applications of the topics help the students relate the concepts to realistic situations.

60 clock hours; 4 credit hours

Prerequisites: MA-MA 100

#### Introduction To Computer Information Systems (MA-CIS 100):

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This course provides the student with a fundamental understanding of the computer and its current role in the medical office. Students will use patient billing software to enter patient information, enter transactions; create insurance claims; produce patient statements, enter payments and adjustments; produce reports; create collection letters, and schedule appointments. Practice applications help the students relate the concepts to real-world medical office situations.

60 clock hours; 4 credit hours

#### Keyboarding (MA-KBY 100):

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This course is a basic course that teaches the fundamental use of a keyboard: learning the letter, numeric, and symbol keys; learning parts and functions of the typewriter/P.C.; developing basic skills; and building speed with control. Students will attain a minimum accurate rate of 30 wpm.

60 clock hours; 4 credit hours

#### Keyboarding I (KBY 100):

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This course focuses on keyboarding with speed and accuracy. The student will show proficiency in the input of alphabetic, numeric, and figure information. The student has an opportunity to build confidence and develop championship techniques through correct drill practice. Students will also format and produce effective business documents such as memos and letters that convey a favorable image as well as meet style and format guidelines.

60 clock hours; 4.0 credit hours

**Mathematics (MA-MATH 100):**

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This course introduces skills necessary to perform basic mathematical functions manually and on calculators. Students learn metric, apothecary, and household systems of measurement, problem solving, and the use of ratio and proportion. Calculations of dosages are studied in-depth.

30 clock hours; 3 credit hours

**Medical Bookkeeping (MA-BK 100):**

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This course will provide manual and electronic preparation of medical billing, accounts payable, bank deposits, and cash balances.

30 clock hours; 2.5 credit hours

Prerequisites: MA-MATH 100; MA-OP 100

**Medical Coding (MA-MC 100):**

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This course introduces disease codes and procedures according to the international classification of methods, schemes, and protocols. They will be able to accurately code medical records according to the standards required by third-party insurers and learn a systematic method of listing and coding procedures and services performed by physicians.

60 clock hours; 5 credit hours

Prerequisites: MA-MT100

**Medical Coding I (AH-MC 100):**

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This course provides in-depth study of the International Classification of Diseases (ICD-10- CM) using sample exercises to develop skill and accuracy in coding in various healthcare settings. Students will apply ICD-10- CM coding guidelines appropriate to the coding situation and will cover coding of all body systems. They will be able to accurately code medical records according to the standards required by third-party insurers and learn a systematic method of listing and coding of diagnoses as determined by health care professionals.

60 clock hours; 5 credit hours

Prerequisites: MA-MT100 Co-requisites: MA-MT110

**Medical Coding II (AH-MC 101):**

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This course provides an in-depth study of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II using sample exercises to develop skill and accuracy in coding in various ambulatory care settings. Students will apply CPT and HCPCS coding guidelines appropriate to the coding situation and will cover coding of all body systems. They will be able to accurately code medical records according to the standards required by third-party insurers and learn a systematic method of listing and coding of procedures and services performed by health care professionals.

60 clock hours; 5 credit hours

Prerequisites: AH-MC 100; MA-MT 100; MA-MT 110

#### Medical Front Office Skills Lab (AH-MOS 100):

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This course provides participants the opportunity to practice, enhance, and hone skills utilized by medical office professionals. Students in the role of a Medical Office Specialist will participate in various real-world activities that will simulate an internship performed in the front office of medical practice.

50 clock hours; 2.5 credit hours

Prerequisites: AH-CIS 100; AH-CIS 101; MA-MA 100; MA-OP 100;

AH-MC 100; AH-MC 101; MA-MTRN 100; AH-MIB 100

#### Medical Insurance and Billing (AH-MIB 100):

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This course is an insurance billing course that introduces common third-party payers, insurance terminology, and the medical billing and reimbursement process as practiced in medical practices and hospitals. Students will learn to prepare and process correct and compliant private payer, Medicare, Medicaid, TRICARE, CHAMPVA, and workers' compensation claims. The course also provides an overview of medical office accounting procedures such as the manual and electronic preparation of medical billing; accounts receivable and payable, bank deposits; and cash balances.

60 clock hours; 5 credit hours

Prerequisites: AH-MATH 100; MA-OP 100; MA-MT 100; MA-MT 110; AH-MC 100

Co requisites: AH-MC101

#### Medical Laboratory Procedures I (MA-MLP 100):

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This is a clinical lecture/laboratory course designed for bilingual medical assisting students. Laboratory studies include but are not limited to the collection and handling of specimens and recognition of normal test values for urinalysis, clinical chemistry, medical microbiology, histology, and cytology.

60 clock hours; 4 credit hours

Prerequisites: MA-AP100

#### Medical Laboratory Procedures II (MA-MLP 110):

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This is a clinical laboratory course designed to instruct bilingual medical assisting students in the performance and quality control of tests common to a physician's office. Suggested testing includes, but is not limited to, body fluid chemistry, a complete blood count, coagulation studies, mono testing, strep screening, venipuncture, pregnancy testing, and toxicology testing.

60 clock hours; 4 credit hours

Pre-requisites: MA-MLP100



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**Medical Law and Ethics (AH-MLE 100):**

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This course introduces issues commonly encountered by medical office professionals in the delivery of health care are presented. The course considers standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included.

30 clock hours; 3 credit hours

Prerequisites: MA-MT 100; MA-HR 100

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**Medical Law and Ethics (MA-MLE 100):**

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This course considers standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts and other applications of law in medicine will be included.

60 clock hours; 6 credit hours

Prerequisites: MA-MT 100; MA-HR 100

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**Medical Office Procedures (MA-OP 100):**

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This course will introduce administrative duties common to a medical facility, including maintaining inventory and facilities; processing mail; using the telephone; scheduling appointments; managing the reception of patients; maintaining patient records; setting up the physician's appointment book, and preparing schedules for the utilization of equipment and personnel.

60 clock hours; 5 credit hours

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**Medical Terminology I (MA-MT 100):**

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This course will develop knowledge of terminology in the health professions. Emphasis is placed on spelling, pronunciation, and analysis of word elements and terms relating to anatomy, physiology, diagnosis, pathology, procedures, abbreviations, and symptomatic terms that apply to each body system and medical specialty.

60 clock hours; 5 credit hours

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**Medical Terminology II (MA-MT 110):**

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This course is a continuation of Medical Terminology I. The students will complete the course with a rounded background in the "language" used by medical professionals in the workplace.

30 clock hours; 2.5 credit hours

Prerequisites: MA-MT100

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**Medical Transcription (MA-MTRN 100):**

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This course will develop the listening and retention skills necessary to process medical information through the use of computer and dictating equipment with additional emphasis on medical terminology.

60 clock hours; 4 credithours

Prerequisites: MA-CIS 100 or AH-CIS 100; MA-MT 100; MA-MT 110; MA-AP 100; MA-AP 110

#### Microcomputer applications (MA-MA 100):

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This course is designed to enable the skill progression from basic to advanced word processing procedures. Step-by-step methods are taught for creating, editing, and printing documents. Document production with graphics and elementary spreadsheet development are introduced.

60 clock hours; 4 credit hours

#### Microcomputers in the Medical Office I (AH-CIS 100):

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This course is designed to provide an understanding of the use of microcomputers in the medical office and to develop a fundamental understanding of the computer including a basic working knowledge of the operating system. Students will use patient billing software to enter patient information; enter transactions; create insurance claims; produce patient statements; enter payments and adjustments; and produce reports. Practice applications help the students relate the concepts to real-world medical office situations.

60 clock hours; 4 credit hours

#### Microcomputers in the Medical Office II (AH-CIS 101):

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This course is a continuation of Microcomputers in the Medical Office I which is designed to provide an understanding of the use of microcomputers in the medical office. Students will use patient billing software to create collection letters; schedule appointments; and produce reports. They will also gain an understanding of the ways in which Electronic Health Records (EHRs) are used in different healthcare settings. Practice applications help the students relate the concepts to real-world medical office situations.

60 clock hours; 4 credithours

Prerequisites: AH-CIS100

Corequisites: MA-MA 100

#### Patient Relations and Professionalism in the Workplace (MA-HR 100):

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This course is a basic study in the ways a medical assistant relates to patients. Topics include communications techniques, relations with coworkers, prejudice, and sexual harassment. The course offers practical instruction in handling difficult situations and solving basic problems.

30 clock hours; 3 credit hours

#### Pharmacology and medication Administration (MA-PHARM 100):

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This course focuses on the skills necessary to safely and properly administer medications. Pharmacology mathematics and administration techniques are stressed. Administration techniques, including preparing oral, topical, and injectable medications, are studied. Students will use various types of syringes and needles and will give intradermal, subcutaneous, and intramuscular injections. Safety and precision are stressed. The Controlled Substances Act and regulations regarding drug schedules, storage and administration, and disposal of drugs will be included.

60 clock hours; 4.5 credit hours

Prerequisites: MA-MATH 100; MA-MT 100

**ADMINISTRATION AND STAFF**

The information on our Administration and Staff is found at:

<https://nlei.org/course-catalog/>

Click on the link 2023-2024Catalog Supplement I.

## FACULTY

The information on our Administration and Staff is found at:

<https://nlei.org/course-catalog/>

Click on the link 2023-2024 Catalog Supplement I

## FACULTY CREDENTIALS

Instructors at NLEI must demonstrate the following qualifications:

- Certificate in related subject is required. CMA or RMA preferred. (for teaching BMA)
- Minimum 1 year teaching or training experience preferably with adult learners. Experience teaching in a multicultural (Spanish/English) environment preferred.
- Knowledge of employment and training programs preferred.
- Expertise in appropriate technologies for instruction is required.

Demonstrated commitment to teaching and learning.

## FACULTY ASSESSMENT

Instruction is evaluated in several ways. First, instruction is evaluated through the use of different types of student surveys.

- In-class Student Surveys are conducted at least once during each program and completed by currently-enrolled students in each class.
- Student/Course Evaluation student surveys are conducted at the end of each course for every class cycle of the vocational programs.
- Exit Student Survey, is given to the students during their last week of classes sat NLEI and is similar to the in-class surveys, but it allows students to evaluate the instructor, instruction, materials, and services from a different point of view, from that of a soon-to-be graduate.

The appropriate Education Manager conducts a classroom visit for each Instructor at least once during each program cycle.

For those Instructors who remain with NLEI for one year or more, an annual evaluation is conducted.

## FACULTY DEVELOPMENT PLAN

The faculty development plan is based largely on the individual faculty member's input. The plan is discussed with the individual Instructor and an agreement is reached between the faculty member and the administration. During the year, the appropriate Education Manager reviews the progress of the plan, and verifies the documentation. If any problems arise, the situation will be addressed by the appropriate Education Manager and/or the Dean of Accreditation and Curricula. If necessary, any revisions to the plan would be made. During the Instructor's Annual Evaluation, any additions or deletions would be discussed with the instructor. At this time the development plan would be reviewed.

The plan is reviewed as needed, but at least once a year.

## STATEMENT OF LEGAL CONTROL

National Latino Education Institute (NLEI) was incorporated as a not-for-profit organization on May 12, 1972. Except as otherwise provided in the Articles of Incorporation or bylaws of the organization, the powers of the corporation shall be exercised, its property controlled, and its affairs managed by its Board of Directors.

The Board may delegate to such committees, councils, or other groups, as it shall create any of its powers that it may deem judicious, keeping in mind that it has the ultimate responsibility for NLEI and that it must ensure proper accountability by each of these groups. (NLEI Bylaws, Article VI, Section 1)

The duties of the Board are: to define the mission of NLEI; to ensure that the goals and objectives of NLEI are implemented; to evaluate and monitor all programs; to develop programs and activities that promote the purpose of NLEI; to hire and terminate the Executive Director of NLEI; to establish policies; to approve an annual budget; to monitor finances; to ensure that adequate resources are available to NLEI; to authorize all legal documents, and to present a yearly report at the annual meeting. (Article VI, Section 2)

Under the direction of the Board and its Chairman, the Executive Director shall be responsible for overall planning and budgeting and the general management of the day-to-day operations of NLEI. (Article IX, Section 1).

## VISION STATEMENT:

NLEI graduates, as a result of being educated and skilled workers, will enjoy an improved quality of life and long-term economic success supporting their families and the community.

## BOARD OF DIRECTORS

Lori K. Flores Rolfson, Chair Peoples Gas and North Shore Gas Vice President, Operations & Maintenance	Oscar Regalado, Vice Chair Robert R. McCormick Foundation Human Resources Director
Jazmira Bota, Secretary MZI Group, Inc. Marketing & Communications Manager	David R. Perez, Treasurer ComEd Senior Vice President of Distribution Operations
Bianca Camarena, Director Invenergy LLC Director Renewable Engineering - Solar	Jessica Wolak, Director Adelante Construction Group President & CEO
Raul Torres, Director Nicor Gas Director, Transmission Operations	

## ACADEMIC CALENDAR

### FALL PROGRAMS

- BMA begins classes during the second semester of the year.
- MOS begins classes during the second semester of the year.

### SPRING PROGRAMS

- BMA begins classes during the first semester of the year.
- MOS begins during the first semester of the year.

### UPDATED INFORMATION

For the last information about programs, please, check our webpage [www.nlei.org](http://www.nlei.org) and social media.

### NLEI HOLIDAYS

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- Presidents' Day (3rd Monday in February)
- Good Friday (Friday before Easter Sunday)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving (4th Friday in November)
- Christmas Day (December 25)
- Three Training Center Institutes (Varied)

**STUDENT SUCCESS DATA**

Please see the document: 2023-2024. Supplement III. Institutional Disclosures

And on NLEI website <https://nlei.org/course-catalog/>

Click on the link 2023-2024 Catalog Supplement III.