

The Accounting Annex, INC.

School Code: 1922401

Course: Computerized Accounting

Student Catalog

Effective January 1, 2022 to December 31, 2022

The Accounting Annex, INC.

41 E. Foothill Blvd., Suite 201

Arcadia, CA 91006

626-445-8526, fax 626-737-8529

Website: [www.theaccountingannex.com](http://www.theaccountingannex.com)

The classroom is located at 41 E. Foothill Blvd., Suite 201, Arcadia, CA 91006.

As a prospective student, you are encouraged to review this school catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. We require that you initial the School Performance Fact Sheet, as indicated on that form, prior to enrollment.

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The Accounting Annex, INC., is a private vocational school that is dedicated to the instruction of basic accounting in a computerized environment. It has been owned and operated in Arcadia, California for over two decades. We offer only one course called "Computerized Accounting."

The Accounting Annex, Inc., School Catalog and School Performance Fact Sheet are updated annually. (5, CCR 71810(a)) Prior to enrollment, The Accounting Annex, Inc., shall provide in writing, or electronically, our School Catalog, School Performance Fact Sheet (CEC 94909(a)) and the course flyer (student brochure). As a prospective student, you are encouraged to review this school catalog prior to signing an enrollment agreement and review the course flyer (student brochure). You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. (CEC 94909(a)(3)(B))

The Accounting Annex, INC., shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request. (CEC 94909(c))

## **MISSION**

The mission of The Accounting Annex, INC. is to provide personalized training in basic accounting theory using a computerized platform to apply accounting theory in a practical, small business, office-like environment. Additionally, we seek to give our students a well-balanced education to help them procure employment. We strive to keep our course offering relevant to the needs of employers by continually evaluating market demands and modifying our Computerized Accounting course accordingly.

## **PURPOSE AND OBJECTIVE**

The purpose of the Computerized Accounting class, our single offering, is to give the student a basic knowledge of bookkeeping and accounting, so that he/she understands the flow of the various processes of a computerized accounting department and is able to create the end product, financial statements, from data provided. Additionally, we offer training to make the candidate interview-ready, since the objective for training is for the student to find employment.

## **LICENSING**

The Bureau for Private Postsecondary Education approves private postsecondary institutions to operate, which is a branch of the California Department of Consumer Affairs. The Accounting Annex, Inc., is a private school and has approval to operate granted by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Education Code (CEC 94909(a)(2) and 5, CCR).

## **CLASSROOM LOCATION AND DESCRIPTION OF FACILITIES, EQUIPMENT AND MATERIALS**

The classroom is located at 41 E. Foothill Blvd., Suite 201, Arcadia, CA 91006. The classroom is 434 square feet with desks and computer equipment to accommodate eight students. Books are provided. Also, at our 41 E. Foothill Blvd. Suite 201 location there is one administrative office, an entrance area, a kitchen (with a refrigerator and microwave) and a disabled accessible bathroom.

## **ADMINISTRATIVE OFFICE'S LOCATION**

The administrative offices are located at 41 E. Foothill Blvd., Suite 201 Arcadia, CA 91006.

## **METHOD OF INSTRUCTION DELIVERY**

The classes are taught by live instructors.

Remote Learning 5 CCR \*71810 (b)11

- The Accounting Annex's Computerized Accounting course remote instruction program prepares you to take advantage of growing career opportunities in the field of accounting.
- Taught by faculty with real world experience in accounting.
- Expert support professionals that are accessible when you need them most, with the academic resources to help you succeed.

Grading and Response Expectations:

- Each of these assignments will be e-mailed to the Instructor who will respond by the next class day with feedback to each student. All Assignments and Tests are gone over thoroughly for complete understanding the next class day.

Teach and facilitate the course by

- responding to all student communication within 24 hours
- logging into the course the first day
- logging into the course 5 days a week, with no period of absence. If a student does not attend due to unpreventable absence a makeup day are provided at the end of the course.
- posting substantive responses in discussions daily
- notifying the appropriate School officials and students in the case of emergency that might prevent them from meeting these participation requirements.

Assess student learning by

- assigning grades that accurately reflect the standards set by the school

- providing substantial feedback in a 24-hour period to each student in the course for assignments that contribute to the final grade of the course
- keeping the gradebook current
- completing required course assessments and exams.

## **DISABILITY ACCESS**

We have one bathroom only and it is accessible to those in wheelchairs. It has support bars on two sides of the commode (behind the commode and another adjacent to the left arm.) We recommend that you examine it when you visit our school to evaluate if it will accommodate your needs. We are on the second floor and have elevator access, as well as wheelchair ramps to the building from the rear parking lot. If you have any other special needs, please bring it to our attention.

## **REQUIRED STATEMENTS AND HOW TO DIRECT QUESTIONS/COMPLAINTS TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

- (A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov) (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.
- (B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- (C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov). ((CEC 94909(a)(3)(A), CEC 94909(a)(3)(B) and CEC 94909(a)(3)(C))

## **FINANCIAL STATUS**

The Accounting Annex, INC. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC 94909(a)(2))

## **LIBRARY, LEARNING RESOURCES AND STUDENT SERVICES**

The Accounting Annex, INC. does not have a library or extracurricular student services. All materials and learning resources required by the curriculum are provided to students at the time they receive instruction at The Accounting Annex, Inc. Independent research is not essential to successfully complete the training program at The Accounting Annex, Inc. Student services that are offered include no cost tutoring during lunch hour Monday – Friday, and job search activities to complete the objectives of the program. Job search activities include information on resume preparation, interview techniques, and tips on how to look for a job.

Students may access The Arcadia Public Library, which is located at:  
20 W Duarte Rd, Arcadia, CA 91006  
(626) 821-5567 – Hours (Monday – Saturday) 10AM – 6PM.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (CEC 94909 (a)(15))**

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

In clarification of the above, while we are approved by the State of California BPPE as a vocational school, we are **not accredited** by any accrediting agency recognized by the United States Department of Education and we do not offer a degree program, so it is likely that our course has no transferability to junior or four year colleges, but that is, as noted above, at the discretion of the junior or four year college. We have not entered into an articulation or transfer agreement with any other college or university.

### **EXPERIENTIAL CREDIT AND TRANSFERABILITY OF CREDITS**

We are a certificate program and are **not accredited** by any organization. The class hours are not transferrable to accredited colleges or universities.

- This institution does not issue credit for experiential learning.
- Transferability of Credits-we do not accept credits earned at other institutions or through challenge examinations and achievement tests.
- This institution has not entered into any articulation or transfer agreements with any colleges or universities.
- We do not award credit for experiential learning, including assessment policies and procedures, provisions for appeal and all charges that a student may be required to pay

### **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS (CEC 94909 (a)(16))**

The Accounting Annex, Inc. is NOT an accredited institution recognized by the US Department of Education and is NOT offering an accredited or unaccredited degree program. The Accounting Annex, Inc. ONLY provides a Certificate of Completion at the end of the program. The transferability of credits you earn at The Accounting Annex, Inc. is at the complete discretion of an institution to which you may seek to transfer. (5, CCR 71775(a))

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT FINANCIAL AID AND STUDENT LOANS

The Accounting Annex, INC. participates in state and federal funding applicable to California's Eligible Training Provider List (ETPL).

The Accounting Annex, INC. does not offer financial assistance or Title IV funding. However, this school is on the eligible Training Provider List (ETPL). CalJOBS website contains information about approved training providers and programs. The purpose of the ETPL is to provide customer-focused employment training. Training providers who are eligible to receive Individual Training Accounts (ITAs) through WIOA Title I-B funds are listed on the ETPL. The Eligible Training Provider List (ETPL) originated with the Workforce Investment Act (WIA) of 1998 and was amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide employment training resources for adults and dislocated workers under these Federal programs.

Inclusion on CalJOBS ETPL, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA funds for enrollment is based on many factors including assessment of an individual's employment needs.

Individuals who are interested in determining if they qualify for WIOA funding must contact an America's Job Center of California.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

(CEC 94909(a)(11))

At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first-class session and this is disclosed on the enrollment agreement.

(CEC 94899 5(e))

We do NOT encourage students to obtain loans to take our program. Students that decide to obtain a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

CEC 94909(a)(16)(C)

### "NOTICE"

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT

YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE. (CEC 94916)

We share copies of student enrollment agreements, progress reports, time reports and certificates with WorkSource/America’s Job Center for Workforce Innovation and Opportunities Act (WIOA) funded students. This is done as support for invoicing for those who received a referral (CRITA) of an Individual Training Account (ITA) to our school. This documentation is required by the WorkSource/America’s Job Center to pay our institutional charges under the WIOA program.

**ADMISSION REQUIREMENTS (CEC 94909 (a)(8)(A))**

We accept students with high school diplomas, GED or those who have passed an “Ability-To-Benefit” test. In order to be accepted into our program, you must also:

- Interview with school representative, in person or by telephone
- Must be 18 years of age or older
- Take our accounting test to determine level of accounting experience, prior to signing enrollment agreement
- Be available to complete class and available to enter employment after class although we cannot guarantee employment

**ABILITY-TO-BENEFIT” ASSESSMENT TESTING**

Under section 484(d) of the Higher Education Act of 1965, a student who does not have a high school diploma or its recognized equivalent is referred to as an “ability-to-benefit” student. An “ability-to-benefit” student may not enroll unless the student takes an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the Federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) and achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

**- United States Department of Education Approved Ability-to-Benefit Tests**

Test	Publisher	Passing Scores	Audience	Effective Date
Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2: Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)	Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Telephone (847) 247-2544 Fax (847)680-9492	Verbal -200 Quantitative – 200	General	July 1,2015
Spanish Wonderlic Basic Skills Test (Spanish WBST)	Wonderlic, In., Lakeview Parkway, Suite 200	Verbal -200 Quantitative – 200	Students	July 1,

Verbal Forms VS-1 & VS-2 Quantitative Forms SQ-1 & QS-2 (Online & Paper and Pencil Versions)	Vernon Hills, IL 60061 Telephone (847) 247-2544 Fax (847) 680-9492		whose native language is Spanish	2015
Combined English Language Skills Assessment (CELSA) Forms 1 and 2	Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #278 Montecito, CA 93108-2794. Telephone 805-965-5704, Fax 805-965-5807 Email: act@cappassoc.com	Form 1 - 97 Form 2 - 97	Students whose native language is not English and who are not fluent in English	November 1, 2002
ACCOPLACER (Reading Comprehension, Sentence Skill, and Arithmetic)	The College Board, 250 Vesey Street New York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061	Reading Comprehension – 55 Sentence Skills -60 Arithmetic -34	General	November 1, 2002
Language Proficiency Assessment Test-Spanish (LPAT-S) (Provisional Approval)	Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #278 Montecito, CA 93108-2794. Telephone 805-965-5704, Fax 805-965-5807 Email: act@cappassoc.com	Reading Comprehension -17 Mathematics -14	Appropria te for schools approved to offer instructio n in Spanish	Provisionall y Approved from September 1, 2017 through March 1, 2019

## STUDENT SERVICES-EMPLOYMENT AND PLACEMENT SERVICES

The Accounting Annex, Inc. provides assistance to students in their job search, resume preparation, and interview techniques. We also provide a Job Developer to search for and develop employment opportunities through personal and media contact with employers; seeking out and developing potential business/industry that could be serviced by the school. Students are encouraged to follow-up on job leads when called on by the institution.

Guarantee Disclaimer:

The Accounting Annex, INC. is committed to assisting graduates in finding suitable employment. The Accounting Annex, Inc. does not and **cannot** guarantee employment to any student.

**Placement Process:**

The placement process begins on the first day of enrollment. Students will have access to a computer to do internet searches, there will be a "JOBS" board where listings will be posted. Job Development personnel will assist the student with contacts and setting up interviews. The student's responsibility after graduation is to report any employment, they receive on the WAGE EMPLOYMENT VERIFICATION FORM.

**FOREIGN STUDENTS AND FOREIGN STUDENT VISAS**

We have no foreign students. We only accept WIOA students who have been screened through WorkSource centers. They must have a work permit or US Citizenship to be approved by the WorkSource centers. Should a foreign national choose to take our course, he/she would be required to locate a sponsor for their student visa on their own. The Accounting Annex, Inc. does not provide visa services and the institution will not be able to vouch for student status or any associated charges.

**ENGLISH PROFICIENCY/LANGUAGE OF INSTRUCTION**

The class is offered in English only. English language classes/training services are **not** provided at this institution. For those whose written and/or oral English skills we deem may be inadequate to get benefit from the class, we will accept scores of 15 and over for TOEFL. If the scores in the English proficiency test do not meet this criterion, the applicant may be required to take additional English language courses for admission. We request a copy of this test if admission is dependent on these scores. If the student does not pass the test, we give the student the option to translate all of our material into the language of her/his own choice at his/her own expense. This includes the enrollment agreement, School Performance Fact Sheet, catalog and the practice sets. These are copyrighted materials and the intellectual property of The Accounting Annex, Inc., so this is only provided for purposes of the student attending our class. The student also has the option to bring a translator to class at her/his own expense.

**DESCRIPTION OF PROGRAM AND INSTRUCTION**

Students will learn accounting in a hands-on environment using the popular accounting software package, QuickBooks® and will also learn basic Microsoft Office (Word and Excel) skills. Job search and resume workshops are included in the class. Our classes focus on both theory and hands-on computer skills. The course flyer (student brochure) which includes a description of the course and a sample schedule is provided prior to enrollment.

**Live instruction includes:**

general ledger	accounts payable	professional time & invoicing	job costing
chart of accounts	accounts receivable	payroll tax returns	payroll
closing a month	inventory	sales tax returns	MS Word



**TESTING AND GRADING**

We give an accounting entrance test prior to the student signing an enrollment agreement for determining the student's level of experience in accounting. During class, there are five tests. There are practice sets in General Ledger, Accounts Payable, Accounts Receivable, Inventory, Order Entry and Payroll. The student is required to complete the practice sets (matching master solutions) to pass the course. Scored tests are used to help determine how independently you are able to function within an accounting department. Supervision needs will be assessed based on test results as follows - under 50% - heavy supervision, 50 - 75% - moderate supervision, 76 - 90% - little supervision, 91 - 100% - little to no supervision. There are no required internships or externships. There is not a final test.

**STANDARDS FOR STUDENT ACHIEVEMENT/REQUIREMENTS FOR COMPLETION**

In order to pass the class, the student is required to complete the practice sets in General Ledger, Accounts Payable, Accounts Receivable, Inventory, Order Entry and Payroll (matching master solutions.) Five scored tests are used to help determine how independently you are able to function within an accounting department. If your academic progress is deemed unsatisfactory (average under 51% for scored testing or non-completion of practice sets or not making up hours missed), we will put you on academic probation, so that you have time to improve or to re-evaluate your goals. If you do not complete the practice set and do not have an average test score over 51% you will fail the class.

Satisfactory academic progress is defined as meeting the objectives of the class. Academic progress elements that meet the objectives of the class include completing class hours (attendance or makeup work), completing the practice set, and test scores. Missing class hours is addressed the next class session after the missed time and makeup work is given accordingly. Makeup work is to be returned to the school and is kept in the student's file. The practice set is completed in a group session and if time was missed that prevented this from happening, we will set up makeup time for the student to complete the practice set, including time before or after class. Test scores are looked at immediately after testing. If the student receives a score of under 51% on any test, the instructor will go over the test material with the student. The student is given the opportunity to retake the test after reviewing the test material with the instructor. The higher of the two scores will be used in the class average.

Maximum Time Frame: Program length is 22 working days for a total of 143 hours. The student is required to make up all missed credit/clock hours to meet attendance requirements within 33 days of the start date (1.5 times the scheduled length).

Credit/Clock Hour: Definition of Credit/Clock Hour – a clock hour is 60 minutes in length. The student is provided two 10 minute breaks within the 6.5 hour daily schedule, one in the morning and one in the afternoon. The lunch period is exclusive of the 6.5 hours of classroom time.

No internships or externships are required to complete the program.  
(CEC 94909 (a)(5))

## **PROBATION AND DISMISSAL POLICY**

Any student with an average test score of less than 51% will be put on probation. The student shall be advised of such probation status immediately. A student shall be removed from academic probation when the average test score of 51% or greater. Any student on probation who does not demonstrate the desire or ability to improve will be dismissed from The Accounting Annex, Inc.

## **CONDUCT AND DRESS CODE**

The objective of this class is to find a job, so professionalism is stressed in both conduct and dress. How you present yourself in class will give us an idea about your work habits and attitudes.

## **ATTENDANCE AND LEAVE OF ABSENCE POLICY**

The student is required to complete all 143 course hours to qualify for a certificate. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, job search activities and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused. Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as an unexcused absence. Tardiness will result in hours in class being reduced by the actual time missed (hours attended are shown on the completion certificate) and will be considered as far as evaluating the student for overall employability. Interruption for Unsatisfactory Attendance – Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month or until the end of class, whichever comes first. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program. Cutting classes will be considered unexcused absences. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance and hours of class attendance will have to be made up. Leave of absence – Written requests for leaves of absence will be considered and leaves may be granted to students at the discretion of the school. If the student is funded through a third party, the third party will have to be notified of the intention to take a leave of absence, as they may have their own policies regarding a leave of absence. If you are granted a leave of absence, you may take future classes if the third-party payer allows or if you paid for the class to complete your hours. Our policy is to always grant leaves of absences for those who have paid privately and for those who have approval for a leave of absence from a third-party payer. Those who have third party payers and are not granted approval for a leave of absence by the third-party payer will not be granted a leave of absence.

## **INTERNSHIPS AND EXTERNSHIPS**

We have no required internships or externships. (CEC 94909 (a)(5))

## **LICENSURE**

No licenses are required to perform bookkeeping tasks, which are the types of positions to which the education provided by this course will lead. (CEC 04909 (a)(6))

## TYPES OF EMPLOYMENT POSITIONS TO WHICH THIS COURSE MAY LEAD

Accounting clerks	Data Entry	Invoicing	Accounts Payable clerk
Accounts Receivable clerk	Payroll clerk	Write up (CPA office)	Inventory control
Order Entry/Invoicing	Purchasing	Collections	Office Manager

United States Department of Labor's Standard Occupational Classification (SOC) codes:

13-2011    43-3021    43-3031    11-031    43-9022    43-3051    11-1021

We do not guarantee placement. Types of positions for which you might find employment may be dependent upon your personal work experience.

## ESTIMATED TOTAL CHARGES FOR THE PROGRAM

**\$4985.00**

### LIST OF TOTAL CHARGES FOR COURSE

The course is 22 working days and the charge is as follows:

TOTAL CHARGES FOR THE PROGRAM - \$4985.00 plus Student Tuition Recovery Fund of \$0.00.  
(includes fees-registration-\$75, tuition-\$3795.00 books-\$75, supplies-\$50, equipment-\$550.00, QuickBooks-\$440.00 additional charge, STRF-\$2.50 as of April 1, 2022)

Amount of STRF Assessment:

(a) Each qualifying institution shall collect an assessment of fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and 50 cents (\$2.50).

Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction. (CEC 94899.5(a))

## STUDENT TUITION RECOVERY FUND (STRF)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. (5 CCR §76215(a))

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.” (5 CCR §76215(b))

## CANCELLATION, WITHDRAWAL AND REFUND POLICIES

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance of the first-class session, or the seventh day after enrollment, whichever is later. (CEC 94909)

An institution that participates in the federal student financial aid programs complies with CEC 94919 by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965 and must comply with A) through C) below. We, as an unaccredited school, do not and cannot participate in Title IV programs. (CEC 94909 (a)(16) An institution that does not participate in the federal student financial aid programs shall comply with A) through D) (CEC 94920). We participate in WIOA programs Title 1 and comply with A) through D) below.

A) If a student wishes to cancel, the notice of cancellation shall be in writing and sent to any employee (director, instructor, administrative staff or job developer) of the institution at 41 E. Foothill Blvd., #201, Arcadia, CA 91006 or the student may send the notice of cancellation in an e-mail to the e-mail of any employee (director, instructor, administrative staff or job developer) of the school. The effective date of a written notice of cancellation is the date on the notice of cancellation or the date the e-mail was sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If a student does not attend our class for five working days and does not communicate with us regarding this absence, at the end of the fifth day, we will consider such action a withdrawal from class. We will not enforce any refund policy that is not specified in the catalog. (CEC 94919(b), 5 CCR 71750 (b))

B) The institution (The Accounting Annex, Inc.) shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. The unearned portion of what has been collected for the institutional charges will be refunded to the student. (CEC 94919(c))

C) The institution (The Accounting Annex, Inc.) shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. (CEC 94919 (d))

D) The institution (The Accounting Annex, Inc.) shall pay or credit refunds within 45 calendar days of a student's cancellation or withdrawal. (CEC 94920 (e)), 5 CCR 71750 (e))

NOTE: If the student does not pay for the program out of her/his own funds, there are no refunds directly to the student. Refunds are paid to the agency providing the grant.

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 (Student Tuition Recovery Fund fee) of the Code is non-refundable. (5 CCR 71750 (c))

If an institution (The Accounting Annex, Inc.) has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. (5 CCR 71750 (d))

The institution (The Accounting Annex, Inc.) shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year. (5 CCR 71750 (f))

The Accounting Annex, Inc. gives an enrollment agreement to the student to sign at the beginning of class on the first day of class. If a student gives a notice of cancellation that day or 7 working days from the first day of class, she/he will receive a 100% refund.

Examples of cancellation and refund policy:

Example 1: Student pays \$4750 and enrolls on January 2, the first day of class. On January 9 the student gives an employee of The Accounting Annex, INC. a written notice of cancellation. The student will receive a 100% refund.

Example 2: Student pays \$4750 and enrolls on January 2, the first day of class. The student sends us a notice of cancellation to our school that is dated January 15. The notice of cancellation is dated after the first day of class, after 7 days of enrollment and the student has completed 10 working days of class ( $10/22=45\%$ ) less than 60% of the class. The pro rata calculation of the refund is calculated by dividing the entire institution charges by 22 days, the length of the class, which is \$215.91 per day. The earned amount is 10 days x \$215.91 or \$2159.10. The earned charges are subtracted from what has been paid to calculate the unearned institutional charges/refund, \$2590.90 ( $\$4750-\$2159.10$ )

Example 3: Student pay \$4750 and enrolls on January 2, the first day of class. On January 23, the student e-mails our instructor a notice of cancellation. The student has attended 16 working days of class. Since the student has finished more than 60% of class, there is no refund due.

Calculation of Refunds Institutional charges paid \$4750	Date of enrollment-first day of class	
Class is 22 working days 60% of 22 working days is 13 days	\$215.91-Daily charge for program for pro rata calculation ( $\$4750/22=\$215.91$ )	
notice of cancellation dated first day of class or 7 days after enrollment whichever is later	finished 60% or less of class example:10 days attended 13 days or less (60% or less)	finished more than 60% of class example:16 days attended more than 13 days (60%)
Refund \$4750 Refund 100% (If STRF was collected, STRF is refunded when 100% of institutional charges are refunded.)	Refund \$2806.81 Owed/earned portion: $10 \times \$215.91=\$2159.10$  Refund/unearned portion: $\$4750-2159.10=\$2590.90$ (STRF is not refundable if collected.)	No refund (STRF is not refundable if collected.)

NOTE: Per BPPE, STRF fees are being collected at this time.

### Third Party Payers

For students receiving assistance with institutional charges, any refunds will be made first to any funding sources up to the amount of such disbursement; any additional refunds due will be made to the student, if the student paid for any portion of the institutional charges.

### FACULTY AND STAFF

- Instructor      Bernard Berman  
Mr. Berman has been teaching with The Accounting Annex since its inception. Mr. Berman has a degree in engineering from UC Berkeley and had worked in the Information Systems field for over 40 years until his retirement. He is an independent financial planner. Mr. Berman teaches unique approaches to job search, Windows, Word and Excel.
- Instructor      Patricia Rilloraza  
Ms. Rilloraza has over 30 years of training experience from her background in accounting software support. She has also worked in entertainment accounting, with a specialization in payroll. She shares her enthusiasm for accounting with all of our students and works individually with each to make sure the student gains an understanding of accounting theory and QuickBooks. She is a graduate of our

accounting class and also has numerous certificates achieved during her corporate work experience.

**Instructor**      Karen Brown  
Ms. Brown has been in the accounting field for over 25 years. Ms. Brown obtained her AA in Business from Citrus College. She has had her own bookkeeping service for over ten years but has also worked in accounting software support and sales. She shares her unique and pure kindness with each student and wants nothing but the best for the future of each of our students.

**Director**        Joanne Schwarzer Meaney, CPA  
Ms. Schwarzer Meaney has a degree in accounting from Loyola Marymount University and over 30 years of experience in accounting, including public accounting (audit, tax and IT), accounting software development, training and documentation. She has worked in accounting education for the last 20 years. She also runs a tax practice as a CPA.

## **RECORD KEEPING**

As a certificate granting school (non-accredited), we keep the following in our records:

- 1) the name, address, e-mail address, and telephone number of each student who is enrolled
- 2) a copy of the signed application
- 3) a copy of the signed enrollment agreement including dates of enrollment and projected completion date which includes the name, address, website address, and telephone number of the institution and the location of the training
- 4) case notes including student progress
- 5) notes on complaints/grievance (informal) or a signed formal grievance/complaint and resolution, if achieved
- 6) signed Individual Training Account (ITA, CRITA) or other contracts signed by the student
- 7) signed time sheets
- 8) signed progress reports which include test grades and the average test score
- 9) a copy of the certificate which includes the name of the class, the number of hours completed and the date it was issued
- 10) tests
- 11) date the catalog is given
- 12) signed School Performance Fact Sheet
- 13) a copy of High School Diploma, or High School Transcript, or the score of the Ability to Benefit Test which are used as qualifications for admission.
- 14) documentation of withdrawal from program and documentation of hours completed, if applicable
- 15) documentation of leaves of absence and hours completed, if applicable
- 16) (N/A) experiential credit
- 17) (N/A) personal information such as age, gender, ethnicity
- 18) (N/A) other courses completed, credit awarded for courses at other institutions, any credit based on any examination of academic ability used for admission or college placement purposes

19) Documentation of payment for the class, including amount and date invoiced and date payment was received

(CEC 94900), (5 CCR 71920)

Records are stored in locked file cabinets and are digitally backed up nightly and stored remotely in Texas and New York, a service provided by our Information Technology Department. If the school closes, arrangements will be made to forward student files to BPPE.

The Federal Right of Privacy Act of 1974 (P.L. 93-380, section 438 - Buckley Amendment) assure confidentiality of student records is protected. Student records are confidential. Transcripts are kept permanently in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5. We keep all records permanently.

No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIOA, VA) may review any educational records without the approval of the student. Without the student's written consent and upon authorization of the Executive Director or designee, The Accounting Annex, Inc., may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties.

- a. Authorized representatives of the Controller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- b. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- c. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code
- d. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; if information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- e. Accrediting organizations in order to carry out their accrediting functions

## **DISTANCE EDUCATION**

This institution does provide distance education.  
The institution will offer distance education (5 CCR 71716):

## **HOUSING**

**The Accounting Annex, Inc. has no responsibility to find or assist a student in finding housing.**  
The Accounting Annex, Inc. does not have dormitory facilities under its control. Local housing can be located using a variety of rental websites. As of 04-24-2019 internet search reflected the current range for apartments within a ten-mile radius was a range of \$900-\$3750 per month.

## **PAYMENT METHODS**

If you are a private paying student, we will bill you and collect at the end of each week for the prorated cost of education for that week. Our students attend through the Workforce Innovation and Opportunities Act (WIOA) program, and as such do not require any payment, but funding must be pre-approved by a WorkSource/America's Job center.

## **CERTIFICATE OF COMPLETION**

If you successfully complete the course, you will receive a certificate of completion in Computerized Accounting. A copy will be sent to the funding agency as required for invoicing, if you did not pay for the course privately.

## **INSTRUCTIONAL MATERIALS**

The following books are provided with the class and are included in the cost:

- Bookkeeping in 24 hours
- Microsoft Office 2019 Step by Step
- Dreamy Night Sleep Shop Practice Set
- Mastering QuickBooks 2020

## **EQUIPMENT AND SOFTWARE**

The equipment necessary to participate in the class is provided by the student. It is not necessary to buy software to take the class. We teach using QuickBooks Pro and Microsoft Office.

## **REMOTE LEARNING**

\*\*Each Student will need access to a computer or laptop with internet access. Windows 10 version of MS. Camera and audio connection features are required to View and Hear the Instructor. Student versions of MS Word & Excel will be downloaded by the student. QuickBooks allows for a one-month trial software download. Each Student must have their own e-mail.

The instructor will send an invitation to the class for the entire month period. The instruction will be live with interaction.

## **EQUAL OPPORTUNITY**

The Accounting Annex, INC. is an equal opportunity facility and does not discriminate based on race, creed, religious preference, nationality, or sexual orientation.

## **SEXUAL HARASSMENT POLICY**

We do not condone sexual harassment and those who engage in such behavior will be asked to terminate this behavior or be subject to removal from the class or our employment.

## **ALCOHOL AND DRUG POLICY**

We maintain a drug/alcohol free environment and those who arrive impaired by either drug or alcohol use will be requested to leave the premises. A contact will be made for safe transportation, as we do not condone driving in an impaired state.

## **STUDENT RIGHTS AND GRIEVANCES**

We welcome hearing concerns, grievances, and feedback (positive or negative) regarding our class. Complaints can be shared in writing as follows:

### **Informal Internal Complaint Procedure**

A student is recommended to bring the grieved incident to the attention of the involved party verbally within two business days from the date of the incident occurred to resolve his/her complaint informally by approaching the instructor or other employee directly involved in the grieved incident.

If the student does not feel a resolution has been reached using the informal process, the student should file a written formal complaint with the director.

### **Formal Internal Complaint Procedure**

Within five business days of the incident being grieved, the student is requested to send a formal written grievance to the director including student name, date of grieved incident, a brief description of the incident being grieved and parties involved, a remedy requested. The grievance should be signed and dated by the student. A written response will be prepared by the director within five days of receipt of the formal grievance outlining a proposed remedy derived from input from all parties directly involved in the complaint. If the student and the school are able to amicably resolve the complaint, both the director and the student shall sign the proposed resolution as accepted.

The student is encouraged to use the Internal Complaint Procedures but is NOT required to. The student may opt to contact BPPE at any time. The student may contact BPPE by phone or in writing. Following is BPPE contact information:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone: (888) 370-7589, (916) 574-8900  
Fax: (916) 263-1897  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Students have the same rights and protections under the Constitutions of the United States and the State of California as other citizens, including but not limited to freedom of expression, press, religion, and assembly. Students have the right to be treated fairly and with dignity regardless of race, color, national origin, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight and veteran status.