

# LAIOFFER

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Pkwy,

Sunnyvale, CA,  
94058

(626) 678-5967

[www.laioffer.com](http://www.laioffer.com)  
(4)

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#### LaiOffer Contact Information

1267 Oakmead Pkwy,

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[www.laioffer.com](http://www.laioffer.com) (4)

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## STATEMENT OF MISSION, PURPOSE AND OBJECTIVES

### Mission

The mission of LaiOffer is to improve and enrich the technology skills of its students. Our purpose is to translate academic knowledge into hands-on skills in the workplace, while promoting individual success, entrepreneurship, cultural, social and economic development of the student. (10)

### Core Values

Promote continuous improvement in technical education. Provide excellence in staffing, facilities and educational services for our students. Create an environment of innovation, creativity and risk taking for students. Produce graduates with an exceptional degree of technical expertise to meet the needs of the workplace.

### Objectives

- Develop career enhancing technical education for all students
- Prepare students to enter the workforce with enhanced hands on technical skills
- Collect, manage, and analyze data driven evidence to facilitate continuous improvement.
- Provide support to engage our Mission Statement

## AUTHORIZATIONS AND DISCLOSURES

**Authorizations:** LaiOffer is a private institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

**Accreditation:** LaiOffer is an unaccredited institution and is not eligible to participate in federal and/or state financial aid programs. (22) and (27)

**Articulation Agreements:** LaiOffer has not entered into any articulation or transfer agreements. (17)

**Bankruptcy:** LaiOffer has no pending petition in bankruptcy. LaiOffer is not operating as a debtor in possession. LaiOffer has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (8)

**Ownership:** Xunjing Technology, LLC is a Delaware corporation.

**Questions on this Catalog:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by LaiOffer may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-7720. Physical Address: Bureau for Private Postsecondary Education 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 916-574-8900, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov), E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) (13)

**Complaints:** 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). (14)

**VISA Services:** LaiOffer does not provide visa services to international students or vouch for student immigration status. (19)

## GENERAL INFORMATION

### Physical Location

(4), (5)

**Administrative Office:** 1267 Oakmead Pkwy, Sunnyvale, CA, 94058, (626) 678-5967

**Online Classroom:** All programs are delivered 100% online. Students participate in live online lectures and complete asynchronous assignments. The online classroom remains locked until each class session begins. Students receive access to the online course prior to the start of each class session.

### Hours of Operation

The Administrative Offices are open between 9:30 AM and 6:30 PM (UTC-8), Monday through Friday. The self-study classroom is open to all subscribed students, they may access it at any time of the day.

### Academic Delivery

All programs are delivered via live online lecture. Students are scheduled for between 2 and 5 classes per week for 2.5 to 3 hours per class, depending on the program enrolled. The actual days and times of classes are specified on the student enrollment agreement. At the time of enrollment, the student will enroll in either morning or evening classes, and the specific days of the week the classes are scheduled and the start and end time of the classes is identified on the enrollment agreement, as is the language of instruction.

### Facilities and Equipment

**Teaching and Laboratory:** In keeping pace with the advancement of information technology, LaiOffer IT Department provides a modern digital online campus environment to the faculty, students, and administrative staff.

It is important to understand that LaiOffer courses are highly dependent on specialty software. Most of the software is Opensource and students are instructed on how to obtain the necessary software, at no cost, prior to starting their program. LaiOffer also provides an online



coding platform LaiCode as a learning resource for students. A list of the opensource software or online resources utilized is listed below:

LaiCode	React JS	Java	Kubernetes	Apache Kafka
C++	Spark	ROS	Docker	SQL
Web APIs	Kafka	A*	Streaming	
React JS	Python	UX	AWS Cloud	

LaiOffer also has subscriptions to software that is necessary to offer the programs.

**Audio and Video Tape:** LaiOffer does not provide microphone for use in online classroom.

**Language of Instruction:** LaiOffer courses are taught in Chinese or English as described below: (19)

The Planning and Decision Making for Self-Driving Cars program is taught in English. All other programs are taught in Chinese.

LaiOffer does not offer any language services.

### Library Resources

Students have access to three, substantial, online library databases that contain thousands of full-text articles, journals, books, conference proceedings, technical magazines, newsletters. Students can access the online resources 24/7/365 from any computer with internet access.

LaiOffer does not provide access to any library services. LaiOffer does provide online coding platform LaiCode as learning resources for students. (12)

## ACADEMIC PROGRAMS (20)

### Software Development Essentials

190 clock-hours, 13 weeks, 63 class sessions (5 classes per week, 3 hours per class)

#### Program Description:

Focused on the most relevant software engineering skills required in the industry, this program teaches students algorithms, data structures, programming languages, object-oriented design and system design.

The program combines both theoretical frameworks and hands-on practices to get students jump-started in software development, and help students build their readiness and confidence for coding and job interviews.

Program Objectives:(10)

By the completion of the course, students should be able to:

- Describe different software development processes and how to choose between them
- Determine requirements from a client and specify them.
- Design the large, including principled choice of a software architecture, the use of modules and interfaces to enable separate development, and design patterns.
- Have hands-on experience with good coding practices, including documentation, contracts, regression tests and daily builds.
- Various quality assurance techniques, including unit testing, functional testing, and automated analysis tools.
- Utilize version control, configuration management, unit/regression testing, issue tracking, and debugging tools
- Create and analyze design models and make engineering tradeoffs
- Utilize large legacy systems and frameworks such as GUIs, EJBs, and Eclipse

**Credential Awarded:** Certificate

#### Job Titles Classifications

The program's job titles classifications include the following (39):

- 15-1133.00 - Software Developers, Systems Software
- 15-1132.00 - Software Developers, Applications

#### Full-stack Development

150 clock-hours, 13 weeks, 50 class sessions (4 classes per week, 3 hours per class)

#### Program Description:

The goal of the Full Stack Developer program is to equip students with the unique skills they need to build and develop a variety of web and mobile applications. This hands-on intensive program provides students with essential techniques to design, develop, and manage professional software applications.

Over two and a half months of instructor-led training, students will finish 4 real-world projects, covering topics in full-stack, big data development, front-end, back-end, and cloud. This project-based learning experience will advance students' problem-solving skills and help them build a better resume to land a job.

#### Program Objectives:(10)

By the completion of the course, students should be able to:

- Design and build databases for software applications
- Create and deploy database-backed web APIs
- Utilize React JS and relevant front-end technologies
- Build microservices framework
- Analyze streaming data using Spark and Kafka

### Job Titles Classifications

The program's job titles classifications include the following (39):

- 15-1132.00 - Software Developers, Applications
- 15-1134.00 - Web Developers

### AI & Data Engineering

180 clock-hours, 15 weeks, 72 class session (5 classes per week, 2.5 hours per class)

#### Program Description:

Combining artificial intelligence and data science fundamentals, this program focuses on building students' comprehensive understanding and abilities to work with models. Through a combination of theoretical and practical exercises, students will master over 10 types of commonly used machine learning models.

The companion coursework dives students into the most recent and relevant trends in the data science world: user stickiness analysis, text clustering, spark program development, and deep learning.

The program aims to guide students through data science interviews and at the same time includes Python training, data structure training and data system design, which are essential to secure a job offer.

#### Program Objectives: (10)

By the completion of this program, students will be able to:

- Identify the principles of information storage, retrieval systems and database and use a set of industrial software tools and procedures for organizing information in large scale
- Implement and apply advanced search algorithms to solve realistic planning problem using Java programming language

- Create complex search algorithms and approaches for constraint processing data
- Analyze the strengths and weaknesses of each algorithm and constraint processing approach
- Survey existing research and read research papers critically
- Devise and run experiments, and analyze their results
- Practice data science interviews and at the same time includes Python training, data structure training and data system design, which are essential to secure an offer
- Master the basics of machine learning and fundamentals of statistics

Credential Awarded: Certificate

#### Job Titles Classifications

The program's job titles classifications include the following: (39)

- 15-1111.00 - Computer and Information Research Scientists
- 11-3021.00 - Computer and Information Systems Managers
- 15-1199.00 - Computer Occupations, All Other
- 15-1132.00 - Software Developers, Applications

#### Planning and Decision Making for Self-Driving Cars

180 clock-hours, 15 weeks, 60 class session (4 classes per week, 3 hours per class)

#### Program Description:

This program provides students with core software development skills coupled with the state of the art in planning and decision-making technologies for self-driving cars. Students will learn the essentials and the key challenges of building a self-driving car, and the solutions, techniques and algorithms that modern autonomous navigation systems are leveraging to overcome such challenges.

Partnering with automotive companies, the program will help students build confidence and readiness for developing autonomous navigation systems.

#### Program Objectives (10)

By the completion of this program, students will be able to:

- Understand how self-driving cars work
- Install ROS and perform basic and intermediate tasks such as creating visual markers, manipulating reference frames, and troubleshooting modules
- Develop key foundational planning algorithms that are based on A\* to navigate in a discretized known and unknown maps
- Develop planner to navigate through multi-lane highway with multiple static obstacles
- Design motion primitives to allow efficient transition between lanes and fast planning times
- Develop planner to account for uncertainty in the motion of another vehicle

Credential Awarded: Certificate

### Job Titles Classifications

The program's job titles classifications include the following: (39)

- 17-2141.02 - Automotive Engineers
- 17-2199.08 - Robotics Engineers

### Integrated User Experience Design Bootcamp

75 clock-hours, 10 weeks, 30 class session (3 classes per week, 2.5 hours per class)

### Program Description:

In this program, students will explore the process of the user study, interaction design, prototype presentation, and visualization, by which they will obtain systematic UX theories and a designer-like mindset. In-class assignments, individual projects will not only hone their skills, nurture their mindset, enhance their portfolios but also prepare them ready for interviews.

This program also provides students with the opportunity to work with partnered companies, accomplish a prospective product design and help them solve actual problems in their products.

### Program Objectives: (10)

By the completion of this program, students will be able to:

- Create a UX design portfolio

- Utilize usability tests and other user research tactics
- Develop wireframes and prototypes around customer needs
- Define the right interaction model and evaluate its success
- Use design thinking approach to solving problems

Credential Awarded: Certificate

### Job Titles Classifications

The program's job titles classifications include the following: (39)

- 27-1024.00 - Graphic Designers
- 27-1021.00 - Commercial and Industrial Designers

### C++ in Production

50 clock-hours, 10 weeks, 20 class session (2 classes per week, 2.5 hours per class)

#### Program Description:

C++ is a high-performance programming language used widely in software engineering jobs. Learning C++ skills will help engineers win more job opportunities and boost their career.

This program will start with the fundamental programming concepts, before digging deeper into the more advanced C++ topics. Students will also build 4 projects to apply what they learned in class and advance their skills.

#### Program Objectives: (10)

By the completion of this program, students will be able to:

- Design, build, and maintain efficient, reusable, and reliable C++ code
- Have a strong understanding of embedded systems design and low-level hardware interactions
- Define and document system level test cases

- Perform hardware and software integration testing
- Identify constraints, resolve issues, and suggest improvements

Credential Awarded: Certificate

#### Job Titles Classifications

The program's job titles classifications include the following: (39)

- 15-1133.00 - Software Developers, Systems Software
- 15-1132.00 - Software Developers, Applications

#### Cloud Computing

50 clock-hours, 10 weeks, 20 class session (2 classes per week, 2.5 hours per class)

#### Program Description:

As a new technique, cloud computing has a rapid development in recent years. Gaining the skills and knowledge in cloud computing will provide career development opportunities to employees who work for tech companies.

This program is designed for junior software engineer who are ready to take the next step in their career and want to position themselves for a senior role.

Focusing on the programming techniques for cloud computing and distributed systems form the cloud infrastructure, the program will also teach students the most in-demand skills such as Kubernetes, Docker, Streaming. Students will study the state-of-the-art solutions for cloud computing and apply what they learn in one project executed over AWS Cloud.

#### Program Objectives: (10)

By the completion of this program, students will be able to:

- Design, implement, and manage cloud computing systems
- Understand Cloud Architecture such as Apache Kafka
- Work on Cloud platforms like AWS
- Utilize key cloud computing technologies

- Develop infrastructure for managing and running large numbers of test scenarios

Credential Awarded: Certificate

#### Job Titles Classifications

The program's job titles classifications include the following: (39)

- 15-1199.02 - Computer Systems Engineers/Architects
- 15-1199.09 - Information Technology Project Managers

#### Product Management Essential Bootcamp

75 clock-hours, 10 weeks, 30 class session (3 classes per week, 2.5 hours per class)

#### Program Description:

This program is designed for students who want to become product managers and learn about the profession, core skills and get certified. During this 9-week course, students will learn to navigate the product cycle, from evaluating users and managing a roadmap to creating a product and developing metrics.

#### Program Objectives: (10)

By the completion of this program, students will be able to:

- Clearly describe the role of a product manager
- Effectively manage any product at any stage in the product lifecycle
- Develop basic data analytic and SQL skills for product manager
- Utilize usability tests and other user research tactics
- Speak fluently with developers regarding technology and technical constraints
- Measure a product's success and track its lifecycle

Credential Awarded: Certificate

#### Job Titles Classifications

The program's job titles classifications include the following: (39)



- 11-2021.00 - Marketing Managers
- 11-3051.00 - Industrial Production Managers

## FINANCIAL INFORMATION

### Tuition and Fees

(23)

Program	Language of instruction	Tuition	Application Fee (non-refundable)	STRF* (non-refundable)	Estimated Book and Laptop Costs**	Total Charges for a period of attendance	Estimated schedule of total charges for the entire educational program
Software Development Essentials	Chinese	\$6,250.00	\$250.00	\$0.00	\$1,050.00	\$7,550.00	\$7,550.00
Full-stack Development	Chinese	\$4,750.00	\$250.00	\$0.00	\$1,050.00	\$6,050.00	\$6,050.00
AI & Data Engineering	Chinese	\$6,250.00	\$250.00	\$0.00	\$1,150.00	\$7,650.00	\$7,650.00
Planning and Decision Making for Self-Driving Cars	English	\$7,750.00	\$250.00	\$0.00	\$1,150.00	\$9,150.00	\$9,150.00
Integrated User Experience Design Bootcamp	Chinese	\$5,750.00	\$250.00	\$0.00	\$1,050.00	\$7,050.00	\$7,050.00
C++ in Production	Chinese	\$2,250.00	\$250.00	\$0.00	\$950.00	\$3,450.00	\$3,450.00
Cloud Computing	Chinese	\$2,750.00	\$250.00	\$0.00	\$1,050.00	\$4,050.00	\$4,050.00
Product Management Essential Bootcamp	Chinese	\$2,750.00	\$250.00	\$0.00	\$1,050.00	\$4,050.00	\$4,050.00

**Non-Refundable Fees:** Application fee 250.00, Student Tuition Recovery Fund \$0.00(CA resident only)

**\*The Student Tuition Recovery Fund (STRF)** assessment rate for enrollment agreements is \$0.00 per \$1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment. For more information, go to [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Books and Laptop:** Students are responsible for purchasing their own book(s) and laptop. Cost of books are estimated based on Amazon purchase cost (new hard cover) and laptops that meet program criteria. LaiOffer does not provide or sell textbooks nor laptops.

## **Additional Fees**

### **Late Registration Fee \$0.00**

New students may register during the designated period at the beginning of their first course or during the late registration period. No late registration fee required.

### **Late Payment Fee \$0.00**

Payment of tuition is due prior to the first day of class. Payment after the starting date of the course will result in a late payment fee of \$0.00.

### **Certification Fee \$0.00**

The student will receive, at no charge, a digital copy of the certificate upon completion of the program.

### **Returned Check Fee \$25.00**

Any student who pays by check and the check is returned for insufficient funds will be charged a return check fee of \$25.00. If a second check is returned for the same reason, the student will be dropped from the school.

### **Administrative Withdrawal Fee \$0.00**

No administrative fee will be charged when a student withdraws or is withdrawn from a program.

### **Re-enrollment fee \$0.00**

There is no re-enrollment fee for students who re-apply for reentry into the same program within one year of their previous enrollment. If students pass the deadline of free re-enrollment, they will need to pay the program price to reenter the program

## **Student Tuition Recovery Fund Disclosures (STRF) (24)**

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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, 916-574-8900.

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 no 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.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Financial Aid

(27) LaiOffer does not participate in federal or state financial aid programs.

## Payment Plans

Obtaining an education requires a significant financial investment. LaiOffer does not offer a payment plan (loan) for tuition at this time. Students are responsible for ensuring tuition is paid in full to start their program.

## Loan Disclosures:

(28) If the student obtains 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.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student defaults on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## ADMISSIONS

LaiOffer is committed to the concept of equal opportunity and admits qualified students without discrimination regard to race, color, religion, age, sex, national origin, or other legally impermissible factors. LaiOffer does not accept students on an Ability to Benefit basis. (17)

## Admission Dates

New students are accepted to the LaiOffer prior to the beginning of a program. Please refer to the Academic Calendar in this catalog for semester start dates).

## Admission Requirements

1. The Applicant must be at least 18 years of age
2. Have earned a HS Diploma or the equivalent.

4 add requirement for a test if not bachelors

3. Applicants whose native language is not in the language the program is taught must demonstrate language proficiency (see LANGUAGE PROFICIENCY REQUIREMENT). (19)
4. Complete an Enrollment Application
5. Have a personal interview with an advisor
6. Applicants enrolling in a program offered online must successfully complete an Online Assessment Quiz and demonstrate they have or have access to equipment which meets the following online technology requirements:

**Hardware:** Students provide their own laptop computer with the following minimum specifications:

**Hardware Requirements:**

- 1 GHz Processor
- 1GB of Memory (RAM)
- 20GB of free storage space
- 2 GHz Processor or higher
- 2GB or higher of Memory (RAM)
- 30GB or higher of free storage space

**Software:** Students will be required to download software from the internet. All software used in the courses are open source and can be downloaded at no charge. The specific software needed for your course will be provided on the first day of course by the instructor.

### Language Proficiency Requirement

All applicants whose native language is not English, and desiring to enroll in a program offered in English must demonstrate an established level of English language proficiency through either the TOEFL® (Test of English as a Foreign Language), the academic format of the IELTS™ (International English Language Testing System), or the TOEIC® (Test of English for International Communication), GMAT, LSAT, CLEP, ACT or English college entrance exams established by transcripts of prior study from English schools.

The TOEFL® Test - Test of English as a Foreign Language. The TOEFL® test is the most widely accepted English-language test in the world.

IELTS™ is the International English Language Testing System. It measures ability to communicate in English across all four language skills – listening, reading, writing, and speaking – for people who intend to study or work where English is the language of communication.

The TOEIC® Test - Test of English for International Communication. The TOEIC® test provides reliable measurement of English proficiency and it is used by hundreds of companies, government agencies, and English language learning programs.

The test must have been taken within two years of the first semester of enrollment. The original test scores are required to be submitted by applicants, either in person or by mail prior to enrollment.

The following table explains the TOEFL®, IELTS™, and TOEIC® requirements. Note that there is no separate essay score on the internet based TOEFL® as essay scores are included in the writing score. Although the internet based TOEFL® includes a speaking component, a minimum score on the speaking section is not required.

TOEFL®/IELTS™/TOEIC® scores.

TOEFL®Internetbased	TOEFL®	IELTS™	TOEIC®
500	61	5.5	550

**Exception:** International applicants who have earned a degree from English-speaking accredited or approved institutions in the United States, Great Britain, Ireland, Australia, or New Zealand do not have to submit the TOEFL® /IELTS™/ TOEIC®. Requirement may be waived on a case-by-case basis for students who have earned a degree from a foreign institution where the language of instruction was English. Documentation that the school's language of instruction was English must be provided during the admission process.

All applicants whose native language is not Chinese, and desiring to enroll in a program offered in Chinese, must demonstrate an established level of Chinese language proficiency . A copy of the student's prior educational record from a Chinese speaking school is required.

### Non-Degree Students - Auditors

Persons may take a course(s) as an auditor, without hours earned, as a non-certificate student. Such person must first meet the admission requirements for the program.

### Admission Application Process

Applications for admission can be any time. The admission procedure is as follows:

1. Schedule a phone appointment with a program's consultant
2. Submit a resume and evidence of HS Diploma or equivalent.
3. Provide evidence of language proficiency as described above (19)
4. Demonstrate having access to the student equipment requirements
5. Sign an enrollment agreement

All applicants will receive a confirmation email of their application for admission, and notification of acceptance/denial to the program.

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 your signing an enrollment agreement. (9)

### Re-admittance

Students who break study for any reason (unauthorized vacation, withdrawal from school, financial suspension, etc.) must file an application for re-admittance before they can be reinstated. Re-admittance will be approved only after evidence is shown to the re-admission committees satisfaction that reasons which caused the withdrawal or termination have been rectified. The applicant can reentry for the same program within one year of his/her previous enrollment. A formal letter of re-admittance is issued to all reentering students. Students who have not received the re-admittance letter before the start of classes should check with the instructors before attempting to enroll in class. Re-admittance of a student is at LaiOffer’s discretion.

## POLICIES AND STATEMENTS

### Academic Evaluation Methods and Faculty Response

All programs taught at LaiOffer are delivered 100% online. Students participate in live online lectures and complete asynchronous assignments.

The overall student performance is evaluated differently in each program using one or a combination of the following methods:

- Written examinations based on analytical or logic inference questions, multiple choice questions, short answer questions, and essay questions.
- Practical examinations including observation of projects, independent hands-on design projects, and presentation/discussion of projects.
- Mock interviews

Grading criteria for each course is specified on the course syllabi. The faculty response time to student submissions is as follows:

<b>Student Submission</b>	<b>Faculty Response # Days</b>		<b>Student Submission</b>	<b>Faculty Response # Days</b>
Questions	1		Course projects	7
Academic Postings	3		Final Course Exams	7

### Academic Freedom

LaiOffer has a policy on academic freedom in which both students and faculty at LaiOffer are expected to maintain highly academic freedoms to seek knowledge in good faith.

Faculties are allowed latitude with respect to their discussions with students and the positions they take. Further the LaiOffer has a policy that a faculty member can articulate or even advocate positions or concepts which may be controversial in nature without fear of retribution or reprisal

Students are particularly encouraged to challenge traditional notions about what is true, what is truth, what is real and what is man's environmental reality, and furthermore are encouraged to conduct innovative experimentation, non-traditional analyses and critical examination of heretofore generally accepted precepts.

The policies and procedures that specify individual responsibilities to respect educational freedom indicates the various ways by which each member of the LaiOffer community encourages the maintenance of the high standard of academic integrity and freedom.

LaiOffer is dedicated to the pursuit of truth and acquisition of knowledge through the unfettered opportunity to engage in research and intellectual exchange. Consequently, LaiOffer considers the following academic freedoms to fulfill its mission:

- The right to engage in scholarship and to form academic opinions;
- The right to equal treatment under LaiOffer policies and to equal access to LaiOffer resources;
- The right of access to course and degree requirements and expectations;
- The right to objective analysis based solely on the quality of academic performance;
- The right to an academic environment free of harassment and/or intimidation; and
- The right to engage in free expression, subject only to reasonable regulation concerning time, place and manner.

### Academic Integrity

LaiOffer is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).

Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions



including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity. (32)

Violations of the Academic Honesty Policy will be judged seriously and thoroughly. The following actions will be considered infractions of the policy: plagiarism; cheating; and receiving and/or providing unauthorized assistance on exams, essays, composition, projects, and, homework. Other violations include presenting the work of others as your own and using technological devices that have not been approved by the instructor.

The instructor may assign a grade of "F" or zero to an assignment or research, thesis, dissertation, test, exam or other course work for admitted or alleged academic dishonesty. Penalties may include failing to receive program certificate

Subject to approval by LaiOffer for program certificate, the student may reregister and repay tuition to retake the program.

### Policy on Cheating and Plagiarism

Cheating is the actual or attempted practice of fraudulent or deceptive acts for improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a 0 or F on an assignment, to expulsion from the school.

### Attendance Policy

(31) Punctual and regular attendance is essential for the successful completion of any program. Attendance is regarded as evidence of good professional student behavior and all students are expected to attend, and to participate actively and professionally. Attendance is defined as actively participating in an academically relevant activity. A student who fails to participate for 14 consecutive days will be withdrawn from the program. In addition, students are required to demonstrate a minimum of 67% class attendance to be eligible to graduate from their program.

Tardiness, and or leaving class early, is a disruption of a good learning environment and is to be discouraged. Tardiness on three occasions will be considered as one unexcused absence. (32)

### Make Up Classes

LaiOffer does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. However, missed live classes can be made up on videotaped classes basis within two weeks from the date the original class was missed. In no event, will make-up

classes be provided for students after the scheduled end of the program, nor do they replace a recorded absence.

### Program Change Policy

Students may only change their program of study. The student must first meet with an academic advisor for an interview and discussion of the student's goals for enrolling in a new program to confirm the student meets the admissions criteria. The student will be charged, in accordance with the LaiOffer's refund policy, for the training received in the initial program enrolled, and an enrollment agreement must be executed for the new program.

### Clock Hour Definition

A "clock hour" is calculated on an absolute minimum of 50-minutes of instruction within a 60-minute period. These time periods cannot be combined or used to shorten the daily class period. Classes lasting longer than one hour are entitled to take a ten-minute break each hour.

### Disciplinary, Probation and Termination Actions

A student may be placed on disciplinary probation or dismissed for failing to abide by the rules of LaiOffer. (32) Failure to abide to the Code of Conduct, failure to demonstrate Satisfactory Academic Progress, failure to attend scheduled courses, and non-payment of tuition and fee obligations to LaiOffer are all grounds for termination from the program.

The faculty or administration will make a report in writing to the Academic Review Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct is not limited to and includes the following such as attendance, disputes with instructors, unethical behavior or inappropriate attitude towards other students. The terms of probation for ethical, professional, or personal conduct will be specified at the time the student is placed on probation.

When a student is placed on probation, he/she will be notified in writing and the reasons will be stated. Notification letters will be by Certified mail or hand-delivered and acknowledged by signatures of the student and copies of the letter will be placed in the student's file. If the student does not agree with the LaiOffer Review Committee's decision, the student may appeal the decision through the grievance procedure.

The LaiOffer Review Committee will determine when the terms of the probation have been satisfied, as specified in the letter informing the student of their probation, and the student will be notified when they are removed from a probationary status.

### Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the LaiOffer receives a request for access. A student should submit to the LaiOffer Registrar a written request that identifies the record(s) the student wishes to inspect. The LaiOffer official will plan for

access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the LaiOffer official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the LaiOffer to amend a record should write to the LaiOffer Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the LaiOffer decides not to amend the record as requested, the LaiOffer will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal LaiOffer's decision regarding the request for amendment. The student must submit a request for appeal in writing to the LaiOffer Registrar providing all reasons and supporting documentation why further consideration should be made. The LaiOffer will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the LaiOffer discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The LaiOffer discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- A person or company with whom the LaiOffer has contracted as its agent to provide a service instead of using LaiOffer employees or officials (such as an attorney, auditor, or collection agent).
- Appropriate parties regarding financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Judicial orders or lawfully issued subpoenas.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Each third-party request for educational records requires the student's written consent be provided to the LaiOffer Registrar and include the following:

- Specify the records to be disclosed.

- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made;
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

Within LaiOffer the following directory information may be disclosed without student consent:

- Student Name (first name, last initial) or Student ID.
- Program of Attendance.
- Honors, Awards and/or Recognitions.

If a student does not want LaiOffer to disclose directory information without prior written consent, the student must notify the Registrar in writing by the fifth business day after the start of the program.

LaiOffer does not release student directory information to the public.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LaiOffer to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

There are some records to which the student has no access. These are: (1) financial records of parents; (2) confidential letters and recommendations written prior to January 1, 1975; (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors); and (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

To protect students, a record will be kept of those granted access, other than LaiOffer officials. Such records will be maintained for each file reviewed.

### Grading System

LaiOffer maintains an academic GRADE REPORT for each student. Midterm grades are issued to evaluate the students' progress. Final grades are issued upon the completion of each course/program and are reflected on the student's transcript.

Rating	% Score	Letter Grade
Excellent	90-100	A

Good	80-89	B
Average	70-79	C
Below Average	60-69	D
Fail	Below 60	F

A grade of C or higher is required for graduation.

Work assignments will be reviewed, and results issued by faculty within one week of receipt of assignments unless otherwise specified on the course syllabus. (40)

Course Status	Definition	Status Code
Incomplete	Student requests and faculty approves an incomplete	I
Withdrawal	Student is withdrawn from the course	W
Repeated courses	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript.	R
AU	Audited/No Credit	AU

Other course status descriptions assigned:

### Grade Changes and Appeals

In cases where a student believes that a grade has been assigned incorrectly, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial or in error, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.

To file a formal Grade Appeal the student must fill out a GRADE APPEAL FORM, available from the Registrar, and submit it to the Chief Academic Officer.

## Graduation Requirements

(20)

To graduate and receive a certificate, the student must:

- Successfully complete the required courses for your program of study and obtain a grade of C or higher.
- Have a cumulative attendance record of 67% or better.
- Fulfill all financial obligations to the LaiOffer unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

## Grievance Procedure

(34)

LaiOffer and administration will work with each student to resolve the issues. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts, then the student may pursue a formal grievance by following the procedure below:

1. Make a signed, written complaint to the Chief Academic Officer describing the basis of the complaint in sufficient detail to allow an investigation.
2. The Chief Academic Officer or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Chief Academic Officer or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the first meeting with the student.
4. If the student is not satisfied with the Chief Academic Officer or designee's report of disposition of the complaint, the student may appeal this result in writing to the President within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.
5. The President will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Chief Academic Officer.
6. The President will provide both the student and the Chief Academic Officer with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.
7. Students not satisfied with the final disposition of the grievance process may contact the BPPE.

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

### Leave of Absence

(33) LaiOffer encourages all students to maintain 100 percent attendance, and to complete their program as scheduled. However, LaiOffer understands that certain emergency and health-related circumstances might occur that prevent continued attendance. A leave of absence is typically granted for military, medical, or health-related reasons. Students must provide written documentation and request a leave of absence in writing prior to starting the leave of absence. All requests must be submitted by the student and approved by the instructor of the program. A leave of absence may only be granted during the first 3 weeks of the program start and may not exceed 180 calendar days in a 12-month period. Failure to return from a leave of absence as scheduled will result in the student being withdrawn.

### Non-Discrimination Policy

LaiOffer is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, sexual orientation, gender identity, age, veteran status (disabled or Vietnam era), or disability. This non-discrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination.

Any concerns regarding this policy may be filed through the grievance procedure.

### Sexual Harassment Policy

LaiOffer reaffirms its commitment to creating and maintaining an academic environment dedicated to learning and research in which individuals are free of sexual harassment from colleagues, faculty, staff, or students. Sexual harassment is defined to mean any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Whenever knowledge is received that any sexual harassment is being imposed, an investigation (and remedial action where appropriate) will be undertaken. Student complaints of sexual harassment should be filed with the Office of Student Services.

### Student Rights

LaiOffer considers the following rights to be inherent to the pursuit of academic excellence and intellectual enterprise. LaiOffer endeavors to uphold and honor students right to:

- A) academic freedom;
- B) administrative integrity;
- C) an environment conducive to intellectual pursuit;

- D) equal access to LaiOffer facilities and equal treatment under LaiOffer policies;
- E) petition for redress of grievances against other individuals or LaiOffer; and
- F) privacy and confidentiality of personal and academic records as provided by law.

## Code of Conduct

Students at LaiOffer are expected to adhere to the Code of Student Conduct described below. These standards are a supplement to (not a replacement for) the standards elsewhere on this catalog, including but not limited to regulations on academic integrity, sexual harassment, campus safety and drug/alcohol use.

Violations of policy may result in any of a range of consequences, from verbal or written reprimand to withdrawal from the program. Students dismissed for Code of Conduct violations may appeal the violation using the Student Grievance Process.

### Prohibited Conduct:

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of LaiOffer community or to oneself.
3. Violating the terms of any earlier violation of the Student Code of Conduct.
4. Impersonation of another, using another person's identity, or furnishing materially false information.
5. Initiating, causing, or contributing to any false report, warning, or threat of fire, or other emergency.
6. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.
7. Unauthorized use of LaiOffer property, resources, or facilities.
8. Unauthorized access to, disclosure of, or use of any LaiOffer document, record, or identification, including but not limited to, electronic software, data, and records.
9. Misrepresenting oneself or an organization as an agent of LaiOffer.
10. Possession of property the student knows or has reason to believe may be stolen or misappropriated.
11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to LaiOffer or belonging to another person or entity.
12. consumption, distribution, unauthorized sale, or possession of alcoholic beverages on campus.
13. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.



14. Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
15. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or LaiOffer policy.
16. Interfering with any LaiOffer disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
17. Sexual misconduct.
18. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on LaiOffer property
19. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy.
20. Commission of any offense prohibited by state or federal law or local ordinance. Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions.
21. Recording live class of any program to share with people who are not enrolled in that program.

### Satisfactory Academic Progress Policy

(30) Satisfactory Academic Progress Policy (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be making satisfactory progress toward a certificate, a student must achieve an average grade of C or better.

Satisfactory progress will be evaluated at the midpoint and at the end of the program.

A student who does not achieve an average grade of C or better will be notified and placed on Academic Warning until next evaluation. If a student on warning fails to achieve satisfactory progress by the next evaluation, the student will be withdrawn. If the student regains SAP by the end of the next evaluation, they are removed from Academic Warning.

### (32) Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal LaiOffer's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Chief Academic Officer 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 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 the satisfactory progress standards. Supporting documentation should be submitted if possible.

The instructor of the program 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 probation and allowed to repeat the program, and the instructor of the program’s 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 with the required grade for certificate.

If the student fails to meet the terms of the academic plan at the next evaluation, the student will not receive the certificate. Second appeals in this situation will only be granted at the discretion of the instructor of program and based upon very exceptional and documented circumstances.

**Procedure for re-establishing Satisfactory Academic Progress (SAP)**

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

**The effect on SAP for all Withdrawal and Incomplete Grades**

Grade	Status/ Grading Points	Included in GPA Calculation	Included in Completion Time Calculation
I	Incomplete	No	Yes
W	Withdrawal	No	Yes
R	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript.	No	Yes
AU	Audited/No Credit	No	No

**The effect on SAP for repeated courses**

The last grade earned will be used in calculating the CGPA. Both course attempts are included for the completion rate.

### **The effect on SAP for non-punitive grades and non-credit or remedial courses**

LaiOffer does not offer remedial courses. The grade assignment of AU is a non-punitive grade that does not impact CGPA or completion rate calculations.

### **The effect on SAP when a student seeks to earn an additional credential**

If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

### **The effect on SAP for Extended-Enrollment Status**

LaiOffer does not offer extended-enrollment status.

### **The effect on SAP when student changes programs or is re-admitted to the same program.**

If a student is re-admitted into LaiOffer or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and in credits attempted for determining the student's satisfactory academic progress and the appropriate evaluation level for the student.

### **Re-entry for students dismissed due to failure to meet SAP**

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 3 months. Such a student will be enrolled on a probationary status. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

### **Transferability of Credit**

(15) The following "Notice" is required by Section 94911(h) and Section 94909(a) (15), of the California Private Postsecondary Education Act of 2009.

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

The transferability of credits you earn at LaiOffer is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program, 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 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 LaiOffer to determine if your certificate will transfer.”

### Transfer Credit for Course Test-Out, Transfer, and Experiential Learning

LaiOffer does not offer test-out credit, accept any transfer credits from institutions the student previously attended, nor accept or grant credit for prior experiential learning. (17), (18)

## STUDENT SERVICES

(35) The Office of Student Services provides assistance to students, either directly or through referral. Direct services offered by the LaiOffer include:

- Individual career coaching
- Resume review
- Mock interviews
- Vast employer network
- Online tutoring support
- Job offer negotiation service
- Job Referral

### Advisement

Prospective students are welcome to call LaiOffer during normal business hours for information about LaiOffer and its programs. LaiOffer’s program consultants are available between 10:00 a.m. and 6:00 p.m. pacific time. Prospective students are encouraged to contact LaiOffer in advance if they wish to arrange for a personal interview.

Program Consultants attempt to be of help to continuing students in many ways: the programs and policies, in processing students' requests, and in facilitating student interaction with LaiOffer in general. Program Consultants monitor, as well, the progress of all students at LaiOffer. Students who find themselves in academic difficulty are encouraged to keep in close contact with the LaiOffer staff; they make suggestions as to academic improvement, as well as monitoring academic probation contracts.

Program Consultants include professors and LaiOffer staff members best qualified to provide the assistance requested of our students.

### Placement Services

LaiOffer does not guarantee graduate employment.

However, LaiOffer's strong alumni networks and assistance can work to help our graduates obtain job referrals. (36). Placement services include:

- Resume review
- Mock interviews
- Vast employer network
- Job offer negotiation service
- Job Referrals

### New Student Orientation

Students are also oriented to the LaiOffer's philosophy, policies, operational procedures, and academic and student services resources.

### Handicapped Accommodations

LaiOffer has made every effort to assist handicapped persons in their pursuit of educational opportunities. Students requiring assistance are to make an appointment to meet with the Chief Academic Officer.

### Student Housing

LaiOffer does not offer on-campus housing. The City of Santa Clara and the neighboring communities of Sunnyvale, Santa Clara, Cupertino and Mountain View have extensive rental apartments and housing in all price ranges (from \$600/mo. to \$2,000/mo. USD single occupancy). LaiOffer is also within commuting distance from a number of other residential communities including Los Altos, Saratoga, Campbell, San Jose, Milpitas and Fremont. (37 a, b, c)

All programs taught at LaiOffer will be in forms of live online lectures. There is no need for students to relocate to enroll for any of the LaiOffer's program.

### Registrar's office

The Registrar's Office is maintained at LaiOffer to meet the needs of the students. The Registrar is responsible for all student records, course scheduling and certifications. Students wishing assistance in these areas should contact the Registrar.

### Academic Transcripts

Students seeking copies of their academic transcript should contact the business office. There is a \$15.00 charge for an official transcript, and a \$5.00 charge for additional copies of an unofficial transcript.

Student transcripts include:

- The programs that were completed, and the dates of completion.
- The grades earned.
- The name, address, email address, and telephone number of the institution.

Official transcripts will be provided subject to payment of the prescribed fee and provided there is no outstanding financial obligations due to LaiOffer.

Transcripts from other institutions submitted to LaiOffer become property of the LaiOffer and are not reproduced and/or mailed to other institutions, agencies or individuals.

### Records and Record Retention

(38) LaiOffer maintains records of the name, address, e-mail address, and telephone number of each student who enrolled in an educational program. LaiOffer maintains permanent records of the following for each student:

1. The certificate, if granted and the date granted.
2. The courses and hours earned for each course attended.
3. The grades earned by the student in each course.

LaiOffer maintains, for a period of not less than five years, at its offices complete and accurate records of all the following information:

- a. The educational programs offered and the curriculum for each program
- b. The names and addresses of the members of the faculty and records of the educational qualifications of each member of the faculty.
- c. Any other records required to be maintained by BPPE.

**Official Student Name of Record:** A student's name of record at LaiOffer is defined as the legal name under which the student was admitted to the school. Current students wishing to change the name in their official academic record must provide the registrar with legal documentation stating their new legal name. Acceptable legal documentation includes marriage certificate, social security card, passport, or court order. Upon receipt and verification of this documentation, the registrar will change the student's name in the official academic records. Former students may also provide documentation to have their name changed in our records, though the academic transcript will be issued under the name at the time of attendance.

## CANCELLATION, WITHDRAWAL AND REFUND POLICY

(25)

## Student's Right to Cancel

All students have the right to cancel and obtain a full refund of charges paid through attendance at the first-class session, or by the seventh day after signing the enrollment agreement, whichever is later. The day by which the student must exercise his or her right to cancel and obtain a full refund minus a cancellation/withdrawal fee of \$0.00 of the charges paid through attendance at the first-class session, or the seventh day after signing the enrollment agreement.

Cancellation occurs when students gives written NOTICE OF CANCELLATION at the address of the school shown on the top of the front page of the ENROLLMENT AGREEMENT. Students can do this by mail, hand delivery, email, or telegram. The written NOTICE OF CANCELLATION, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written NOTICE OF CANCELLATION need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' ENROLLMENT AGREEMENT. Students will be given a 'NOTICE OF CANCELLATION' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

Any money due a student will be refunded within 45 days of a cancellation request, regardless of whether materials have been returned.

## Withdrawal From a Program

For the purpose of determining the amount of the tuition refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

**WITHDRAWAL** Any request to withdraw after the expiration of the cancellation period, is to be made in writing. A withdrawal may be initiated by the student's written notice or by the school due to student's academics and/or conduct, including, but not necessarily limited to, a student's lack of attendance. If the school cancels or discontinues a course or program, the School will make a refund of all charges for the discontinued course or program.

**1) Refund Policy:** After the expiration of the period to cancel, students still have the right to withdrawal. Enrolled students who wish to withdraw from program before 60% of the program has elapsed, have a right to a pro-rata refund of tuition, less a \$0.00 Withdrawal Fee. Once more than 60% of the program has elapsed, there will be no refund. The percentage of the program that has elapsed is determined by dividing the number of days elapsed from the start of the program to the students last day of attendance, divided by the number of days in the program. The last day of attendance is the last day the student participated in a class, or a relevant educational activity.

If the student has received federal student aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

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

The student notifies the School of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.

LaiOffer will terminate a student’s enrollment for:

- failure to maintain academic progress;
- failure to abide by the rules and policies stated in the catalog;
- absences in excess of maximum set forth by the Institution;
- failure to meet financial obligations to the school.
- Failure to attend class for 14 consecutive days and fail to inform the School.
- failure to return as scheduled from an approved leave of absence.

Any refund due the student or third party will be issued within 45 days of the receipt of a request to withdrawal, or within 45 days of the School's determination to withdraw the student. The fee for the State of California, Student Tuition Recovery Fund (STRF), must be paid by the student (for California residents only), and is non-refundable.

**Refund example:** If a student withdraws on the 23<sup>rd</sup> day of a 13-week, 91 day program, the refund amount would be calculated as follows:

Tuition Charged and Paid	<b>\$6,250.00</b>	
% of Program attempted (23 days / 91 days in program)	<b>25%</b>	% Tuition School Earned
	<b>75%</b>	% Tuition to be
% of Program not attempted		Unearned
Unearned Tuition	<b>\$4,687.50</b>	Tuition X 76%
Tuition to refund (Unearned - withdrawal Fee)	<b>\$4,687.50</b>	(Unearned Tuition- withdrawal fee)

The College will complete and document the refund calculation for each student who cancels, withdraws, or is withdrawn from the program.

## ADMINISTRATION AND FACULTY

### Administrative Officers

Xiaoxun Sun, Chief Executive Officer/Director

Jing Zhao, Chief Operations Officer

Minghao Yan, , Chief Academic Officer

### Faculty

( 26)

Faculty Member Name and Education	Program(s) in Which They Teach	Courses in the Program
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		<b>Which They Teach</b>
<p>Xiaoxun Sun</p> <p>Aug 2005 – 2011 University of Southern California Los Angeles, California - Ph.D. in Computer Science</p>	<p>Software Development Essentials</p> <p>Planning and Decision Making for Self-Driving Cars</p>	<p>Qualified to teach all courses in the program.</p>
<p>Jing Zhao</p> <p>2007 – 2012 University of Southern California, Los Angeles, CA, USA - Ph.D. in Computer Science - Dissertation: Provenance Management for Dynamic, Distributed and Dataflow Environments</p> <p>2005 – 2007 Tsinghua University, Beijing, P.R. China -Master in Computer Science, Department of Computer Science and Technology - Outstanding Master's Thesis, Tsinghua University, 2007</p> <p>2001 – 2005 Tsinghua University, Beijing, P.R. China - Bachelor in Engineering, Department of Computer Science and Technology</p>	<p>Software Development Essentials</p> <p>Cloud Computing</p>	<p>Qualified to teach all courses in the program.</p>
<p>Minghao Yan</p> <p>University of Southern California, M.S, Computer Science · (2011 - 2013)</p>	<p>C++ in Production</p> <p>Full-stack Development</p>	<p>Qualified to teach all courses in the program.</p>
<p>Yi Jin</p> <p>Sept 2003 - 2008 Beijing University of Aeronautics and Astronautics Beijing, China - Ph. D. in Computer Science</p> <p>Sept 1999 - 2003 Beijing University of Aeronautics and Astronautics Beijing, China - B.E. in Computer Science</p>	<p>Software Development Essentials</p>	<p>Qualified to teach all courses in the program.</p>
<p>Cheng Chen</p> <p>University of Houston, Master's degree, Computer Graphics · (2011 - 2014)</p> <p>East China University of Science and Technology Bachelor's degree, Computer Science · (2007 - 2011)</p>	<p>Software Development Essentials</p>	<p>Qualified to teach all courses in the program.</p>
<p>Ze Mao</p>	<p>AI and Data Engineering</p>	<p>Qualified to teach all</p>

M.S. University of Southern California (Los Angeles, CA) Electrical Engineering Aug 2013 – May 2015  B.S. Harbin Institute of Technology (China)  Electrical and Electronics Engineering Sep 2009 – July 2013		courses in the program.
Weiwei Chen  M.S. and Ph.D. Computer Science, University of Southern California 2009 – 2014 Concentration: Distributed Computing  B.S. Automation Tsinghua University, Beijing, China 2005 – 2009	Full-stack Development	Qualified to teach all courses in the program.
Hang Yu  University of Washington, Master's degree, Human Computer Interaction · (2011 - 2013)  Xi'an Jiaotong University, B.E, Software Engineering · (2007 - 2011)	Integrated User Experience Design Bootcamp	Qualified to teach all courses in the program.
Jixiao Ma  Northwestern University Sep.2014-Jun.2016 Master of Science in Computer Science  Beijing University of Aeronautics and Astronautics Sep.2010-Jun.2014 Bachelor of Science in Automation	AI and Data Engineering	Qualified to teach all courses in the program.
Zhe Wang  UNIVERSITY OF SOUTHERN CALIFORNIA 2010 – 2011, Master of Science, Electrical Engineering (Multimedia & Creative)  HONG KONG POLYTECHNIC UNIVERSITY 2006 – 2010, Bachelor of Engineering, Electronic and Information Engineering	Product Management Essentials Bootcamp	Qualified to teach all courses in the program.

## ACADEMIC CALENDAR

LaiOffer offers start dates throughout the year. The schedule of projected start dates by program, for 2020 and 2021, defined as of this date, are provided below: (start dates will be finalized once BPPE approval is obtained and classes begin).

Program	Weeks	2020/2021 Start Dates				
		2020	2021	2021	2021	2021
Software Development Essentials	13	12/19/2020	3/20/2021	6/19/2021	9/18/2021	12/18/2021
Full-stack Development	13		1/26/2021	4/27/2021	7/27/2021	10/26/2021
AI & Data Engineering	15	1/9/2021	4/24/2021	8/7/2021	11/20/2021	

Planning and Decision Making for Self-Driving Cars	15		2/10/2021	5/20/2021	8/30/2021	12/10/2021
Integrated User Experience Design Bootcamp	10	1/7/2021	3/18/2021	5/27/2021	8/5/2021	10/14/2021
C++ in Production	10	2/6/2021	4/26/2021	7/8/2021	9/18/2021	11/30/2021
Cloud Computing	10	1/17/2021	3/28/2021	6/6/2021	8/15/2021	10/24/2021
Product Management Essential Bootcamp	10	2/6/2021	4/26/2021	7/8/2021	9/18/2021	11/30/2021

### Holidays

LaiOffer observes the following holidays, during which the Administrative Office will be closed, and classes will not be scheduled.

New Year's Day

Martin Luther King Day (Observed)

President's Day (Observed)

Memorial Day (Observed)

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve