



SECURITY EDUCATION INSTITUTE

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www.securityeducationinstitute.com

Catalog for January -December 2019

SECURITY EDUCATION INSTITUTE

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MISSION AND VISION FOR SECURITY EDUCATION INSTITUTE

MISSION

The mission of the Security Education Institute is to inspire and empower a diverse student body interested in a career protecting people and property in the growing career field of private security. We accomplish this with training from dedicated professionals in the security industry to properly prepare the students for meaningful careers.

Security Education Institute prepares students with state of the art facilities and a rigorous curriculum to create graduates that are certified and work ready.

VISION

Our Students are curious and creative learners who succeed through personal initiative and sustained effort to reach a viable and sustaining career in the Security Industry.

Our Educators believe that all students can meet or exceed rigorous academic and employment standards. Teachers, staff, and administrators together form a rich professional learning community where all are supported to hone our professional craft and improve our effectiveness.

Our school is a vital center of community enriched by the diversity of our city and welcoming to all individuals. Each classroom offers engaging and employment relevant curriculum that builds on students' needs and abilities. Student needs, as identified by assessment, inform our teaching and guide appropriate and effective supportive services. We offer an enriched learning environment and a comprehensive system of supports to address the needs of every student.

OBJECTIVES

- ❖ Deliver Certificate level educational programs which provide the skills and knowledge necessary to address occupational competencies from initial job-entry to advanced certification

- ❖ Provide training and education resulting in the necessary skills for career continuity and self-sufficiency

- ❖ Provide counseling and job placement services necessary to enhance the success of students

- ❖ Offer educational programming and supportive services for special populations to address barriers prohibiting participation in education and unemployment.

STATE APPROVAL

Security Education Institute (SEI) has been approved by BPPE. Approval means that the institute is in compliance with the California Private Postsecondary Act of 2009. SEI is a private institute.

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 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

Any question a student may have regarding this catalog agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897

CATALOG PUBLISHING

The catalog is published annually. Any revisions will be posted on the website and paper supplements will be provided to students on request. The catalog covers January-December 2019.

MEDIA CENTER

The Media Center's hours of operation are Monday through Friday, 8am – 5pm.

Reference material is available for the students use during the program. Guides may be signed out for 2 days at a time. If books are not returned, the student will be charged to replace it and not allowed to graduate until it is returned or replaced.

BUSINESS HOURS

The Security Education Institute is open Monday through Friday 8:00 am-5:00 pm.

Saturday Session can be scheduled as needed.

Media Room is open from 9:00 am-4:00 pm.

PROGRAM LOCATION AND FACILITIES

All programs are held at 909 S. Santa Anita Ave., Arcadia, CA 91006. One module for the Armed Security Guard will be at a shooting range for one day of the program. The students will be notified in advance for planning of transportation. The Institute consists of Labs, Classrooms, Media Center, Employment services, and Education Offices.

Shooting Range Address: **MMMMMM**

CONTACT INFORMATION

Upon enrollment in the program, students shall supply to the Administration Office, a current address and phone number where the Institute may contact the student. In addition, students shall supply to the Administrative Office, emergency contact information (inclusive of information as to any medical condition and any prescribed medication taken for same) that will allow the Institute to contact appropriate parties on behalf of the student in the event of an emergency situation. It is the student's responsibility to update the Administrative Office with the student's current contact information as it may change during the course of any program.

STUDENT RECORDS AND TRANSCRIPTS

Student records are kept on the premises for a period of five years after graduation. Student transcripts are retained indefinitely. Students may request copies of their academic transcripts by submitting a request to: SEI, 909 S. Santa Anita Ave., Suite A, Arcadia, CA 91006.

The request must include the student's full name (maiden name if applicable), social security number, and dates of attendance. The Federal Family Education Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of students and their parents. FERPA defines and limits both access to, and the release of, student educational records. Although FERPA is designed to prohibit the disclosure of private information maintained in student records, it does contain exceptions. Students having questions regarding this policy should contact the Student Services Office. Additional information about FERPA is available at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

COURSE SCHEDULE AND COURSE DESCRIPTIONS

Section PSG 101	Private Security Guard	July 29, 2019- August 2, 2019		
Section PSG 102	Private Security Guard	Aug 5, 2019-Aug 9, 2019		
Section AS 101	Armed Security Guard	Aug 12, 2019-Aug 16, 2019		
Section CS 101	Customer Service	Aug 12, 2019-Aug 16, 2019		
Section PSG 103	Private Security Guard	Aug 19, 2019-Aug 23, 2019		
Section PSG 104	Private Security Guard	Aug 26, 2019-Aug 30, 2019		
Section SEP 101	Security & Executive Protection	Aug 26, 2019-Aug 29, 2019		
Labor Day Week	OPEN No Class	Sept 2 (Holiday)-Sept 6 open		
Section AS 102	Armed Security Guard	Sept 9, 2019-Sept 13, 2019		
Section PSG 105	Private Security Guard	Sept 16, 2019-Sept 20, 2019		
Section SBB 101	Secure Broadband	Sept 16, 2019- Oct 4, 2019		
Section PSG 106	Private Security Guard	Sept 23, 2019-Sept 27, 2019		
Section CS 102	Customer Service	Sept. 23, 2019-Sept 26, 2019		
Section AS 103	Armed Security Guard	Sept 30, 2019-Oct 4, 2019		
Section PSG 107	Private Security Guard	Oct 7, 2019-Oct 11, 2019		
Section APLS 101	A+ Certification	Oct. 7 2019-Nov 1, 2019		
Section PSG 108	Private Security Guard	Oct 14, 2019-Oct 18, 2019		
Section AS 104	Armed Security Guard	Oct 21-2019-Oct 25, 2019		
Section CS 103	Customer Service	Oct 21, 2019-Oct. 24, 2019		
Section PSG 109	Private Security Guard	Nov 4, 2019-Nov 8, 2019		
Section PSG 110	Private Security Guard	Nov 11, 2019-Nov 15, 2019		
Section AS 105	Armed Security	Nov 18, 2019-Nov 22, 2019		
Section SEP 102	Security & Executive Protection	Nov 18, 2019-Nov 21, 2019		
Open for catch up, collections and recruitment before Thanksgiving (M-W)	Closed Nov 28 and Nov 29 for holiday			
Section PSG 111	Private Security Guard	Dec 2, 2019-Dec 6, 2019		
Section PSG 112	Private Security Guard	Dec 9, 2019-Dec 13, 2019		
Section AS 106	Armed Security	Dec 16, 2019-Dec 20, 2019		
December 23-27 school closed	Vacation, catch-up, and/or collections!			
December 30-Jan 1, 2020 closed				
Reopen January 2, 2020				

COURSE DESCRIPTIONS

- **Private Security Guard Training**
 - **Private Security with Taser and Firearm Training Program**
 - **Security & Executive Protection**
 - **Secure Broadband Cable Television Technician**
 - **A+ Certification/Intro to Cyber Security**
 - **Customer Service and Office Protocols**
-

PRIVATE SECURITY GUARD TRAINING

The Private Security Guard training is a 40 hour program offered over a one-week period. The program is intense and follows the Bureau of Security & Investigative Services (BSIS) requirements for the required certification exams. This program meets the requirements as issued by the State of California. Achieving the Guard Card is also a pre-requisite for becoming an Armed Security Guard. The Guard Card will open opportunities for entry level positions in security or loss prevention opportunities.

Successful graduates will get certified by BSIS as Security Guard and certifications in using Pepper Spray and First Aid CPR/AED.

The course includes the following modules:

- Powers to Arrest (PTA)
- Weapons of Mass Destruction
- Bureau of Security & Investigative Services (BSIS) Guard Card Mandatory Training
- Arrest, Search, and Seizure. And Chemical Agent
- First Aid, CPR, AED, and Access Control

This program is also available for corporate training.

SOC Codes:

ARMED SECURITY WITH TASER AND FIREARM TRAINING PROGRAM

Prerequisite: Must have already earned the Guard Card

The Armed Security Guard with Taser & Firearms program is offered as a one week, 40 hour training program. This course includes a comprehensive specialty training for BSIS Baton Permit and Firearms Training both Classroom and Range, additionally students will also be trained in Taser CEW (Conducted Electrical Weapon). This program consists of theory and extensive hands on work to prepare the student for certification exams and the job market. Successful graduates will qualify as entry level Armed Security Guard or other Personal Security or loss prevention industry.

Successful Graduates will become certified by BSIS as Security Guard, Baton Permit and Firearms Permit, receive Pepper Spray and 1st Aid CPR/AED certification as well as Taser CEW Certification. Powers to Arrest and Weapons of Mass Destruction & BSIS Guard Card Mandatory Training (All BSIS Courses).

The course includes the following modules:

- Arrest, Search and Seizure and Chemical Agent
- First Aid, CPR, AED and Access Control
- Use of Force/Handcuffing
- Baton Straight/ Side Handle
- Fire Arms Class & Range
- Taser (CEW)/ Officer Safety

SOC Codes:

SECURITY & EXECUTIVE PROTECTION

The protection of high net worth highly visible public figures (Celebrities) is similar to protecting corporate executives or conducting Personnel Security Detail (PSD) operations in a hostile environment. We have to understand that as the industry grows, the marketplace recognizes individuals who have had specialized training and have learned tailored skill-sets over and above basic military, law enforcement, or even traditional Executive Protection. With Celebrity & Executive Protection you are dealing with not only protection of the client, but the client's reputation with the world looking over your shoulder. The celebrity protector is not only in place to identify and defeat potential attackers, he has to also have a plan for everything from overzealous fans, to aggressive paparazzi.

To be effective, the Celebrity & Executive Protector must have a superior understanding of the logistics involved with working with International Public Figures—from Award Shows, to Photo shoots, to musical touring, and Publicity Press Junkets. If you think you can come into this knowing only hard skills, you are mistaken, and not many clients are willing to wait for you to “learn on the fly”.

This course has been developed from a background of providing close protection to international high profile clients and public figures for more than twenty years. This course is the definition of the word contemporary, using a mixture of interactive lectures and dynamic real world scenarios pulled from his first-hand experiences globally ***(Need to intro the Instructor before this part)!***

Understanding the nuances of Celebrity, Executives & VIP Protection

In this day and age, anyone could be a celebrity, however there are some proven techniques to be able to successfully work for, and interact with this client type. This class will teach not only how to successfully provide protective services to celebrity clients but also how to find, and more importantly, keep the accounts.

The course includes:

- Working with Actors, Athletes, and Musicians
- Client Behaviors and interactions
- Working with clients of the opposite sex and children
- Identifying potential clients and the proven strategies to attract them
- Branding and Business Development

-Touring and Public Appearances

This area sets us apart from other courses. An emphasis is placed on understanding the Protector's Role in touring and public appearances.

-The A-Z on touring

-
- Understanding the Red Carpet and what goes into Award Shows
 - Coordinating and working Major Events
 - Dealing with the Press and the Paparazzi
 - Dealing with the Fans and identifying Obsessive Behaviors

Travel

-Understanding the Protector's role on everything from Yachts to Private Jets using table top exercises and real world scenarios.

This is a four day/30 hour program.

SOC Codes:

SECURE BROADBAND CABLE TELEVISION TECHNICIAN

The Secure Broadband Cable Television course is a 4 week 160 hour program. Graduates may be employed as entry level CATV Installers , HSD Installer, Telephony Technician, Cable Splicing Technicians, and be able to repair, test and maintain CATV Systems.

This is a four week/160 hour program.

SOC Codes:

A+ CERTIFICATION/ INTRO TO CYBER SECURITY

This course prepares students to pass the CompTIA A+ Service Technician Certification Exam 220-901 and is the beginning course on the pathway to earning a security plus certification. Excellent Cyber Security positions are available in this market.

This course includes:

- Theory and practical lessons relating to microcomputer hardware and wireless platforms
- Installing, configuring, and upgrading PC hardware components and peripherals
- Troubleshooting hardware issues
- Fundamentals in networking and network connectivity troubleshooting
- 45 hours of direct classroom instruction and 90 hour online component with training, assignments, and assessments required to complete the class. This

This is a four week/135 hour program.

Target Occupation: PC Repair/Computer Service Technician

SOC Codes:

CUSTOMER SERVICE AND OFFICE PROTOCOLS

This customer service program focuses on the basic academic, computer, and interpersonal skills needed to be a successful entry level customer service clerk in an office setting. Students can work concurrently to improve business math, writing, keyboarding, and computer skills. The training program includes the essential skills needed to operate a computer using Microsoft Word and Excel. It will also cover office safety considerations. The professional use of the internet and email, including attachments is covered. The program includes is experiential in nature. The student will be able to observe their changes and improvement be the feedback offered.

This program will prepare the student to work in an office that has high demand customers and expects professionalism

Job search and interview preparation is included.

This program is 4 days/ 30 hours.

SOC Codes:

REQUIREMENTS FOR COMPLETION FOR SECURITY PROGRAMS

Due to the short length of the security courses, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the Institute will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. There is a strict policy on exam scores:

REQUIREMENTS FOR LICENSURE FOR SECURITY PROGRAMS

For the Private Security Guard program you must pass each test for each module in order to obtain for the Guard Card. This occupation is licensed/permitted by the State of California through BSIS.

For the Armed Security Guard you must achieve the Guard Card and complete an additional 40 hours and pass each state required module. This occupation is licensed/permitted by the State of California through BSIS.

TUITION AND FEES

The first time you apply you must pay the \$75 application fee.

PRIVATE SECURITY GUARD:

Note the School pays the STRF fee on behalf of the student when it is required. It is not currently required. Books and exam costs are included in the tuition.

Application Fee	\$75
STRF Fee	Zero
Tuition	\$1424
Total	\$1499

PRIVATE SECURITY GUARD WITH TASER AND FIREARM:

Note the School pays the STRF fee on behalf of the student when it is required. It is not currently required. Books and exam costs are included in the tuition.

Application Fee	\$75
Tuition	\$2424
STRF Fee	Zero
Total	\$2499

FIREARMS PERMIT ONLY

Note the school pays the STRF fee on behalf of the student when it is required. It is not currently required.

Application Fee	\$75
Tuition	\$450

Fees	\$50
Expenses	\$300
STRF Fee	Zero
Total	\$800

SECURITY & EXECUTIVE PROTECTION

Note the school pays the STRF fee on behalf of the student when it is required. It is not currently required.

Application Fee	\$75
Tuition	\$1000
Expenses...	\$200
STRF Fee	Zero
Total	\$1250

SECURE BROADBAND CABLE TELEVISION TECHNICIAN

Note the school pays the STRF fee on behalf of the student when it is required. It is not currently required.

Application Fee	\$75
Tuition	\$2299
Fees	\$100
Expenses	\$100
STRF Fee	Zero
Total	\$2499

A+ CERTIFICATION/INTRO TO CYBER SECURITY

Note the school pays the STRF fee on behalf of the student when it is required. It is not currently required.

Application Fee	\$75
Tuition	\$2199
Fees	\$100
Expenses	\$300
STRF Fee	Zero
Total	\$2499

CUSTOMER SERVICE

Note the school pays the STRF fee on behalf of the student when it is required. It is not currently required.

Application Fee	\$75
Tuition	\$450
Fees	\$50
STRF Fee	Zero
Total	\$500

STUDENT TUITION RECOVERY FUND

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

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

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

- 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.
- 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, or were enrolled in an educational program more than 120 days before closure.

- 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 Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.
- 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.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

IMPORTANT NOTICES CONCERNING LOANS

If the 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.

If a 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 applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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.

- (1) Student notifies Department Head of his/her intent to withdraw or as of the effective date of the student's withdrawal, whichever is later.

- (2) Student is requested to follow up with the administration to cancel the enrollment agreement or withdraw from the institution and obtain a refund. All refunds shall be returned within 30 days. Refunds of tuition payments made pursuant to educational loans will be made to the lender. Refund of tuition payments made pursuant to workman's compensation claims will be made to the workman's compensation agency. Students acquiring educational loans through a private lender should note that the Institute is obligated to remit any applicable refund of tuition to such lenders up to the principal amount of loans.

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants whose first language is not English must demonstrate competence in the English Language. The requirement relates to understanding the Enrollment Agreement, Disclosures and Statements. Competency can be satisfied if the applicant a high school in the United States or submits a diploma from a secondary school system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through one of the following:

- A) Submission of an official minimum score on a written Test of English as a Foreign Language (TOEFL) or it's TOEFL Internet (iBT) equivalent. A minimum score of 500 on written TOEFL or 61 on the TOEFL iBT is required for admission to all programs. Applicants may also meet the minimum English Language Proficiency Testing System (IELTS) test.
- B) Completion of an English as a Second Language (ESL) Program.
- C) For students that have sufficiently mastered the English Language but do not have the test scores or a letter from an English Proficiency Program, an individual interview will be conducted with an official designee from the Education department. During this interview verbal and written ability will be assessed to determine whether the English skills of the applicant are sufficient for academic success at SEI. Designee will provide the written approval that will serve in lieu of a test score or conditional acceptance.

INSTITUTE POLICES

ADMISSION CRITERIA

Admission into the educational program depends principally on your personal initiative, willingness to learn, and desire to work in the Security field. Our students embrace diversity, act responsibly, and contribute to the community. Each student enrolled into the program must also meet the State requirements listed below.

- A United States Citizen or have Legal Residency
- Must be at least 18 years old
- Have a High School Diploma or GED
- For the Armed Security Program, you may not have a felony or a misdemeanor that prohibits you from carrying or possessing a firearm

ADMISSIONS AND ENROLLMENT

SEI accepts students that are serious about a career in security. 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. The catalog and Student Performance Fact Sheet is also available on the SEI website www.securityeducationinstitute.com. We encourage you to check out our website, read the catalog, and schedule a tour of the school.

Prospective students who are interested in enrolling will be able to schedule an appointment for an official interview at that time.

In order to be considered for SEI training programs you need to be a minimum of 18 years old and a high school graduate or equivalent. It is necessary to provide a copy of your transcript or diploma. If you are a Military Veteran, a copy of your DD-214 will be accepted in place of a high school diploma or transcript. SEI does not currently offer English as a Second Language (ESL) instruction. All training is offered in English.

Interested students will need to complete the school's official application, provide proof of education attainment, and have a personal interview with the Admissions Department. Previous classes or training will not be applied toward courses. After the administrative staff has reviewed the application packet the potential student will be notified by phone or email. For more details, please contact the Office of Admissions.

ABILITY TO BENEFIT

Each potential student will have an interview to determine if the training program they have selected is a good fit for them.

STUDENT SERVICES

EMPLOYMENT ASSISTANCE

Each student will have an opportunity to meet with the Employment Services Coordinator to discuss resumes, interview tips, and receive information about job openings. Graduating students receive assistance for openings as well as industry-related events and opportunities. The Career Department makes a reasonable effort to assist each graduate with securing gainful employment, but does not provide any guarantee of employment.

SEI works continually to bring openings to graduates. During each program SEI works to bring two or more hiring employers to the school before graduation.

SERVICES FOR STUDENTS WITH DISABILITIES

SEI is committed to providing equal access to all students, including those who qualify as persons with disabilities. While upholding this commitment, the school also expects all students to maintain the high standards of academic achievement and excellence that are essential to the integrity of the school's mission. By advancing these aims, the school ensures that its policies, practices, and procedures conform to federal, state, and local statutes and regulations. Provide written documentation to the Student Disabilities Coordinator regarding the nature of your disability and any considerations/accommodations that may be necessary. Such documentation must: (1) be from an appropriate professional, (2) not be more than three years old and, (3) provide a clear understanding of how the student is presently functioning. The school's confidentiality policy provides that only the appropriate school personnel access this information and it is stored in separate, confidential files. Except in instances of health or safety, information concerning the disability, accommodations, or documentation will not be released without written consent. Provide ample time when requesting a

special accommodation(s). Requests must be evaluated and arrangements made prior to the anticipated need for service/support. SEI cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead-time to make arrangements. Whenever possible, please provide at least 60 days advance notice.

GRADING STANDARDS CHART FOR GUARD AND ARMED GUARD TRAINING

The Security Training programs are based on individual modules as prescribed by the State of California. In order to become a permitted Armed Security Guard, the student must pass each module with a pre-determined grade. The chart below outlines the acceptable grade needed to be able to become permitted by the state.

Guard Card Level 1 Exam – 45 Questions	Must achieve 100% to pass
Pepper Spray / Tear Gas Exam – 25 questions	Must achieve 80% to pass
Stun Gun / Taser Exam – 31 questions	Must achieve 80% to pass
Handcuffing Exam – 30 questions	Must achieve 80% to pass
Guard Card Level 3 Exam – 65 questions	Must achieve 85% to pass
Exposed Firearms Exam – 76 questions	Must achieve 80% to pass
Exposed Firearms (Practical Application)	200/250 on the shooting range
CCW Firearms (Practical Application)	200/250 on the shooting range
CCW Exam – 54 questions	Must achieve 80% to pass
Baton Exam – 32 questions	Must achieve 80% to pass

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the student must contact the instructor within two days to schedule a make-up session. Homework cannot be substituted for making up a module with the instructor.

Required exam scores for passing the program:

The Institute’s grading system is as follows:

4.0	A	90100
3.0	B	8089
2.0	C	7079
1.0	D	6069
0.0	F	below 60
0.0	I	Incomplete

Please see the chart above for what scores are required to pass each necessary exam.

SATISFACTORY PROGRESS/PROBATION POLICY

A student who receives a grade of “FAIL” in the program will be held back from continuing in the program and will be required to repeat the failed program. Students will be allowed to repeat a program only once. If they need to go through the program a third time, a reinstatement fee of \$500 will be required.

GOOD STANDING

A student in “Good Standing” shall be defined as a student enrolled in a program who is in compliance with the Minimum Attendance Policy and the Satisfactory Progress Policy, and is paid in full or current on installments due on the student’s tuition account, and is in compliance with the Student Conduct Policy.

MINIMUM ATTENDANCE POLICY

Cutting class or early exit of more than 15 minutes will be treated as a tardy. Any early exit, without legitimate reason and / or proper notification to the office will be treated as an un-excused absence.

Make-up work may be required for any absence. Hours of make-up work cannot be accepted as hours of class attendance. Students must arrange make-up time for course work missed with the instructor within 2 days; however, absences will remain on record.

Leave of Absence – A Leave of Absence is not available due the length of the training. In an emergency situation, students may leave and attend the next available program without additional charge. If this is the case, the student must discuss with the School Director for approval before leaving.

ATTENDANCE -PUNCTUALITY AND UNEXCUSED ABSENCES

The Private Security Programs are 40 and 80 hours, respectively. Attendance and timeliness is extremely important. SEI asks that you organize your schedule ahead of time to be able to attend in the allotted time. If you miss more than 2 days, you will be asked to start the program over at another time within a six month period. If you miss a module or two you must contact the Director and the Instructor to schedule a face to face time to complete the missed modules.

EXCUSED ABSENCES

An excused absence provides the student with the opportunity to make up any missed work in the program. A student's absence may be excused by having both a legitimate reason and proof of the reason for missing the course. Excused absences may be any of the following and must be verified with appropriate documentation:

- 1) Accidental or personal Injury
- 2) Uncontrollable Event
- 3) Good Samaritan Act
- 4) Leave of Absence
- 5) Family Emergency
- 6) Serious Illness
- 7) Family Obligation

The Institute may excuse certain absences provided that the student notifies the Administrator and produces appropriate documentation.

If you have an excused absence, you must still make up the modules with face to face instruction. Please let the administration office know as well as your instructor.

MAXIMUM TIME FRAME

Students must complete any Institute program enrollment within the standard program length. Students unable to complete the program within the maximum time frame will be offered one opportunity to repeat the program within six months of any interruption without having to pay tuition again.

SECTION 504 GRIEVANCE PROCEDURE POLICY

SEI, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Students who feel that their rights under this policy have been violated may use these grievance procedures to file a complaint. Any person who wishes to file a complaint or who has questions regarding the school's compliance with these regulations should contact the Administration.

I. INFORMAL RESOLUTION

Prior to initiating the formal complaint procedure set forth below, the student should, in general, first discuss the matter orally or in writing with the individual(s) most directly responsible. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with an administrator who will attempt to facilitate a resolution. If the administrator is not successful in achieving a satisfactory resolution within seven calendar days, the administrator will inform the student of his or her efforts and the student's right to file a formal complaint.

II. FORMAL COMPLAINT

If the procedure set forth above for informal resolution does not yield a successful resolution, then the student may file a formal complaint in the following manner:

A. When to File: Complaints must be filed as soon as possible, but in no event later than 14 days after the conclusion of the term in which the concern arose.

B. What To File: A complaint must be in writing and include the following:

1. The grievant's name, address, e-mail address and phone number.
2. A full description of the problem.
3. A description of what efforts have been made to resolve the issue informally.
4. A statement of the remedy requested.

C. Where to File Complaint: The complaint can be filed in the Administration office.

D. Notice of Receipt: Upon receipt of the complaint, the administrator reviews the complaint for timeliness and appropriateness for this grievance procedure, and provides the grievant with written notice acknowledging its receipt.

E. Investigation: The administrator or his or her designee (here-after collectively referred to as the "grievance officer") will promptly initiate an investigation. In undertaking the investigation, the grievance officer may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

F. Representation: The grievant and the party against whom the grievance is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative.

G. Findings and Notification: Upon completion of the investigation, the grievance officer will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings, and a proposed disposition. This transmission will be expected within 45 calendar days of the filing of the formal complaint. The final report may also be provided, where appropriate, to any school official whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

H. Final Disposition: The disposition proposed by the grievance officer will be put into effect promptly. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Revision Committee will not suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the Revision Committee decides that good cause exists making the suspension of implementation appropriate.

III. Remedies:

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. As stated above, a copy of the grievance officer's report may, where appropriate, be sent to school officials to determine whether any personnel action should be pursued.

IV. Appeal:

Within ten calendar days of the issuance of the final report, the grievant or the party against whom the grievance is directed may appeal to the Revision Committee the grievance officer's determination. An appeal is initiated by filing a written request in person with the administration. The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. The appeal must be directed only to issues raised in the formal complaint that was originally filed or to procedural errors in the conduct of the grievance procedure itself and not to raise new issues.

The compliance specialist will forward the appeal to the Revision Committee and provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the Revision Committee usually will be limited to the following considerations:

1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?

2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?

3. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

The revision Committee will issue a written decision within 30 calendar days of the filing of the appeal. A copy of the decision will be sent to the parties, the administrator and, if appropriate, to the school official whose authority will be needed to carry out the disposition. The decision of the Revision Committee on the appeal is final.

V. Retaliation Prohibited:

Filing an informal or formal complaint of discrimination is a protected activity under the law.

Retaliation against anyone who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis of another complaint under this policy and may subject the individual engaged in retaliation to discipline under the appropriate student, staff, or faculty disciplinary policies.

ADA/STUDENT COMPLIANT/GRIEVANCE PROCEDURE

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should follow the ADA/Section 504 Grievance Procedures set forth above.

Students are encouraged to discuss academic progress, career goals, suggestions, and/or concerns with faculty, staff or student advisors. Appointments with a Student Advisor and/or any other staff member may be scheduled. In the event of a concern, grievance or complaint that is not satisfactorily addressed in a meeting with the appropriate staff/faculty member, a student may acquire a complaint form from the Administration office and submit in writing the concern. The administration will review each complaint with all appropriate staff members and provide a written response to the student within 15 days of receiving the grievance.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. 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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site at www.bppe.ca.gov.

STUDENT CONDUCT

The dress code is business casual. All clothing, jewelry, or tattoos shall be free of profanity, violent images (wording or suggestion), sexually suggestive phrases or images, gang related symbols, and alcohol/tobacco/drugs advertisements. If improper attire, as define herein, is worn, the student will be dismissed from the school for the day and will count as an unexcused absence. Any student may be dismissed from the Institute for improper clothing, inappropriate behavior: yelling, aggressive or threatening actions, theft, vandalism of any sort, illegal drug use, possession of dangerous weapons, or the use of intoxicants on campus or other Institute activities.

Similarly, other behavior that violates Institute rules and disobedient or disrespectful behavior toward other students, staff or instructors will also not be tolerated and may result in dismissal from the Institute. Use of Institute facilities to view or create any non-Institute product, offensive or dangerous content, or other viewing or creating offensive or dangerous content on campus will be considered a violation of the Student Conduct Code and may result in dismissal. The Institute reserves the right to determine if content is offensive or dangerous at its sole discretion.

TERMINATION

Students will be terminated from the program if they fail to meet minimum standards for academic progress, violate the conduct rules of the Institute, fail to meet their financial obligations, or fail to meet the attendance requirements. A notice of termination will be sent by first class mail to the student's home address within three school days of the Institute's decision to terminate the student. No fees will be refunded if a student is terminated. If a student is dismissed from the program for not attending they will thereby be treated as withdrawn, and will be terminated from the program.

APPEALS

A student terminated from any program may appeal the action to the Administrator in writing within ten class days of the mailing of the notice of termination. The Institute's decision, based on a review by the Administrator and Director, will be final. Such review will be held during Institute's business hours with the student making the appeal present to plead said student's case for appeal and to answer questions put to the student by the Administrator. If reinstated, the student will be obligated for the amount of the tuition and fees due under the contract. Furthermore, any student so reinstated must make up all assignments and exams, which may have been missed during the student's termination.

ACADEMIC DISHONESTY

SEI students are expected to demonstrate professional integrity at all times. This is especially true with regard to their academic performance, including the submission of work and assignments as well as test taking. Obtaining credit for work that is not a student's own is academic dishonesty, which discredits the integrity of SEI as a whole and will not be tolerated. Below are guidelines and consequences that are important in ensuring success during a student's tenure as a SEI student.

Academic dishonesty, which shall be grounds for immediate termination, is cheating on tests, projects, papers, assignments, or homework. This includes, but is not limited to plagiarism, misrepresentation, and unauthorized (un-cited) use or possession of another person's material. Academic Dishonesty also includes any student who shares his or her work with the intention of helping another student to cheat. Collaboration is not allowed on individual assignments and all students involved are subject to the same penalties. Students are expected to be honest and produce their own projects/assignments according to the specifications of each course.

COPYRIGHT INFRINGEMENT POLICY AND PROCEDURES

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Compliance with federal copyright law is expected of all students, faculty and staff at SEI.

"Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Textbooks, Texts (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Furthermore, copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur at SEI may create liability for the student, staff or faculty. Accordingly, copyright violators or infringers may face civil and criminal liabilities and possible termination from the Institute.

SECURITY OF EQUIPMENT

Students may not use SEI equipment or resources for a personal or commercial venture. Any SEI student involved in any capacity in a personal or commercial production using SEI equipment or resources will be dismissed from the Institute.

COMPUTERS AND SOFTWARE APPLICATIONS

The Institute's computer workstations are supported with a variety of software applications needed to achieve the intended purpose of each such computer workstation. Students may not copy or load any software application from or onto any Institute computer workstation for any purpose. Students found to have copied software or loaded unauthorized software applications to any Institute computer workstation will be dismissed from the Institute. The use of illegal "cracked" or "pirated" copies of software is strictly forbidden.

COURSE COMPLETION REQUIREMENTS-CLOCK HOURS

The Private Security Guard Program is a total of 40 Clock Hours. The Armed Security Guard is a total of 80 Clock Hours.

SEI course completion requirements are as follows:

- A. Successful completion of course hours in compliance with the Minimum Attendance Policy and Satisfactory Progress Policy.
- B. A passing mark.
- C. Completed work that the student considers his or her final project where appropriate. Upon completion of the course, students shall receive a Certificate of Completion.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at SEI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in SEI certificate of completion 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 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 SEI to determine if your certificate will transfer.

The institution has not entered into an articulation or transfer agreement with any other college or university. 100% of all previous credits are non-transferable into SEI. This includes all policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, and requirements for the ability-to-benefit students. All students start at a base level disregarding all awards of credit prior for experimental learning. Students will have no provision for appeal due to all previous assessment policies and procedures are null and void. All students are required to pay charges listed in the tuition and fees section of the catalog.

OTHER SERVICES REGARDING HOUSING AND DISTANCE LEARNING

SEI does not have dormitory facilities available for its students. As a consequence, students must secure housing off campus. We suggest that each student begin making housing arrangements as early as possible in advance of the start of classes. The available cost of housing located near the facility estimates is \$800 - \$2,000 a month. The Institute has no responsibility to find or assist a

student in finding housing. Currently the Institute does not offer or intend to offer distance learning programs, nor does it offer any tutoring.

STUDENT ID

As a matter of security, all students must have on their person at all times while on campus the Student ID card issued to the student by the Institute. Failure to be in possession of the Student ID while on campus may result in a student being asked to leave campus by Institute personnel.

FINES AND LOANS

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

The Institute does not have any financial aid nor does it participate in federal or state financial aid programs. Currently, the Institution does not participate in federal and state financial aid programs.

SAFETY

All injuries or other extraordinary incidents must be reported to the schools Administrator. The Institute Administrator maintains first aid kits for use when needed. In the event of a fire alarm or other evacuation situation, students should use the emergency exits. If the fire alarm sounds, students should not panic and instead cease current work assignment and proceed in an orderly fashion to the nearest emergency exit.

DRUGS AND ALCOHOL

SEI is in compliance with Federal Drug-Free Schools and Communities Act Amendment of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances as defined by California statutes on Institute property, or on locations off-campus. Students found to be in violation of the drug-free campus/ location policy will be dismissed from SEI.

SEXUAL HARASSMENT AND DISCRIMINATION

SEI is committed to a policy of Equal Opportunity for its students and employees. As such, it is essential that the entire Institute recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage and gender of others. An individual's or group's action or activities which promote degrading or demeaning social stereotypes based on race, color, age, ancestry, national origin, sex, sexual orientation, pregnancy, religion, marital status, physical handicap or mental handicap, medical condition, or Veteran's status will not be tolerated. Students or employees who behave abusively toward other students or employees of SEI based on the aforementioned criteria will face serious consequences and will be subject to disciplinary action, up to and including expulsion as a student or termination as an employee.

DISCLOSURES

SEI reserves the right to vary the sequence of courses and revise and/or update services, curriculum content, textbooks (if applicable), and tool sets as needed, with or without notification to students. Faculty availability is contingent on outside professional commitments. SEI does not guarantee that professional employment will result from enrolling in, attending, or completing any of its programs. All information in this catalog is true and correct at the time of printing.

The Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the last 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.) The Institute is currently unaccredited. A graduate of the Institute may not be eligible to sit for an applicable licensure exam in California or other states.

The Certificate of Completion received from the Institute may not be recognized for some employment positions including, but not limited to, positions with the State of California. Students enrolled in an unaccredited institution are not eligible for federal financial aid.

STUDENT'S RIGHT TO CANCEL

- (1) Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice at the address of the school.
- (2) Mailing address for cancellation request:
Security Education Institute
1317 N San Fernando Blvd #559
Burbank, CA 91504-4236
- (3) You may submit a cancellation notice by mail at the above address or hand deliver it. The written cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

SEI Faculty

Catalog Sign off (Make it 2 copies)