NATIONAL PERSONAL TRAINING INSTITUTE OF COLORADO (NPTI CO)

NPTI-CO CATALOG & STUDENT HANDBOOK
Volume 21, September 2016

National Personal Training Institute of Colorado, LLC
Approved and regulated by the Colorado Department of Higher Education,
Private Occupational School Board
Accredited by the Council on Occupational Education
TABLE OF CONTENTS

I. NPTI-CO Mission / Vision / History
   Mission & Vision Statement ................................................................. 5
   History / Ownership NPTI ................................................................. 6
   School Locations

II. Enrollment / Program Overview ......................................................... 7
    Admission Requirements
    Evaluation of Prior Training / Advanced Standing
    Program Objective
    Class Hours
    Observed Holidays
    Snow / Inclement Weather Days ...................................................... 8
    Email Address / Portal Access
    Pricing
    Postponement of Start Date

III. Financial Information & Assistance / FAFSA ...................................... 9
     Entrance / Exit Interviews
     GI Bill / VA Education Benefits
     Returning Your Funds to the Government ........................................ 10
     Payment Policy ............................................................................. 11
     Refund Policy

IV. Academic offering / Learning Support ............................................... 12
    Grading System
    Honors .................................................................................................. 13
    Course Equipment & Apparatus
    Field Trips
    Materials required by each student
    Electives ............................................................................................ 14
    Student Records / Student Privacy
    Elective/Course Certification Cost Disclaimer .................................... 15
    Student IDs / Key tags
    CPR/AED/First Aid Training ............................................................... 16
    Dismissal Policy ................................................................................. 17
    Grievances / Student Complaints
    Grievance Policy / Escalating student issues ..................................... 17
    Attendance / Student Absentee Policy .............................................. 18-20
    Make-up work policy ........................................................................ 20
    Class size (student: instructor ratio)
    Transfer of Credits to other Institutions .......................................... 21
    Leaves of Absence (LOA) ................................................................... 21
Job Placement / Gainful Employment ........................................................................... 22
Certification Exam Discounts / Reimbursement ...................................................... 22
Graduation Requirements ......................................................................................... 22
Satisfactory Academic Progress Policy ................................................................. 23
Standards of Academic Performance Checkpoints .............................................. 24
Financial Aid Good Standing / Warning / Probation
Financial Aid Suspension
Re-establishing Financial Aid Eligibility following Suspension ......................... 24-26
Earned / Incomplete Clock Hours

V. Bookstore / Textbooks / NPTI-CO Merchandise ............................................... 27
   Textbooks
   Elective Textbooks
   Computer / Printer Access
   NPTI-CO Merchandise

VI. Campus Services / Student Life / Alumni Association .................................... 28
   Lunchroom / Break Area Facilities
   Student Dress code
   Public Transportation
   Fitness Center Facilities / Usage ........................................................................... 28
   Fitness Center Guest Policy
   Access to Fitness Assessment Equipment
   Alumni Association ............................................................................................. 29
   Student Satisfaction Surveys ............................................................................... 29
   NPTI CO Graduate / Alumni Association

VII. Campus Safety .................................................................................................... 30
    Reporting Emergencies / First Aid Injuries on Campus .................................... 30
    Campus Crime Info ............................................................................................. 30
    Smoking
    Firearms

VIII. Important Information Regarding Student Rights / Responsibilities / Privacy .... 31
     Family Educational Rights and Privacy Act (FERPA) Notification of Violations
     Annual Notice of Availability of Consumer Information .................................. 34
     Violence Against Women / Campus Crime ....................................................... 34
     Drug and Alcohol Use, Possession or Distribution .......................................... 35
     Students with Drug Convictions

IX. Campus Directory .................................................................................................. 36

Appendices: .................................................................................................................. 37-58
A - Photo Release
B - Copyright & Plagiarism
C / D - Waiver & Release
E - Practical Program Policy
J – Campus Crime/ Crime Reporting
F - Refund Calculation
G - Graduation Application
H - Emergencies & Injuries Report
I - Filing a Grievance
Signature Page: **MUST BE SIGNED AND SUBMITTED PRIOR TO STARTING CLASS**........................59
Mission Statement:

Develop superior, accountable personal fitness trainers capable of producing uncommon, science-based client results while sustaining a personally rewarding health and fitness career.

Vision Statement:

Industry Vision ...  
- Be the recognized industry standard of health & fitness vocational education such that certification without education becomes non-existent and unacceptable.

Client Vision ...  
- Create a generation of clients who are educated and enabled vs. clients who are co-dependent and feel their health & fitness is dependent upon the trainer.

Community Vision ...  
- Serve the health and fitness education needs of individuals and groups in local, national, and international communities.

Trainer / Graduate Vision ...  
- Develop trainers with the capability to develop (with experience and time) a 6th sense of how to create a different, more productive client fitness direction powered by client self-motivation.

Company / Internal Vision ...  
- Attract and reward the highest quality, accountable instructors who recognize NPTI-CO as the premier educational institution in the industry.
I. **History / Ownership of NPTI-Colorado**

**History:** The Personal Training Program has been offered through The National Personal Training Institute in Colorado since September 2000. The program was increased to 30 weeks/600 hours in August of 2012. An extended version class schedule (40 weeks/600 hours) was added in February 2013. Effective November 2015 students/graduates are given the opportunity to take unlimited electives for up to six months after scheduled graduation. The school is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, funded for VA Education Benefits; approved for Colorado Workforce funding; approved by the U.S. Department of Justice for Student and Exchange Visitor Program (SEVP) and was endorsed in 2003 by the Colorado Governor’s Council for Physical Fitness. NPTI Colorado is listed by the U.S. Department of Education as a post-secondary career technical school approved for Title IV Federal Student Financial Aid.

**Ownership:** NPTI-CO is a limited liability corporation owned by Philippe Ray (President) who has been a Colorado resident since 1988. NPTI-CO is a separate company from Personal Best @ Denver West Fitness Center and is not owned in whole or in part by the National Personal Training Institute (NPTI) Corporation or other NPTI entities.

**School Locations:**

1658 Cole Boulevard, Suite 50
Lakewood, CO 80401

4305 Beverly Street, Studio F
Colorado Springs, CO 80918
II. Enrollment / Program Overview

Admissions Requirements:
- At least 18 years of age upon graduation
- High school diploma or equivalency
- Medical clearance by a licensed medical professional

The National Personal Training Institute of Colorado does not discriminate by race, gender, age, sexual preference or physical disability in accordance with federal, state, and city/county guidelines. Foreign students with an active M-1 student visa must meet SEVIS/SEVP guidelines.

Evaluation of Prior Training/Advanced Standing: Student exemption will be considered at the discretion of the Director if a written request with a copy of transcripts from a former school is submitted. Transfer of credits, however, cannot be guaranteed. Veteran students are required to provide documentation (transcripts) of all prior post secondary education.

Program Objective: The objective of this program is to train individuals in the art, science, and business of personal training. The knowledge and skills acquired by the students will enable them to design and implement safe and effective personal training programs. Students must demonstrate both practical and written mastery of personal training knowledge.

Class Hours: All schedules, Day, Night, and Extended, noted below are 600 hours (total course).
30 Week: (4 elective units required)
- Lakewood - 9:30 a.m. to 3:00 p.m.
- Colorado Springs - 9:15 a.m. to 3:00 p.m.

30 Week: (4 elective units required)
- Lakewood - 5:15 p.m. to 10:15 p.m.
- Colorado Springs - 5:15 p.m. to 10:30 p.m.

40 Week: (6 elective units required)
- Lakewood - 6:30 p.m. to 10:30 p.m. (Tues. Wed. Thurs.)
- Colorado Springs - 6:30 p.m. to 10:30 p.m. (Tues., Wed. Thurs.)
- Saturdays 9:00 a.m. – 2:00 p.m. (12-14 weeks required, Tue., Wed., Thurs., and 2-3 Saturdays monthly).

Electives are regularly taught from 8:30 a.m. to 5:00 p.m. on Saturdays. On an exception basis, make-up elective classes may be taught on Fridays or Sundays (for make-up purposes only).

Definition of Clock Hours: One “in-class” hour equals fifty minutes of supervised instruction. “Clock Hours” (or “contact hours”) apply to both practical and classroom time.

NPTI-CO / Non-NPTI-CO Facilities: NPTI-CO is headquartered at 1658 Cole Boulevard, Suite 50, Lakewood, CO 80401, phone 303.238.9999 / FAX 303.238.1821. The Colorado Springs branch location is 4305 Beverly Street, Studio F, Colorado Springs, CO 80918, 1.877.215.2643 (toll free/both locations). The practical program portion of class may be held at other locations.

Observed Holidays: Classes or instruction will not be held on the following days:
New Year’s Day Labor Day
Memorial Day Thanksgiving Day/Day after Thanksgiving
July 4th Christmas Eve/Christmas Day
(No class from Christmas Eve day until the day after New Year’s Day)
**Snow / Inclement Weather Days:** There may be no class on days that public schools are closed due to snow or other inclement weather. NOTE: sometimes the school districts close for reasons that do not apply to NPTI-CO. For the NPTI Lakewood location, please check Jefferson County Schools. For the NPTI Colorado Springs location, please check District 11 schools. To confirm, please call the NPTI - CO administrative offices / front desk at 303.238.9999 or check [www.PersonalTrainingInstitute.edu](http://www.PersonalTrainingInstitute.edu).

**Email Address / Student Document Library / Online Portal Access:** All students are assigned a personaltraininginstitute.edu e-mail address. NPTI – CO will use this email address to communicate with you. It is the student’s responsibility to check it regularly. You will receive details about how to do this during your first week at NPTI. All course materials (i.e. syllabus, assignments, etc.) are located in the on-line, Student Document Library found at [www.PersonalTrainingInstitute.edu](http://www.PersonalTrainingInstitute.edu). You will be provided a user ID and password for all course material access.

Online portal access to NPTI CO’s on-line information systems will also provide you with:
- exam grades
- assignment grades
- missing assignments
- instructor contact information

**IDEAfit.com Access:** Students will be assigned a User ID/Password for complete IDEAfit.com access.

**NPTI-CO Class Start Date Postponement:** Postponing a scheduled class start date at either the student’s or NPTI’s request requires a mutually signed written agreement. The agreement must set forth:
(a) The postponement is for the convenience of the school or the student, and
(b) A deadline is set for the new class start date

If the course does not commence or the student fails to attend by the new start date, then the student will be entitled to a total refund of pre-paid tuition and fees within thirty (30) days of the new start date deadline, in accordance with NPTI-CO’s refund policy and per the CO Private Occupational Act of 1981.

**Pricing:** Tuition for the 30 and 40-week Personal Training Program is $9,890.00 (excludes textbooks). Payment may be made in full or by monthly payments (cash, credit card, or check). Please also note:

- Unlimited electives are included while enrolled and up to six months after the student’s scheduled graduation. The elective must BEGIN prior to the end of the six (6) month period.
- Pre-paid / paid in full discount of $595 if all tuition / fees paid before the class starting date.
- Other loans may be available to qualified applicants who do not qualify for federal student loans.
- Certification examination fees from NASM, IKFF, NSCA, ACE, etc. are not included.
- Field trips to non-NPTI-CO facilities to include transportation or entrance fees are not included.

*Students who have not completed their Federal Student Financial Aid applications (FAFSA) or have otherwise not completed their financing application requirements, primary or secondary, may be required to pay a minimum $250 in advance of attending school and or receiving their textbooks.*

The NPTI-CO Personal Fitness Trainer course cost of $9,890.00 does not include textbooks. Once electives are selected, elective fees are non-refundable upon starting the elective course.
III. Financial Information and Assistance

NPTI Colorado is eligible for tuition assistance for active duty personnel and Federal Student Loans / Title IV Financial Aid. Our accredited international personal trainer school is ready to work with you and welcomes students from around the globe. We are SEVIS approved and participate in the Student Visitor Exchange Program (SEVP).

** Please note that Federal Student Financial Aid applies ONLY to NPTI Colorado and not to any other National Personal Training Institute (NPTI) location. **

For more information about your Free Application for Federal Student Aid (FAFSA) e-document, to complete your FAFSA application, or for other information about Pell Grants, Stafford Loans, and Federal Student Financial Aid, please visit www.FAFSA.ed.gov.

ALL Federal Student Financial Aid (loans or grants) BEGIN with your completing the FAFSA application. Please call (toll free) 1.877.215.2643 for applicable school ID’s, etc. for your FAFSA application.

NOTE: If your class / course includes a crossover period, you will be required to fill out your FAFSA for both award years. A crossover period occurs when a payment period starts before July 1st and your 2nd disbursement occurs after July 1st. This class / course overlaps two federal financial aid award years.

**Important Applicable Conditions to Students Receiving Title IV / Federal Financial Aid:** Students receiving Federal Financial Student Aid are subject to the terms of the “Federal Financial Aid Return of Title IV Funds Policy” and “Satisfactory Academic Progress Policy” to include (but not limited to) being disqualified for federal funds and the return of federal funds. If a student is expecting to receive federal funds (grants or loans), then the student is required to sign these addendums and acknowledge understanding and compliance with all federal student loan and grant guidelines.

**Entrance / Exit Counseling for Students Receiving Title IV / Federal Financial Aid:** Students receiving Title IV Federal Student financial aid must complete both Entrance and Exit Counseling as a condition of participating in the Title IV Federal Student Financial Aid program. Failure to complete Entrance counseling prevents the student from securing the loan and therefore may disqualify enrollment. Upon leaving NPTI, regardless of the reason (graduation, expulsion, resignation, etc.), “Exit Counseling Guide for Federal Student Loan Borrowers” procedures must be followed. Failing to complete the exit counseling will be reported to the U.S. Department of Education.
Returning Disbursed Funds to the Federal Government (Title IV): Should a student resign, fail to return after a Leave of Absence (LOA), be expelled, or otherwise leave NPTI Colorado prior to graduating, Title IV funds may be returned to the federal government, *and the student may still owe money to NPTI CO.*

This applies to all eligible Title IV federal student loan programs: Federal Pell Grants, PLUS Loans, etc.

When you withdraw during your payment period or period of enrollment (please check with NPTI – CO’s Financial Aid office for the exact dates) the amount of Title IV program assistance that you have earned up to that point is determined by a specific, federal defined formula (not by NPTI – CO).

If you received *less* assistance than the amount that you earned, you may be able to receive those additional funds. If you received *more* assistance than you earned, the excess funds must be returned.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. NPTI CO may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees.

NPTI Colorado needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. *Again, return of Title IV funds policies does not over-ride NPTI Colorado’s refund policy or tuition & fees owed.*

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements e.g. if you have not completed the first 30 days of the program before withdrawing, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you, your parent, or NPTI receives excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of a.) your institutional charges multiplied by the unearned percentage of your funds, or, b.) the entire amount of excess funds.

NPTI – CO will return this amount even if we didn’t keep this amount of your Title IV program funds. If NPTI - CO is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. You make scheduled payments to the loan holder over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less.

Students must make payment arrangements with NPTI - CO or the Department of Education to return the unearned grant funds.
The requirements for Title IV program funds when you withdraw are separate from any NPTI CO refund policy. Students may still owe funds to the school to cover unpaid charges. NPTI may also charge students for any Title IV program funds that NPTI was required to return.

Students with questions about Title IV programs may call the Federal Student Aid Information Center at 1-800-4-FEDAIL (1-800-433-3243). TTY users call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Payment Policy - VA Education Benefits / GI Bill Students Only: Students using their VA / GI Bill benefits are responsible for payments to NTPI-CO. (Note: Chapter 30 and 35 [Montgomery G.I. Bill] not chapter 33 [Post 9/11] MUST VERIFY ENROLLMENT ON-LINE THROUGH THE W.A.V.E. SYSTEM). Payment to NPTI-CO is due even if you forget to verify attendance. Failure to verify attendance through W.A.V.E. is not a reason for non-payment. For monthly verification of enrollment, call 1-877-823-2378 (or, WAVE). For general information about VA application / eligibility, please call 1-888-442-4551.

Post 9/11 GI Bill Education Benefits: All payments are made to NPTI-CO. The $75 administrative fee is due to NPTI-CO and is not covered by the student’s GI Bill. Students must have completed their Post 9/11 GI Bill benefits application and / or provided a Certificate of Eligibility to NPTI-CO prior to beginning class.

Montgomery GI Bill (or other non-Post 9/11 GI Bill) Education Benefits: Students are responsible for being current on all payments due to NPTI Colorado. The veteran and NPTI will agree on a minimum payment plan (if any) to accommodate the veteran between the time s/he starts school and the time that the Montgomery GI Bill education benefits are actually paid to the veteran.

Refund Policy: [NOTE: Both tuition and gym fees are pro-rated. The non-discounted rate is used as the basis of the pro-rating. For items 6-10, please see Addendum to Appendix F.a. & F.b.]

1. Students must notify the director in writing by certified mail of the intention to withdraw.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment or if the educational service is discontinued by the school.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a full refund, with the exception of 100% of the administrative fees.
4. Textbooks are not returnable and are non-refundable.
5. Cancellation after attendance has begun, but within the first week of the program are 100% refundable, less non-refundable administrative fees
6. Cancellation after 10% of the program will result in a *90% refund.
7. Cancellation after 10% but within 25% of the program will result in a *75% refund.
8. Cancellation after 25% but within first 50% of the program results in a *50% refund.
9. Cancellation after 50% but within 75% of the program will result in a *25% refund.
10. Cancellation after 75% of the program will result in no refund.
11. The termination date for refund computation purposes is the student’s last attendance (LDA).
12. Refunds will be made within thirty (30) business days of termination.
13. Early termination administrative processing charge of $150.00 applies.
14. Title IV federal student financial aid is subject to the established refund policy.
15. Expelled students will not receive a refund.

* (less non-refundable fees which are refundable)
16. Students who resign but received NPTI discounts will be required to pay the non-discounted price for the benefit received from that supplier.

17. Students who resign are not entitled to any NPTI-CO discounts on any certification.

**VA Form 22-0803 Certification Reimbursement:** Veterans may be reimbursed for the Certified Personal Trainer (CPT) examination. Veterans should submit VA form 22-0803 “Application for Reimbursement of Licensing or Certification Test Fees”. The VA is solely responsible for determining certification reimbursement eligibility.

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**IV. Academic Offering / Learning Support**

**Grading System:** Students will be quizzed on a regular basis in addition to taking a mid-term and final exam. Written and practical examinations are administered. A calculator cannot be used on the mid-term or final written exams.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>100</td>
<td>A</td>
</tr>
<tr>
<td>86</td>
<td>92</td>
<td>B</td>
</tr>
<tr>
<td>78</td>
<td>85</td>
<td>C</td>
</tr>
<tr>
<td>70</td>
<td>77</td>
<td>D</td>
</tr>
<tr>
<td>0</td>
<td>69</td>
<td>F</td>
</tr>
</tbody>
</table>

Students must pass each component of the program (exams, projects & assignments, electives) with a 70% in order to advance to the next semester / graduate.
**Honors:** Receiving a “Graduate with Honors” distinction from NPTI-CO is reserved for students who exhibit the highest level of proficiency in the lecture and practical portions of the program and who demonstrate a high degree of professionalism. Students must receive nominations from their instructor and final approval by the school Director. Minimum requirements to earn the “Graduate with Honors” distinction are as follows:

- A score of 95% or better for student’s overall grade
- A score of 95% or better for student’s Practical Final
- Instructor nomination and approval by all student’s primary instructors and NPTI President

**Equipment:**

<table>
<thead>
<tr>
<th>Skeleton / Anatomical Charts</th>
<th>Assorted Training Videos / DVDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted free weights</td>
<td>Shower &amp; dressing room facilities</td>
</tr>
<tr>
<td>Skin-fold Calipers</td>
<td>Weight training benches</td>
</tr>
<tr>
<td>Tape Measure</td>
<td>12” Aerobic Steps</td>
</tr>
<tr>
<td>Blood Pressure Cuff</td>
<td>Stethoscope</td>
</tr>
<tr>
<td>Yoga / Exercise Mats</td>
<td>Exercise machines / equipment</td>
</tr>
<tr>
<td>Weight Scale</td>
<td>Plyometric equipment</td>
</tr>
<tr>
<td>Exercise / Medicine Balls</td>
<td>Plate loaded conditioning equipment</td>
</tr>
<tr>
<td>Kettlebells</td>
<td>Treadmills</td>
</tr>
<tr>
<td>Cross trainers, rowing machines</td>
<td>Selectorized conditioning equipment</td>
</tr>
</tbody>
</table>

**Materials Required By Each Student:**

- Pens
- Pencils
- Calculator
- Stopwatch
- Clipboard (for workout progress charts)

Please note that ALL students will need computer and internet access to successfully complete assignments for this course.

**Student Records / Privacy of Student Records:** NPTI-CO will maintain all academic records. Progress reports will be made available to the students throughout the course of study per state and federal guidelines. Students will have access to their personal files upon written request. All student records will be kept confidential unless written permission is provided by the student or legal representative.

Per the Family Educational Rights and Privacy Act (FERPA), students have the right to review their educational records, to consent to disclosures of personal information, and to file complaints with the Department of Education. Procedures for reviewing records and NPTI Colorado’s policy regarding information disclosure can be found on NPTI Colorado’s website. For more information on FERPA, please see Section VIII: Important Information regarding Student Rights and Responsibilities.

**Field Trips:** Students are required to use their own personal vehicle for any field trips. Students may not ride in the instructor’s vehicle. NPTI CO does not insure instructor’s vehicles for student transportation. There are insurance issues and students are not covered (and neither is the instructor). There will be no cost reimbursement for fuel or other expenses for field trips.
**Elective Courses / Workshops:** Each elective course requires from one (1) to three (3) Saturday workshops in either Lakewood or Colorado Springs. Students will be notified of both the elective schedule and location prior to actually choosing electives. Unless elective class schedules are changed for the convenience of NPTI Colorado, students are not allowed to graduate without completing their elective requirements if the elective class is offered within the 30-week / 7-month or 40-week / 10-month program that s/he originally enrolled. NPTI CO makes every effort to alternate elective class locations between Colorado Springs and Lakewood. Electives are held from 8:30 a.m. to 5:00 p.m.

Students will be notified of a specific deadline to enroll for elective classes. This date is typically within thirty (30) days after you have begun classes at NPTI. Upon enrolling for electives classes and after the elective class enrollment deadline, any elective class enrollment changes must be pre-approved by the NPTI Colorado Director of Education.

If a student enrolls for a multi-class elective (i.e. 2 – 3 unit elective) and misses one or more of the classes in the elective series, then the student **must** complete each class in the elective series to receive completion credit for that elective (regardless of the reason for missing the elective class(es)).

Electives will be classified as 1, 2, or 3-day electives. All electives will have 1–3 Saturday instructor led workshops to be held in either Lakewood or Colorado Springs area locations:

### IMPORTANT NOTES:
1.) Not all electives may be available each semester (elective schedules provided each semester).
2.) Elective classes may be in either the Lakewood or Colorado Springs area.
3.) NPTI Colorado does not reimburse for elective certification examinations.
4.) Electives can be canceled if enrollment is too low. Students will be notified ASAP if applicable.
6.) Regular Class (30-week): Four (4) elective workshops are required for graduation. **All workshops must be completed courses.**
7.) Extended Class (40-week): Six (6) - eight (8) (depending on senior optional days) elective workshops are required for graduation.
8.) Students **MUST** purchase required textbooks for their chosen elective courses. It is NOT mandatory for students to purchase textbooks directly from NPTI-CO.
9.) Schedule conflicts may occur as numerous elective classes are scheduled on any given Saturday. **Students may only attend one elective per Saturday.**

<table>
<thead>
<tr>
<th>Elective Course</th>
<th>Cert / CEU (if applicable)</th>
<th># of Saturday Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Corrective Exercise (Seniors <strong>ONLY</strong>)</td>
<td>NASM®</td>
<td>2</td>
</tr>
<tr>
<td>Advanced Nutrition Concepts</td>
<td>ACE®</td>
<td>2</td>
</tr>
<tr>
<td>Athletic Performance Training</td>
<td>NASM®</td>
<td>2</td>
</tr>
<tr>
<td>Advanced Methods of Training Kettlebells</td>
<td>NPTI</td>
<td>1</td>
</tr>
<tr>
<td>Advanced Methods of Training Olympic Lifting</td>
<td>NPTI</td>
<td>1</td>
</tr>
<tr>
<td>Business: Starting a Fitness Business</td>
<td>NPTI</td>
<td>1</td>
</tr>
<tr>
<td>Business: Running a Fitness Business</td>
<td>NPTI</td>
<td>1</td>
</tr>
<tr>
<td>Bootcamp Training</td>
<td>NPTI</td>
<td>2</td>
</tr>
<tr>
<td>High Intensity Interval Training (HIIT)</td>
<td>NPTI</td>
<td>1</td>
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<tr>
<td>Outdoor Training Series</td>
<td>NPTI</td>
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</tbody>
</table>

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**Elective Course**

<table>
<thead>
<tr>
<th>Elective Course</th>
<th>Associated Cert / CEU</th>
<th>Saturday Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension Training</td>
<td>TRX®</td>
<td>2</td>
</tr>
<tr>
<td>Tactical Performance Enhancement</td>
<td>NPTI</td>
<td>2</td>
</tr>
<tr>
<td>Training Post-Natal Women</td>
<td>NPTI</td>
<td>1</td>
</tr>
<tr>
<td>Training Pre-Natal Women</td>
<td>NPTI</td>
<td>1</td>
</tr>
<tr>
<td>Training Older Adults</td>
<td>ACE®</td>
<td>3</td>
</tr>
<tr>
<td>Training Youth Clients</td>
<td>NPTI</td>
<td>3</td>
</tr>
</tbody>
</table>

[NOTE: Each elective will have an eight (8) hour in-class and / or practical session.]

Health & fitness trends and requirements constantly change. NPTI CO’s elective course curriculum reflects consumer demand and the needs of health & fitness employers.


**ELECTIVE / COURSE CERTIFICATION COST DISCLAIMER:**

Elective courses may focus on a manufacturer specific equipment item or training methodology e.g. primarily on TRX® training equipment, or NASM “Corrective Exercise Specialist” program design, or ACE’s® “Training Older Adults certification, however, this course is not a manufacturer or specific certifying agency sanctioned course (separately offered by the manufacturer or the certifying agency).

Whenever possible, NPTI Colorado will engage / negotiate with equipment and certification providers like TRX®, IKFF®, Z-Health®, ACE®, CrossFit®, or NASM® and may host a certification at an NPTI CO facility. NPTI may secure a reduced price for the NPTI CO student, graduate, or staff member. This is not always possible and is the certifying agency’s decision (not NPTI Colorado).

If NPTI only offered elective or course content that included aggressively priced and heavily discounted certifications for NPTI students, graduates, and staff members, then the NPTI elective content would be severely limited and more a function of product and certification pricing than a function of far more important factors: science, client demand, employer demand, and personal trainer requirements.

For this reason, the cost of the manufacturer's certification is not included in any elective or the NPTI overall course. This is standard practice for any school e.g. the cost of the State Bar Examination is not included in the cost of attending law school; the cost of the Certified Public Accountant (CPA) examination is not included in a Bachelor’s Degree in Accounting.

While NPTI Colorado offers a variety of certification related courses, the cost of the certification is never included in the student's tuition cost for multiple reasons strictly related to maintaining an economical total cost of tuition and adhering to science based content:

a.) NPTI Colorado does not control the cost of any certification. Certification costs vary greatly (from $195 - $3,000+) and change without notice,

b.) not all NPTI Colorado students want to take the certification. In fact, many students take the elective to learn and experience the training as a means of determining if s/he wants to take the next step and then secure certification later,
c.) certification often requires the presence of a certifying agency employee which would cause delays in NPTI Colorado's 600 hour student schedule and unfairly limit class availability to day, night, and weekend students, and
d.) certification is often specific to a particular equipment manufacturer.

While not always true, manufacturer-specific content can be biased i.e. product-sales-based instead of science-client-based.

Manufacturer specific content can be without consideration to alternative forms of similar training therefore the content is contrary to NPTI Colorado's philosophy to teach a broad based, manufacturer agnostic, wide ranging curriculum.

There may be an associated certification to validate what the graduate has mastered. There may be an upward path to higher levels of certification in that specialty area e.g. Level I, Level II, Master Trainer.

Elective course content will be taught via a combination of on-line content, textbooks, handouts, and one to three 8-hour, instructor led Saturday or Sunday sessions. The Saturday or Sunday sessions will include both hands-on and practical sessions. The Saturday or Sunday sessions will also include certification examination review sessions where applicable.

**The Saturday or Sunday workshop sessions may be held in EITHER the Lakewood or the Colorado Springs area depending on the content and the required venue and equipment.**

Students are expected to complete all the requirements for any particular elective. Students are not allowed to combine partial completions from different electives. In other words, while students may complete two (2) days from one 4-day elective and two (2) days from another 4-day, different elective, and to satisfy graduation requirements of four (4) elective units, combining “incomplete” electives is not acceptable in order to receive an elective Certificate of Completion. Students WILL receive clock hour credit for attending those electives, but will NOT receive a certificate of completion.

**Make-up Work for Electives:** This will vary by elective course. Please be sure to check with your elective instructor for info on that class’s attendance policy.

**Health & Hygiene:** Students will wear clean, comfortable athletic attire. Students must wear proper exercise attire and athletic shoes when working out in the fitness center or when participating in the practical program. Students who are not dressed in suitable athletic clothing will not be allowed to participate in the practical program. Perfume or cologne should be used minimally in order not to offend others or those allergic to scented products. Personal hygiene is a must before each class.

**Student IDs:** Students can request an ID card upon enrollment.

**CPR/AED/First Aid Training:** All students will receive CPR/AED/First Aid Training during their time at NPTI-CO. When CPR/AED/First Aid training is scheduled, you are expected to be there. CPR/AED/First Aid training is provided by an outside agency that must be paid regardless of whether or not you attend. Each session is scheduled and requires a minimum number of participants.

1.) If you fail to show up within fifteen (15) minutes of the scheduled time, you will be asked to reschedule for another time. NOTE: This may affect your ability to graduate on time.
2.) Without a valid CPR/AED card, you will not be allowed to sit for any major certification exam. Employment opportunities may also be jeopardized without a valid CPR/AED certification.
3.) If students already have a current CPR/AED/First Aid certification, this class is not mandatory.
4.) OPTIONS for graduating students with verifiable, valid CPR / AED / First Aid certification (at graduation) a.) return at a later date to renew CPR / AED certification, b.) receive a $125.00 tuition refund. Graduating students must have verifiable CPR, AED, and First Aid training.

5.) Non-graduating students will not receive their CPR/AED card without paying a $125.00 fee.

6.) Graduating students with an active CPR/AED certification from either the American Heart Association or the American Red Cross can be reimbursed $125 if their previously acquired CPR/AED card is valid (not expired) at the time of the student’s graduation.

Classroom Behavior: Students displaying disrespectful, distracting, aggressive, or repeated, negative, unprofessional behavior may be asked to leave class. Depending on the severity of the situation and frequency of repeated violations, students may be expelled after repeated verbal and written warnings.

Cell phones / mobile devices: Students must turn cell phones and other mobile devices OFF and store the device during class. Students will not wear headphones connected to these devices during class. Repeated violations may lead to expulsion from class.

Dismissal Policy: Students who fail to comply with attendance, academic requirements, payment policies, or the code of conduct are subject to expulsion. Students subject to disciplinary action or expulsion receive appropriate verbal and written warnings, counseling with the student’s instructor, and a review with the Director of Education and / or the school President prior to expulsion.

Grievances / Student Complaints: There is a two (2) year limitation of Division action on student complaints. Students with concerns, questions, complaints or conflicts with instructors or other students should contact the NPTI CO director at 303.238.9999 or 1.877.215.2643 (toll free) to discuss issues. If the matter cannot be resolved on the school level, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at highered.colorado.gov/dpos or by requesting a complaint form at 303.866.2723. The student may also file a complaint with the accredditor, Council on Occupational Education (COE),

Grievance Policy / Escalating student issues: If you have a grievance (i.e. a complaint), please go to your instructor first for all academic issues, and then escalate to Philippe Ray, President. Please immediately escalate any issues regarding safety, violence, sexual harassment, or other such serious issues to Philippe Ray at Phil.Ray@personaltraininginstitute.edu. Please also refer to your on-site Student Services Representative. See Appendix I in this catalogue “Filing a Grievance”. See also NPTI’s policy on sexual harassment and violence against women. See page 35

Attendance: NPTI-CO is a clock-hour school (not a credit-hour school). Students are required to attend all classes and scheduled activities. Students are required to sign in prior to attending each class. Students must also sign out prior to leaving class. Any student signing the attendance log for another student is subject to expulsion. Classes begin on time and students are expected to both arrive on time and not to leave early. Excessive, unexcused absences are grounds for dismissal. Instructors will approve appropriate “make-up” activity and/or time. Students receiving federal student financial aid (loans or grants), your status can be adversely affected by absences.

Completion of Requirements & Incompletes: Students must complete all graduation requirements. Students will not receive diploma / transcript until all graduation requirements are completed and tuition / fees are paid per the agreed upon financial arrangements. Students receiving federal student financial aid can be adversely affected by failing to meet federal financial aid policies.
Absentee Policy: NPTI CO’s Absentee Policy is in accordance with the U.S. Department of Education policy (re: 34 CFR 668.4 (e) and the Colorado Department of Higher Education, Division of Private Occupational Schools (DPOS).

NPTI Colorado Attendance Policy effective April 1, 2016

This policy immediately replaces existing attendance policies. Previous attendance policies may apply to previously enrolled students, given that the previous policy enhances the previously enrolled student’s ability to graduate. Students enrolled as of April 1, 2016 or later are not eligible for previous attendance policies.

TOTAL HOURS THAT CAN BE *MISSED FOR THE COURSE:
Lecture: 60 hours
Practical: 30 hours
Total: 90 hours

If a student misses more than the hours mentioned above without making up any time, that student will not be eligible for graduation.

TOTAL HOURS THAT CAN BE MISSED PER MODULE:
Lecture: 15 hours
Practical: 8 hours

**Students can make up a maximum of 20 hours of lecture for the entire course / 5 hours per module.
**Students can make up a maximum of 30 hours of practical for the entire course / 8 hours per module.

Signing in to class / signing out of class
a.) A student who attends class will sign her/himself in / out of class.
b.) An NPTI instructor may sign a student in / out of class on an exception basis only. Students are responsible for signing themselves in / out of class (this is not the instructor’s responsibility!).
c.) If class is held at an off-site location (i.e. Colorado Springs practical at 24-Hour Fitness; practical at Red Rocks Amphitheater; an elective held at an off-site location) then students still must check with their instructor and sign out with the correct time prior to leaving class for the day.
d.) “I forgot” is no excuse for not signing in / out.

Maximum Allowable Missed LECTURE Time
a.) Students are discouraged from missing any lecture time.
b.) Students may miss up to sixty (60) class lecture hours without making up the lecture time and still graduate. Students who miss lecture time are responsible for the missed lecture material.
c.) Students who exceed sixty (60) hours missed lecture hours may make-up some of those hours. See “Make-Up Time - Applies to Lecture Only”.

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d.) **MAXIMUM ALLOWABLE MISSED LECTURE TIME:** Students who miss lecture time and do not make up the missed lecture time may miss up to sixty (60) lecture hours per semester (without making up the lecture time).

e.) Students who miss lecture time are **solely responsible** for acquiring the knowledge and material missed in the lecture time due to the student’s absence.

f.) **MISSED TIME PER MODULE:** Absences must not exceed 15 hours of lecture per module. If a student’s absences within a module exceed this without making up any time, that student must repeat that module.

Maximum Allowable Missed PRACTICAL Time

a.) Students are discouraged from missing their regularly scheduled practical time in their regularly scheduled class: 30-week a.m. / p.m.; 40-week Extended.

b.) Students who do miss practical time may make up the practical time in another class *up to thirty (30) hours for the course*. For example, students who miss practical time in the a.m. may make-up the practical time in the p.m. class (up to thirty (30) hours only). Students in the Extended class may make up practical time in the a.m. class, etc.

c.) **MAXIMUM ALLOWABLE MISSED PRACTICAL TIME:** Students who miss practical time and do not make up the missed practical time may miss up to thirty (30) hours of practical time for the course (without making up the missed practical time).

d.) Students who miss practical time are solely responsible for acquiring the skills and personal training hands-on experience missed in the practical time due to the student’s absence.

e.) **MISSED TIME PER MODULE:** Absences must not exceed 8 hours of practical time per module. If a student’s absences within a module exceed this without making up any time, that student must repeat that module.

SUMMARY - Maximum Allowable Missed LECTURE + PRACTICAL

Students may **not** accumulate more than *15%* (ninety (90) clock hours of missed LECTURE + PRACTICAL time (i.e. missed time not off-set by allowable make up time or work). This applies to BOTH the 30-week class and the 40-week classes).

- Missed / not made-up LECTURE hours missed **CANNOT EXCEED** 60 hours for the course.
- Missed / not made-up PRACTICAL hours missed **CANNOT EXCEED** 30 hours for the course.
- Total hours missed applies up to 150% of the total time allowed for the course. In other words, for the 30-week class, students may miss up to the time allowed over a 45-week period (150 % X 30 weeks = 45 weeks); for the 40-week class, students may miss up to the time allowed over a 60-week period (150 % X 40 weeks = 60 weeks).

*Students who exceed these missed / not made up hours (lecture + practical) will not be eligible for graduation. A student who is required to repeat multiple modules may become ineligible for Title IV Federal Financial Aid.*

**PENALTIES FOR FALSIFYING ATTENDANCE RECORDS**

The individual student’s class attendance record is a **government document** audited by multiple state and federal entities who both fund and / or regulate NPTI-CO: the State of Colorado, Department of Higher Education, Division for Private Occupational Schools (DPOS); Workforce
(unemployment); the CO Office of Veteran’s Education & Training (COVET); U.S. Department of Education; the U.S. Department of Justice (SEVP program for international students); the Office of Veterans’ Affairs (VA); NPTI-CO’s accrediting body, the Council on Occupational Education (COE).

Falsifying attendance records is a serious offense and can lead to expulsion. Falsifying attendance records can be considered a civil or criminal offense (punishable by applicable civil and criminal penalties). Punishment and / or expulsion may apply to both the student who falsifies the attendance record as well as the student who asks another student to falsify and attendance record. Attendance records are carefully scrutinized when NPTI is regularly audited by state and federal government entities and by NPTI-CO’s accreditor, COE.

Students who miss LECTURE and / or PRACTICAL are held accountable for:

a.) Making up the LECTURE or PRACTICAL time missed
b.) Understanding the maximum allowable amount of LECTURE or PRACTICAL missed time

c.) Understanding the maximum amount of LECTURE or PRACTICAL time that may be off-set by make-up time

**Make-up Time (applies to PRACTICAL ONLY)**

1. Students may make up practical time by attending practical time in the a.m. or p.m. class in the either the 30-week or the 40-week course. This **MAY NOT** exceed thirty (30) total hours for the course.
2. Students who miss their regularly scheduled practical class time remain responsible for getting their practical class partner’s program design delivered to their partner (and in a timely fashion).

**Make-up Time (applies to LECTURE ONLY)**

1. After the student’s expected graduation date, s/he may make up time by successfully passing one or more of the following pre-approved, industry examinations. This **MAY NOT** exceed twenty (20) hours for the course.
   a. Must be a certification / specialization offered by ACSM, ACE, NASM, NSCA, IKFF, TRX, or Precision Nutrition. **Any other certification must be pre-approved.**
   b. Student will receive three (3) hours lecture credit for a CPT exam or pre-approved Nutrition certification.
   c. Student will receive two (2) hours lecture credit for any other certification or specialization from the organizations listed above and **only** as pre-approved by the Director of Education.
   d. CEU / CEC courses to be used for make-up time must be pre-approved by the Director of Education (not by the student’s instructor).
   e.
2. Students can complete other continuing education courses with the following conditions:
   a. Must be approved in advance by the Director of Education
   b. Credit hours will vary and will be determined by the Director of Education

**Make-up Time (applies to BOTH PRACTICAL & LECTURE):**

Students can attend NPTI CO elective courses to make up either lecture or practical time.
STUDENTS WHO FAIL TO MEET ATTENDANCE REQUIREMENTS

Students failing to complete attendance requirements will not receive a diploma. Students who fail to meet attendance requirements may receive a “Completion” certificate which is not a diploma and has an expiration date. “Completion” does not entitle the student to receive graduate benefits i.e. no discounted CPT exam rate, no access to the jobs / careers section of the website for graduates, student will not be recognized as a “Graduate” if a potential employer calls for references. Students must graduate within 150% of the designated course length as defined upon initial enrollment:

- 30-week course = 150% X 30 weeks = 45 weeks maximum allowable time to complete the course requirements.
- 40-week course = 150% X 40 weeks = 60 weeks maximum allowable time to complete the course requirements.

NPTI CO’s attendance policy reflects its designation as a CLOCK HOUR school (determined by the CO Dept. of Higher Ed., Division for Private Occupational Schools (DPOS); the U.S. Dept. of Education (USDE) and policies relative to career technical schools approved for Title IV Federal Financial Aid.

A CLOCK HOUR school differs from a CREDIT HOUR school. Time IN CLASS is REQUIRED in addition to successfully completing all work requirements and achieving an overall passing academic exam score. MISSING CLASS or being LATE FOR CLASS or leaving early can be cause for FAILING the overall course. Excessive absenteeism is also grounds for dismissal. Note: See also “NPTI Colorado Attendance/ Make Up / Forced Withdrawal Policy which states students who missed more than 14 days consecutively are subject to forced withdrawal.

Transfer of Credits to Other Institutions: Credits from this institution do not necessarily transfer to other career technical schools, colleges, or universities. Students should not assume that credit transfers are allowable without a written agreement from the anticipated, credit accepting institution.

Leaves of Absences (LOA): Students must apply for a leave of absence approval in writing. Examples of acceptable causes: family death, lengthy illness, catastrophic events or other pre-approved activity leading to a > 2-week absence. Students may return to class resuming their studies if that return is within a 12-month period and if the LOA does not exceed 180 days in any 12-month period.

After a 12-month absence, the student must be re-evaluated before returning to the program. If you are receiving Federal Student Financial Aid (loans or grants) your status can be adversely affected by an unauthorized LOA or by not following unauthorized LOA procedures.

At a minimum, the written Leave of Absence (LOA) must:

1. Clearly state the reason why an LOA is required, why at this point in time, and why the requested duration (start / stop dates) are necessary.
2. Be provided in writing to the Director and in advance of the LOA.
3. Clearly state the student’s intent to return to school and ability to return as a result of (what will be different when returning that allows you to successfully complete NPTI’s course of study)
4. Acknowledge the student’s written acceptance of the terms of the LOA (e.g. student resumes course of study at the point (in clock hours) that the student left the course, failure to return will adversely affect the student’s loan repayment terms
5. Be less than 180 days in any 12-month period.
6. Be approved. LOAs are not automatic.
**Class Presentations with Computer / LCD projector:** This is for use under the guidance of NPTI-CO staff only. DO NOT check your e-mail, download information, or take software home, etc. without written permission from your instructor. Class presentations require coordination with your instructor. You are welcome to use the LCD projector, etc. for class presentations.

**Job Placement Assistance/Gainful Employment Data:** NPTI-CO provides job placement assistance and a current listing of available personal trainer positions. The information is also available on the website [www.PersonalTrainingInstitute.edu](http://www.PersonalTrainingInstitute.edu) NPTI-CO cannot promise or guarantee employment to anyone. Graduates are responsible for providing current contact (email/phone) information to NPTI on a timely basis in order for NPTI to properly maintain “Gainful Employment” (GE) data as required by the U.S. Department of Education and to notify graduates of available positions.

**Reimbursement for ACSM/ACE/NASM/NSCA “Certified Personal Trainer” (CPT) Exam:** NPTI-CO partially reimburses graduates for the Certified Personal Trainer (CPT) examination fee in the amount of $175.00 with the following conditions:

1. The graduate must pass the CPT within twelve (12) months of graduating from NPTI-CO.
2. The graduate must register for the certification exam using the NPTI Colorado rate. You must ask for the NPTI-CO rate if you do not know it. Discounted CPT examination (if available).
3. The following certifying agencies only / CPT examinations are eligible for reimbursement: ACE, ACSM, NSCA, NASM.
4. Reimbursement is only available to NPTI-Colorado graduates.
5. Graduates must be current with all payments due to NPTI Colorado.
6. Graduates must provide a photocopy of the CPT score sheet and a color copy of the CPT certification and must provide copies to NPTI CO – Lakewood. **NO FAXES.**
7. Graduates receive reimbursement within thirty (30) calendar days of meeting all the reimbursement guidelines (which are also posted on the website).

**Upon graduation:**
- Graduates may train clients FREE at our Personal Best – Lakewood facility (ONLY) at no charge for ninety (90) days immediately after graduation. Graduates **MUST** show proof of CPT certification and provide personal trainer insurance with NPTI Colorado – Lakewood as a “named additional insured”.

**Both while enrolled and after graduation:**
- **FREE** subscription to Personal Fitness Professional (PFP) magazine.
- Access to IDEAfit.com while enrolled and after your scheduled graduation date only as required to complete unlimited electives.

**Graduation Requirements (See Appendix G: Application for Graduation):** Students must satisfactorily complete all attendance requirements, homework, practical assignments, case studies, a final written and a final practical exam. Students with an overall failing examination score will not graduate.

In order to successfully graduate from NPTI-CO, the following requirements must also be met:

1. Passing grade point average on all class exams, mid-term exams, final exams examinations = 70% of overall grade
2. Satisfactory completion of projects (Senior project, case studies, etc.) and practical program participation, (fitness assessments, and practical attendance) = 30% of overall grade
3. Satisfactory completion of all special classes (e.g. CPR / AED certification). Failure to complete certain classes could prevent the student from graduating.
4. Students must meet elective requirements. “Elective” does not mean “optional”. A student must earn an overall “Pass” in each elective area in order to graduate. Students must attend ALL required elective classes in order to graduate.
5. Students are graded on both objective data (e.g. grade point average) as well as subjective data (e.g. class participation, personal trainer professionalism).
6. Application for graduation must be completed at least five (5) days before graduation.

Students may not graduate if any one or all of the following occur:
1. Student is determined to have cheated or plagiarized or provided unauthorized access to NPTI systems or NPTI-CO / NPTI-CO partner applications.
2. Student has not relinquished locker keys, access cards to non-NPTI-CO fitness center(s)
3. Student has not paid all tuition, fees, and other purchased materials per the agreed upon payment plan as agreed by NPTI-CO and the student.
4. Student has exhibited any other offense worthy of expulsion, as solely determined by NPTI Colorado staff, the Director of Education, and the President of NPTI Colorado.
5. Student does not complete and submit Application for Graduation (See Appendix G)

Satisfactory Academic Progress (SAP) Policy:
Students receiving Title IV Federal Student Financial Aid are subject to the Satisfactory Academic Progress Policy as required to comply with the U.S. Department of Education. The policy is well defined in terms of specific minimum requirements for attendance, completion of assignments, academic performance, participation in the practical program, and maximum allowed time to complete the course. The policy specifically provides student status definitions for: Student in Good Standing, Academic Alert, Probation, and Suspension.

Satisfactory academic progress (SAP) is defined as proceeding toward successful completion of program requirements. Federal regulations require that NPTI Colorado monitors the academic progress of each applicant for financial assistance and that NPTI Colorado certifies that the applicant is making satisfactory academic progress towards earning his/her NPTI Colorado certificate / diploma.

Financial aid recipients must maintain satisfactory progress in the three areas listed below:

1. Cumulative Grade Point Average
2. Hours Earned
3. Maximum Time Limit
4. Attendance (as required for a clock hour school)

It is the NPTI student’s responsibility to stay informed of The National Personal Training Institute of Colorado’s SAP standards and to monitor their progress. For SAP purposes, students' academic records are reviewed each semester by the school management and the student’s primary instructor.

Federal regulations require NPTI – Colorado to establish Standards of Satisfactory Academic Progress, involving both qualitative (cumulative grade point average) and quantitative (hours earned compared to hours attempted), and a maximum length of study.

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This requirement applies to all applicants for any federal assistance, including (as applicable to NPTI Colorado and to the NPTI student) Federal Pell Grants, Federal Work-Study, the William D. Ford Direct Loan Program, which includes the Federal Stafford and Unsubsidized Stafford Loans for students, and Federal PLUS Loans for parents of undergraduate students.

The same standards may apply to all assistance from the State of Colorado and all other aid that is determined by the Scholarships and Student Aid Office. To be eligible for financial aid at NPTI-Colorado, whether or not aid was received in the past, students must be in compliance with all three of the following areas: cumulative GPA, hours earned, and maximum length of study.

**Cumulative Grade Point Average (GPA):** Students must maintain the minimum cumulative grade point average of a C, or 78% for satisfactory progress toward graduation requirements.

**Hours Earned (Compared to Hours Attempted):** Standard total hours for successful completion of the NPTI-CO program is 600 hours. To remain eligible for financial aid, students must earn 67% of hours attempted in each payment period (a/k/a each 15 / 20 week semester in addition to elective hours).

**Standards of Academic Performance (SAP) Checkpoints:**

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Cumulative GPA</th>
<th>Clock Hours</th>
<th>Weeks to Completion Completed (does not include Leave of Absence (LOA))</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 300 hrs.</td>
<td>78%</td>
<td>300</td>
<td>20</td>
</tr>
<tr>
<td>301 – 600 hrs.</td>
<td>78%</td>
<td>600</td>
<td>39</td>
</tr>
</tbody>
</table>

**Maximum Length of Study:** To remain eligible for financial aid, students must complete their course work within 150% the published length of the academic program. This means that students in NPTI-CO’s 600-hour program will be eligible for financial aid during the first 900 attempted hours as a student.

Students may re-take the course (at no additional cost), however, students have a maximum of 45 weeks (7-month program) or 60 weeks (10-month program) to graduate after initial enrollment. NPTI Colorado may extend that maximum timeframe (e.g. family emergency, extended illness, financial hardship requiring a leave of absence or some other qualified leave of absence reason, etc.).

**Transfer Credits:** Transfer credit does not count toward a student’s cumulative GPA for SAP, but does count as both attempted and completed clock hours (100%) toward pace and maximum time frame.

**Financial Aid Academic Standing:** If at the end of the first payment period (i.e. the first 300 hours of the program) a student does not meet minimum SAP requirements; the student may be placed on financial aid warning for the next payment period (the 2d 3-month period). The student will continue to receive financial aid during that period, however, if the student continues to fail to meet minimum SAP standards, then the student will no longer receive financial aid.

Depending on a student’s progress in the three areas listed previously, they are placed classified in one of the following categories:

**Financial Aid Good Standing:** Cumulative Grade Point Average > 78% for all classes completed.
**Financial Aid Warning:**  Student has completed less than 20% of the 600-hour program with a Cumulative Grade Point Average < 78% for all classes and associated class assignments that must be handed in and marked as completed.

**Financial Aid Probation:**  Cumulative Grade Point Average < 78% for all classes completed > 20% of the 600-hour program but < 50% of the 600-hour program.

A student may submit a written appeal to the Director of Education, Jenn Ray, along with any supporting documentation, reasons why the decision to terminate financial aid should be reversed, and a request for re-evaluation of the progress. The appeal should indicate SAP failure reasons and what has changed in the student’s situation that will allow the student to demonstrate SAP at the next evaluation.

Should the student prevail with his / her appeal, the student will be placed on probation for the payment period and financial aid will be reinstated for that payment period. As a condition of the probation, the student will be placed on an academic probation plan that will allow the student to complete the program within a specified time period.

**Financial Aid Suspension:**  Cumulative Grade Point Average < 78% for all classes completed for the 600 hour program and following Financial Aid Probation. Student may not register for the next semester following the suspension term prior to meeting with an NPTI-CO academic advisor (i.e. your primary instructor) and completing a satisfactory academic plan demonstrating the ability to meet satisfactory academic progress. Students returning from a suspension will be on Probation. No student will be placed in a Suspended classification prior to 20 weeks of program completion.

**NOTE:**  A student’s transcript will include the following notation as appropriate: Financial Aid Good Standing, Financial Aid Warning, Financial Aid Probation, and Financial Aid Suspension.

**How Satisfactory Academic Progress is Measured:**

**Satisfactory Academic Progress Reviews:**  At 8/15/21 weeks for 7-month program or 11/18/24 weeks for 10-month program, an academic progress review is completed, and students who are out of compliance at the end of the semester (i.e. before completing 301 hours) with one or more of the satisfactory academic progress standards may become ineligible for further financial aid until all deficiencies are remedied. The Student Financial Aid Office sends written notification of ineligibility to students at the address listed in official school records in the Business Manager’s Office.

**Financial Aid Probation:**  A student will be placed on Satisfactory Academic Progress Probation if s/he:

1. Fails to maintain a Cumulative GPA of 78% (a “C” or higher).
2. Has a Cumulative Completion Rate of less than 75%.

Students maintain their financial aid eligibility while on financial aid probation but must bring their Cumulative GPA and Cumulative Completion Rate above the stated standards to avoid Financial Aid Suspension in subsequent terms.

**Financial Aid Suspension:**  A student will be placed on Satisfactory Academic Progress Suspension if:

1. **After** a probationary term the Cumulative GPA is below 78%.
2. **After** a probationary term the Cumulative Completion Rate is below 75%.
3. Student has attempted > 150% of the required hours for completion of the NPTI CO certificate.
While on suspension students lose their eligibility for financial aid. No aid will disburse to student accounts for terms that a student is on suspension.

**Re-establishing Financial Aid Eligibility:** Students who have been deemed ineligible for financial aid may re-establish eligibility by following an NPTI Colorado developed academic plan co-developed with the student that, if followed, will insure that the student is able to meet NPTI Colorado’s satisfactory academic progress standards during the first 25% of the next payment period.

**Attempted Clock Hours:** Defined as any clock hours for which a student is registered as of the census date of a given term.

**Earned Clock Hours:** Defined as any class for which a student has received credit. Grades of A, B, C, D and F are considered “earned”.

**Incomplete Clock Hours:** Defined as any class for a student has attempted but did not receive credit.

**Grade Changes:** Students are responsible for notifying the NPTI Administrative / Financial Aid Office of grade changes that affect their SAP standing.

**Cumulative Completion Rate:** Determined by dividing the total number of earned clock hours by the total number of Attempted Hours. Students must maintain a completion rate of 67% or more in order to maintain their good standing.

**Maximum Time Frame:** Defined by using the required number of clock hours needed to complete a certificate / diploma. The same calculation applies towards all certificate programs. Students must complete the program in 150% of the length of the program (i.e. 900 clock hours).

**Reinstatement of Financial Aid:** In order to regain Financial Aid Eligibility students must meet all three standards (Cumulative GPA, Cumulative Completion Rate and Maximum Time Frame) at the time that academic progress is reviewed.
V. Bookstore / Textbooks / NPTI-CO Merchandise

Required Textbooks (Base Course / non-elective course):

1. NASM ESSENTIALS OF PERSONAL TRAINING, 5TH EDITION Revised
2. ACE Fitness Nutrition Manual
3. NPTI-CO PORTFOLIO
4. NPTI-CO Training & Anatomy Manual
5. NPTI-CO Fitness Testing Manual
6. CPR / AED / First Aid Manual

Elective Textbooks: Some (not all) electives are associated with a nationally recognized CEU/CEC or certification. Elective textbooks must be purchased separately. Some electives have required textbooks which means the participant MUST purchase the textbook from NPTI CO or from another source.

Computer/Printer Access: Some required materials must be printed from the NPTI-CO website. You must have computer/printer access outside of class. NPTI Colorado provides print/copy services for .10 per page. Students are responsible for their own printing (to include all NPTI documents that are available online and all required assignments). Copies are available at the price of $0.10 per page, copy/print fees are paid in advance.

NPTI-CO Merchandise: Students are welcome to purchase NPTI-CO apparel, water bottles, etc.
VI. Campus Services / Student Life / Alumni Association

**Lunchroom / Break Area Facilities:** Students are encouraged to use the microwave, refrigerator, and other lunch / dinner break facilities. Please keep in mind...

1. We do **not** provide other amenities (e.g. eating utensils, salt, pepper, drinking cups, etc.)
2. You **must** clean up after yourself. Please cover all food before using the microwave.
3. If you make coffee, you **must** clean the coffee pot once you are through using it. You provide the coffee, filters, cream and sugar. All we have to offer is the coffee pot.
4. (Lakewood) We do RECYCLE! Please place your plastic, glass, newspaper, or office paper in the appropriate bins (located both in the classroom and behind the main reception area).
5. Any food left in the refrigerator over the weekend will be discarded.

**Student Dress Code:** Students are required to follow the current NPTI dress code for classroom, activities, practical exercises and any offsite visits. Students not following dress code can be sent home. Students many not be able to attend class for the remainder of the day and will not receive credit for the class time missed.

**Public Transportation / Parking / Access:** There is a bus stop at the intersection of Denver West Blvd. and Cole Blvd. People do ride the bus from as far away as Boulder. *Save gas ... use public transportation!!!* You do not need a parking permit to park in the Denver West Office Park. Do not park in the 2-hour, handicapped, or reserved (re: Colorado Springs) parking spots or you will be towed.

**24-Hour Fitness (Colorado Springs Only)**
Students **must** have picture ID / Student ID at all times when training at 24 Hour Fitness and not in an NPTI facility. Access to 24-Hour Fitness during non-NPTI time is at all Colorado Springs 24-HourFitness Facilities located in Colorado Springs.

**NPTI and Personal Best @ Denver West Facilities**
Personal Best Fitness Facility Hours – You may use these facilities ANY time that we are open;

- **Mon – Fri:** 5:30 a.m. - 8:30 p.m. / **Saturday:** 7:30 a.m. – 3:30 p.m. / **Sundays & holidays:** Closed

**Group Classes** – Students are fitness center members. Students may take aerobics, spinning, body sculpting, kettlebell or any group class. Group class schedules are located in the reception area and on the fitness center website, [www.PersonalBestDenverWest.com](http://www.PersonalBestDenverWest.com)

**Guests to the fitness facility** – Students may bring a guest to the fitness facility outside of class time, however, use of the fitness facility by a guest more than five times (Personal Best) / one time (24-Hour Fitness in Colorado Springs) requires the guest to purchase membership.

**Fitness Center Membership**
Students receive fitness center membership (for day or night classes) with tuition. If a student misses classes and graduates late, it is the students’ obligation to pay for additional fitness center fees.

- **Lakewood / Personal Best** - Students **must** sign a Waiver/Rules/Regulations form for the Personal Best Fitness Center (included in this catalog / handbook).
- **Colorado Springs / 24 Hour Fitness** - Students must sign the 24 Hour Fitness agreement. If you are already a 24-Hour Fitness member, you are responsible for putting your membership on hold. There are no “rebates” for students who already have a 24-Hour fitness membership.

**Locker Use**

**Lakewood large lockers (Personal Best)** – must be signed out daily and the key returned daily.

**Lakewood small lockers (Personal Best)** – may be signed out for the time that the student is enrolled. A $35 key deposit will be reimbursed upon returning the key.

**Colorado Springs lockers (24-Hour Fitness)** – students must bring / remove personal lock daily.

**ALL STUDENTS / BOTH LOCATIONS**: Secure personal items in a locker; do not leave personal items in the fitness center workout areas.

**Access to the Fitness Assessment Equipment**

Students have access to a fitness assessment kit (i.e. body composition calipers, heart rate monitor, stethoscope, blood pressure cuffs, etc.) under NPTI-CO instructor supervision and / or signing out / returning the equipment. Students may not remove these measurement tools from NPTI-CO premises. Students are required to provide a credit card, driver’s license, car key, or some other valued item as a deposit for the assessment kit. The item will be returned upon return of the assessment kit.

**Telephones**: Phones in Lakewood are for business and emergency use ONLY. FAXES may be accommodated on an exception basis only. The FAX number here is 303.238.1821.

**Alumni Association**: Upon graduation from NPTI-Colorado, all graduates are welcome to become a part of our Alumni Association, an ever-growing network of fitness professionals who gather periodically to participate in athletic events, charity events, fitness conferences and trade shows, etc.

**Student Satisfaction Surveys**: We want to know how we are doing and how we can improve our program. When you graduate, you should feel that you were prepared as best as you could possibly be prepared to begin your career as a personal fitness trainer.

Tell us what you are thinking, good or bad. Make your suggestions and comments anonymously or give us your name (if you expect follow up).

Send / e-mail the survey to The National Personal Training Institute, Attn: President, 1658 Cole Boulevard, Suite 50, Lakewood, CO 80401, or e-mail Phil.Ray@PersonalTrainingInstitute.edu. Anyone may access the survey at www.PersonalTrainingInstitute.edu.
VII. Campus Safety

NPTI Colorado is committed to campus safety. For both the Colorado Springs and Lakewood facilities, if you suspect or witness theft, illegal drug use, assault, property damage, or a crime of any kind, please report it to your instructor and to the Lakewood administrative office immediately, (toll free), 1.877.215.2643. If you chose to remain anonymous, you may leave a message in the general mailbox.

Students are reminded to follow all Lakewood or Colorado Springs safety and security procedures

**First Aid / AED:** First Aid Kits are available at the front desk in Lakewood and Colorado Springs. All NPTI-CO instructors are CPR / AED Certified. If you or anyone else is in need of first aid, please notify an instructor immediately. If it is an emergency, call 911.

**Injuries on Campus / During Class:** If you are injured during class or on campus (in the classroom, the fitness center, etc.) please immediately notify your instructor. If it is an emergency, please call 911. If involved in any injury / accident, complete the injury report (See Appendix H: Emergencies & Injuries).

**Accessibility:** NPTI-CO welcomes and encourages people with disabilities to become students. Both campuses have Handicapped parking, full accessibility to classrooms and fitness center locations.

**Smoking:** In accordance with state law, smoking is NOT PERMITTED in any NPTI-CO location.

**Campus Crime Info:** NPTI-CO collects and publishes information related to campus security and safety in accordance with guidelines established in the Campus Security Act of 1990. Each year, this report is prepared and submitted to the Department of Education. Students, faculty, staff and other interested parties who would like a copy of this report should contact Philippe (Phil) Ray at Phil.Ray@PersonalTrainingInstitute.edu

**Reporting Campus Crime:** See Appendix J
Sex Offender Information: Information concerning persons who are required by Colorado law to register as sex offenders can be obtained from your local law enforcement agency (i.e. Jefferson County Sheriff’s Office, Lakewood Police, Golden Police)

Firearms: Firearms of any kind are prohibited on campus, with the exception of those carried by Certified Peace Officers and guards while working.

Take Care on Campus!
Crime does happen at NPTI-CO / Personal Best / 24-Hour Fitness, as it does everywhere. Take these simple precautions to protect yourself and your property:

- If you are leaving campus late at night, use the buddy system so you are in contact with at least one other person.
- Keep purses, laptops, books, backpacks, and other personal property with you.
- Be sure to close the classroom door at all times.
- Lock your car & store valuables. Never leave keys in the ignition or valuables on the seats.
- Before entering your parked car, look for signs of break-ins or someone hiding inside.

VIII. Important Information Regarding Student Rights and Responsibilities: Students’ Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.
These rights include:

1. The right to inspect and review the student's education records within 45 days after the day NPTI Colorado receives a request for access. A student should submit to the Director of Education, President, or other NPTI Colorado official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school 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 right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's FERPA privacy rights. A student who wishes to ask NPTI Colorado to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If NPTI Colorado decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before NPTI Colorado discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by NPTI CO in an administrative, supervisory, academic, or other position. A school official also may include a volunteer or contractor outside of NPTI CO who performs an institutional service or function and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NPTI Colorado.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. NPTI Colorado will make a reasonable attempt to notify each student of these disclosures. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NPTI Colorado 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

FERPA permits the disclosure of PII from students’ education records, without student consent if the disclosure meets certain conditions found in FERPA §99.31. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to
record the disclosure. Eligible students have a right to inspect and review disclosure records. **NPTI CO may disclose PII from the education records without obtaining prior written consent of the student** –

- To other school officials & teachers, within NPTI Colorado whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine aid eligibility, determine the aid amount, determine the aid conditions, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of NPTI Colorado, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To an eligible student’s parents if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a) (11))
- To an alleged perpetrator’s crime victim of violence or a non-forcible sex offense, subject to the requirements of §99.39. Disclosure may only include the disciplinary proceeding final results with respect at alleged crime or offense, regardless of the finding. (§99.31(a) (13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))
Annual Notice of Availability of Consumer Information

Consumer information is updated annually and made available to enrolled & prospective students online at www.PersonalTrainingInstitute.edu. See “Consumer Information” tab. Paper copies of the consumer information are available upon request.

Notice of availability of institutional and financial aid information: Detailed information about the following topics is located on NPTI’s Web site:

- Contact information for assistance in obtaining institutional or financial aid information
- Student financial aid information
- Facilities and services available to students with disabilities
- Student body diversity
- Price of attendance
- Refund Policy, requirements for withdrawal and Return of Title IV funds
- Academic Program (educational programs, instructional facilities, and faculty)
- Institutional and program accreditation, approval, or licensure
- Copyright infringement policies and sanctions
- Vaccinations policies
- Retention rates
- Completion / Graduation Rates
- Annual Campus Security Report
- Job Placement / Employment Assistance

Violence Against Women / Campus Crime
Violence against women or violence against anyone will not be tolerated. Per the presidential order Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), NPTI Colorado reports all incidents within NPTI Colorado’s Clery geography of dating violence, domestic violence, sexual harassment, sexual assault and stalking, and other crime statistics.

From time to time, NPTI Colorado distributes information to both incoming and existing students and staff regarding relevant violence prevention awareness programs top include topics on the definition of “consent” (in reference to sexual activity), safe and positive bystander intervention when “consent” appears to be absent, information on risk reduction, prevention, awareness, and information confirming or clarifying NPTI Colorado’s policies and procedures for reporting and preventing sexually related offenses. NPTI Colorado reports campus crime statistics and policy information in its Annual Security Report (ASR) which is publicly available upon request and on the website under the link, “Campus Crime / Clery Information” (lower left corner of the website, www.PersonalTrainingInstitute.edu, on the webpage, http://www.personaltraininginstitute.edu/campus-crime-clery-information ). This webpage also includes the proper form used to report suspected sexually related violence or crime.

The NPTI Campus Safety and Security Officer for NPTI Colorado is Philippe (Phil) Ray, 303.238.9999, phil.ray@personaltraininginstitute.edu. In Colorado Springs, the Campus Safety and Security Officer is Heath Gay, (719) 599-4190, heath.gay@personaltraininginstitute.edu

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Drug and Alcohol Use, Possession, or Distribution: Students or staff members under the influence of drugs or alcohol will be asked to leave the premises and may be suspended or expelled and / or referral for prosecution under applicable state or local laws. Students are “under the influence” at the sole discretion of NPTI Colorado staff. **Students who have “medical marijuana” permits are NOT excluded from this rule as the federal law prevails and not state or local law.** Students unlawfully possessing drugs or alcohol (i.e. students under the age of 21), using drugs, or distributing drugs or alcohol to anyone on school property may be suspended or expelled at the sole discretion of NPTI Colorado.

**Students with Drug Convictions:** A federal or state drug conviction can disqualify a student for Title IV funds. Per the Higher Education Opportunity Act, the penalties for drug related offenses are severe. If a drug related offense and / or conviction occur during the period of your enrollment for which you are receiving Title IV federal student financial aid, you will be deemed ineligible for Title IV federal student financial aid as follows:

<table>
<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ Offenses</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

**Counseling for Drug and Alcohol Abuse:** Students who suspect they have a drug or alcohol abuse problem should seek immediate counseling. Jefferson County Substance Abuse may be contacted via:

**Website:** www.health.co.jefferson.co.us

**Address / Phone:** Jefferson County Public Health Substance Abuse Counseling Program, 260 South Kipling Street, Lakewood, CO 80226, (303) 239-7162

**Website:** www.detox.elpaso.com

**Address / Phone:** 2721 East Las Vegas Street, Colorado Springs, CO 80906, (719)390-2046 or 2047 (Available 24 hours/day)
IX. Campus Directory

Please contact us with any questions, comments, concerns and suggestions!

GENERAL INFORMATION: (303) 238-9999 or (877) 215-2643

Executive Staff and Lakewood Faculty / Facilities:
Philippe Ray, President, (phil ray@PersonalTrainingInstitute.edu)
Jenn Ray, Director of Education (jenn ray@PersonalTrainingInstitute.edu)
Julie Davis, Admissions (julie davis@PersonalTrainingInstitute.edu)

Financial Aid:
Yolanda Wynes, Director, Finance & Accounting
(Yolanda wynes@PersonalTrainingInstitute.edu)

Colorado Springs Faculty / Facilities:
Student Services Coordinator (michelle chapman@PersonalTrainingInstitute.edu)

For general information, please contact the administrative offices at:
info@PersonalTrainingInstitute.edu. Please make sure the “Subject” line of your e-mail has a relevant keyword, for example, “Financial Aid Question”
Appendix A: PHOTO RELEASE FORM

I hereby grant the National Personal Training Institute - Colorado permission to use my likeness in photographs in any and all of its publications, including websites, social media pages, internal newsletters, etc. without payment or any other consideration.

I understand and agree that these materials will become the property of NPTI-CO. I hereby authorize NPTI-CO to copy, exhibit, publish or distribute this photo for purposes of publicizing NPTI-CO’s programs or any other lawful purpose.

I understand that photographs, videos, and other media may be taken unannounced during NPTI-CO related events and may or may not be at an actual NPTI-CO owned, rented, or contracted facility.

I hereby hold harmless and release and forever discharge NPTI-CO from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on behalf of my estate or may have, by reason of this authorization.
NPTI-CO assignments and examinations must be the individual student’s work (or those students whose name appears on the assignment). Submitting another student’s work as your own is cheating. If you let another student use your work and designate it as his or her original work, you are also subject to penalty. Don’t even consider using another student’s work or allowing another student to use your work; the consequences are too high. This same rule applies to using any author’s work and submitting it as your own. In either case, it is cheating. It has become easy to cheat by using materials placed on the Internet or World Wide Web. College plagiarism policies also apply to “cyber-cheating”.

What is plagiarism?
Plagiarism means the offering of someone else's words, ideas, or conceptions as if they were one's own. Students are indeed encouraged to draw upon the information and wisdom of others, but in the spirit of scholarship they are always expected to state such indebtedness so that a) their own creativity can be justly appreciated and b) their use of sources, like another personal trainer’s program design, can be verified by others. Plagiarism differs from this productive use of sources in that the similarity of the original and the borrowings is very close; it is acknowledged inexact or not at all; and it shows little or no creative application by the borrower.

_Plagiarism is a prime intellectual offense in that the borrower is faking the learning process._ No learning community can thrive if its members counterfeit their achievements, deceive their teachers, and take unfair advantage of their fellow students. Since the integrity of the whole academic community is thus at stake, the penalties are high to include expulsion.

II. How plagiarism is identified:
To establish the occurrence of plagiarism, it is not necessary to prove intent. All students are responsible for knowing or learning what academic honesty is. At NPTI-CO, plagiarism will be deemed to have occurred when one or more of the following external evidences is present:

- The writing of a student includes word-for-word passages taken without explicit and accurate acknowledgment from a source written by another, provided that the cumulative borrowing includes at least ten words. "Explicit and accurate acknowledgment" means the use of quotation marks and a verifiable citation of source, either in parentheses or by footnote, at the point of indebtedness. (The mere listing of the source in the bibliography is not enough acknowledgment in itself.)
- The writing of a student closely resembles another source in thought, order, or diction (including synonyms) for a cumulative resemblance of three or more sentences, without explicit and accurate acknowledgment as defined in #1 above.
- Two or more papers or exams, submitted at the same time, contain resemblances in factual or stylistic detail, which are decidedly outside normal probabilities of coincidence.
- The likelihood of plagiarism will be deemed even higher if the students were known to be in close physical proximity at the time of writing, and b) if the factual details involve unusual error. In the event of such resemblances, all parties involved will be judged responsible.
- An assignment or exam contains terminology or information which the student, on questioning, cannot explain.
- An assignment or exam contains unusually detailed data for which the student does not produce a verifiable source.
These same principles hold for the inclusion of borrowed diagrams, mathematical computations, tables, workout programs / program design, case studies, and pictures.

If the student is unsure about whether their writing has sufficiently acknowledged outside sources, students should consult with either their NPTI-CO primary instructor before submitting final copy.

NPTI-CO policy defines plagiarism as presenting others' "words, ideas, or conceptions" as the writer's own. The policy encourages the use of outside material, but insists that "the spirit of scholarship" requires students to acknowledge their sources properly.

III. SANCTIONS
- Any NPTI-CO instructor who has assembled evidence of plagiarism will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault. If the inference of plagiarism remains, the instructor may choose one of these options, listed in order of increased severity according to the extent and evident deliberateness of the deceit. The first two options suppose that the plagiarism is not extensive, or that it would not have given the student substantial academic advantage such as full assignment credit or high assignment grade, or that the instructor has clear reasons to believe that the plagiarism can be accounted for by ignorance which though subject to discipline is genuine.
- Reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional assignment or exam.
- Lowering the grade for the paper or exam without opportunity to regain the lost credit. The remaining options would come into play if the plagiarism is extensive; or if it would have given the student substantial academic advantage, or if the student had previously been warned against it.
- Failure of the student for the assignment
- Referral of evidence to the NPTI-CO Director of Education for appropriate disciplinary action (which may go so far as suspension or expulsion).

Copyright Infringement / Illegal Distribution of Copyrighted Material Policy

PURPOSE:
The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material.

It is illegal. For example, the copying/downloading/uploading of copyrighted materials (i.e. music) to other media (i.e., CD’s, storage media and networks) from peer-to-peer networks is against the law. If users do not own the copyright, distribution of such copyrighted works should not occur.

It is NPTI Colorado’s policy to comply with all copyright laws. All faculty, staff, and students are expected to be aware of and follow these requirements. Any member of the NPTI Colorado community practicing unauthorized use or distribution of copyrighted material will be subject to sanctions by NPTI up to dismissal from school or termination of employment. Individuals would also be subject to Federal criminal offenses for copyright law violations.
DEFINITIONS:
What is Copyright? “Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

• To reproduce the work in copies
• To prepare derivative works based upon the work;
• To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
• To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
• To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
• In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.”

“In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information, request Circular 40, ‘Copyright Registration for Works of the Visual Arts.’ “It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of ‘fair use,’ which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a ‘compulsory license’ under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office.” (www.loc.gov/copyright) US Copyright Office (www.copyright.gov)

What is the Digital Millennium Copyright Act (DMCA)?
The Digital Millennium Copyright Act, H.R. 2281, was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited via the World Wide Web (the Internet). To review an on-line copy of this act, please go to http://lcweb.loc.gov/copyright/legislation/hr2281.pdf

What is Infringement? An infringement is “a violation, of a law, regulation, or agreement; a breach.” It is an “encroachment, as of a right or privilege.”

SCOPE:
Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While NPTI Colorado encourages the free flow of ideas and provides resources such as the wireless / internet / network to support this activity, we do so in a manner consistent with all applicable State, Local, and Federal laws. NPTI Colorado does not condone the illegal or inappropriate use of material that is subject to copyright protection.
ACTIVITIES THAT VIOLATE FEDERAL LAW

The following are some examples of copyright infringement that may be found in a school setting:

• Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
• Using corporate logos without permission
• Scanning a photograph that has been published and using it without permission or attribution
• Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet
• Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
• Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

COMBATTING THE UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL:

LEGAL ALTERNATIVES

NPTI Colorado offers legal alternatives to illegal downloading. A list of sites for legal downloading: http://www.educause.edu/legalcontent

SUMMARY OF CIVIL & CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Your signature at the end of this document, the NPTI CO Student Catalogue, indicates that you have read and understood the National Personal Training Institute of Colorado plagiarism, cheating, and copyright infringement policies. Furthermore, your signature indicates that you understand the serious nature of these illegal offenses and that it is not only illegal, but also unethical and unacceptable with zero tolerance at NPTI-CO.

Your signature also indicates that you understand that found to have violated the plagiarism policy, you may be sanctioned, suspended, or even expelled from NPTI-CO.
Appendix C: Special Event - Waiver & Release (for NPTI related functions)

You, the participant, are aware that you will be engaging in physical exercise and/or a special event from time to time at a location other than NPTI-CO’s Lakewood or Colorado Springs facilities in that may potentially cause serious injury or even death. You are hereby advised that you should be sufficiently physically fit to participate in these activities and should have consulted a physician prior to undertaking this or any physical exercise program.

If you are injured while participating in this or any program, traveling to or from NPTIC’s facilities, 24-Hour Fitness or any other site/entity where this activity is taking place and for this event sponsored by NPTI-CO you agree to “hold harmless” The National Personal Training Institute of Colorado, LLC, Personal Best @ Denver West a/k/a Personal Best Fitness Center including any officers or employees or other students who are related or involved in this activity in any way and hereby waive all rights that you might otherwise have to sue.

If any portion of this release from liability shall be deemed by a Court of competent jurisdiction to be invalid, then the remainder of this release from liability shall remain in full force and effect and the offending provision or provisions severed here from.

Appendix D: Personal Best, LLC / 24-Hour Fitness / NPTI Colorado "The Fitness Center" / Member Waiver & Release (for non-NPTI related functions)

Because physical exercise can be strenuous and subject to risk of serious injury, The Fitness Center urges you to obtain a physical examination from a doctor before using any exercise equipment or participating in any exercise activity. You agree that if you engage in any physical exercise or activity, or use any amenity on The Fitness Center premises or off premises including any event sponsored by The Fitness Center, you do so entirely at your own risk. Any recommendation for changes in diet including the use of food supplements, weight reduction and/or body building enhancement products are entirely your responsibility and you should consult a physician prior to undergoing any dietary or food supplement changes.

You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, or death. The Fitness Center is not responsible for any loss of your personal property.

This waiver and release of liability includes, without limitation, all injuries which may occur as a result of, (a) your use of all of The Fitness Center's amenities, equipment, or any item affiliated or associated with The Fitness Center, to include your participation in an activity, class, consultation, instruction, program, or personal training or, (b) the sudden and unforeseen malfunctioning of any equipment (c) dietary recommendations and (d) your slipping and/or falling while in the club, or on The Club premises, including adjacent sidewalks and parking areas.

You acknowledge that security cameras in the public areas of this facility whose sole use is for security. Your likeness or image will not be used in any promotional material without your consent.

You acknowledge that you have carefully read this "waiver and release" and fully understand that it is a release of liability. You expressly agree to release and discharge The Fitness Center, and all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action.
and you agree to voluntarily give up or waive any right that you may otherwise have to bring a legal action against The Fitness Center for personal injury or property damage. To the extent that statute or case law does not prohibit release for negligence, this release is also for negligence on the part of The Fitness Center, its agents, and employees.

If any portion of this release form liability shall be deemed by a Court of competent jurisdiction to be invalid, then the remainder of this release from liability shall remain in full force and effect and the offending provision or provisions severed here from.
Appendix E: Practical Program, & Fitness Facility Guidelines

The practical portion of the NPTI-CO curriculum is what will truly make a difference in your future as a personal trainer. This portion is held in a Fitness Center. Depending on your location, this may be Personal Best, 24-Hour Fitness or any other applicable location. It is through this part of the curriculum that you will get hands-on experience, learn new skills and have every opportunity to become very comfortable in training clients of all abilities with a large spectrum of goals. To that end, we must maintain a structured, organized and well-supervised atmosphere and you must adhere to a specific set of expectations.

You are here to learn new things! You are here to observe the practical / program design curriculum that was designed by teaching and fitness professionals. You are not here to do your own thing or do “the same old” workout. You are not here to “just get a good workout”. You are here to learn how to become a personal trainer. You must follow the intended program design for the class.

You will be partnered with another student for approximately one month. (You will have six (or more) partners during your time here at NPTI-CO.) During that time, you will practice initial consultations, fitness assessments, and program design & implementation. The practical portion of class is two hours long each day. For one hour, you will be the trainer. For the other hour, you will be the client. More specifically, you will not simply be “working out together” for two hours. Below are some basic rules and guidelines regarding this crucial part of your education here at NPTI-CO:

1. **Be on Time.** You are the trainer AND the client. Either way, don’t be late! Treat every day here at NPTI-CO as a job interview. Practical class time must be made up, the same as classroom time. You must sign in to receive class credit (practical or classroom).

2. **Wear proper gym attire.** Appropriate gym footwear is mandatory. No street clothes and shoes. Do not wear clothing with obscene or offensive messages. No “suggestive” attire. Your instructor will inform you if outdoor footwear / clothing is required. If you are not dressed properly, you will not be allowed to participate in the practical and will not receive credit for that missed class time.

3. **Do not lean against any glass or mirrors in the facility.** Do not place weights or equipment against walls or mirrors. Re-rack weights, dumbbells, kettlebells, bars, collars, etc. when you have completed an exercise.

4. Do not drop or throw equipment.
5. Shouting, using profanity, making lewd gestures or wearing clothing with offensive messages or graphics are unacceptable.
6. **Do not dominate the equipment.** Allow others (both NPTI-CO and non-NPTI-CO individuals) to work in with you between sets. The fitness center is not for the exclusive use of NPTI-CO. You will work among fitness center members just as you would in a “real world” setting.

7. Do not cross any sexual boundaries with fellow students, members of the fitness center or staff. There is a “zero tolerance” policy on suggestive sexual comments or acts. You may be expelled without a refund for gross or multiple violations.

8. Any negative feedback regarding the facility or staff should be discussed privately with your instructor or the school director. Do not involve fitness center members.

9. If you initiate or are involved in any sort of physical confrontation (or “fight”), you will be directed to leave the premises and you may be expelled from NPTIC.

10. Public, inappropriate behavior directed at instructors or any principal representing NPTI will not be tolerated.

11. You **MUST** observe the rules and regulations of the Fitness Center to include accessing the facility (s), bringing guests to the facility, etc. **All guests must sign a waiver.** [Note: “Fitness Center” could be Personal Best, 24-Hour Fitness, or any location where class is being held.]

12. Do not sell any other product or service in the fitness center without prior approval of the Fitness Center.

13. All trainers will eventually have their own philosophies on training. However, while you are in the program you are not to undermine the efforts of the instructor(s). Disruptive, argumentative classroom situations to the detriment of the class will not be tolerated.

14. You **must** complete each of the practical examinations to graduate. You must participate in all instructor defined practical exercises, programs, and activities.

15. Students who arrive **LATE** or are improperly dressed (students need to dress like a trainer or dress for a workout) for the practical final may be asked to leave and may fail the exam.

16. All exercise programs designed by students for fellow students are subject to review and approval by your NPTI instructor. No student is to EVER train someone without using a program pre-approved by his / her instructor.

17. Do not bring food or drink (except water and sports drinks) into the fitness center.

18. Students must use safe and proper spotting techniques when exercising. If an instructor sees unsafe form and asks the student to stop an exercise, the student must do so IMMEDIATELY. Safety is a top priority.

19. During the program design/practical sessions, students must remain with their partners (no individual work-outs or warm-ups except **before** or **after** class).

20. All students should secure (in a locker) clothes, books, and other valuables. NPTI and the fitness facility are **NOT** responsible for lost or stolen items. You must provide your own lock at any non-Personal Best facility.

21. Students **MUST** carry a workout towel with them at all times and students should use a towel (or disposable wipes located in the fitness center) to wipe off equipment after use.

22. An injury or incident report **MUST** be filed with the facility manager and reported to your instructor immediately so the situation can be addressed ASAP.

23. Cell phones are **NOT** allowed in any fitness center except for emergencies.
24. Do not remove ANY equipment from the fitness facility without prior permission from your instructor and the front desk. This includes, but is not limited to exercise balls, jump ropes, tubing, resistance bands, resistance bands, kettlebells, etc.

25. Do not bring personal music devices to the practical / program design class to include cell phones, iPod, etc. Any music being played too loudly or any music that is deemed “offensive” will be terminated at the sole discretion of the fitness center management and/or your NPTI instructor.

26. Do not interrupt any fitness center schedule Group X class (e.g. yoga) for any reason.

27. Students may participate in any fitness center activity during non-class hours per the facility guidelines (e.g. spinning, yoga, body sculpting, kettlebell classes). Instructor approval is required if the group class will substitute for practical time.

28. Students using the fitness center before/after class must present proper ID each time.

29. Allowing anyone to use your fitness center or other non-NPTI access card or code other than you can and will result in immediate expulsion from NPTI-CO.

30. Students are not allowed to bring any equipment into the fitness center for use by anyone else unless the equipment is both commercially rated and approved by the fitness center manager (or your instructor).

31. Guests are not allowed to participate in the NPTI-CO practical program without the approval of fitness center management and after having signed proper waivers and release of liability.

32. Practical may be held at outdoor locations or other non-NPTI owned facilities. You are responsible to get to/from these locations with your own transportation.

33. **Prior to graduation**, students are NOT allowed to train clients without the instructor’s express written permission. This applies to internships. Students may lose their fitness center privileges for violating this rule.

34. The first priority is to teach students how to be personal trainers. While you may have athletic goals outside the NPTI-CO class, the first priority is to teach every student how to train clients with various fitness goals. If a given day’s curriculum doesn’t correspond to your personal training goals, you still MUST participate in the practical. “Going through the motions” is NOT acceptable.

35. Students do not have “workout partners” … **each student has a “training partner”**. Your “good workout” is a 2d priority to “training your partner” and becoming an excellent personal trainer … not getting in the best possible personal physical condition.

36. **Supplies:** Students will need the following times for the practical portion of class: stop watch, gym towel, water bottle.

You must relinquish all NPTI and non-NPTI access cards, access codes, or other access information upon leaving NPTI Colorado. If you fail to do so, you may not graduate and you may also be subject to criminal or civil penalties. If you want to use the facilities following graduation, then you should inquire about NPTI graduate discount program fitness center access/membership/training privileges.
Appendix F. (part a.)

Refund Calculation - Regular Course / 30-week

Per “Student’s Right to Cancel Refund Policy”

Student Name: ____________________________  Last Date Attended: _________

<table>
<thead>
<tr>
<th>Tuition/Fee Structure</th>
<th>Non-Refundable Fees (NRF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Course Cost</td>
<td>$9,890.00</td>
</tr>
<tr>
<td>Administrative Processing Fee</td>
<td>($150.00)</td>
</tr>
<tr>
<td>Tuition</td>
<td>$9,740.00</td>
</tr>
</tbody>
</table>

[Note: Textbooks and Application Fees are non-refundable]

"X" Weeks Pro-Rated

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<thead>
<tr>
<th>Prorating After &quot;X&quot; Weeks</th>
<th>After</th>
<th>Before</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% X $9,890.00</td>
<td>0</td>
<td>4</td>
<td>$974.00</td>
</tr>
<tr>
<td>25% X $9,890.00</td>
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<td>8</td>
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<td>75% X $9,890.00</td>
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<td>23</td>
<td>$7,305.00</td>
</tr>
</tbody>
</table>

EXAMPLES:
If a student resigns after the class begins, but before the end of week 1, then the student would owe $150.00 (Administrative Processing Fee).

If a student resigns after the class begins, but before week 4, then the student would owe $150.00 + $974.00 = $1,124.00.

If a student resigns after beginning week 4, but before week 8, then the student would owe $150.00 + $2,435.00 = $2,585.00.

If a student resigns after beginning week 8, but before week 15 then the student would owe $150.00 + $4,870.00 = $5,020.00.

If a student resigns after beginning week 15, but before week 23 then the student would owe $150.00 + $7,305.00 = $7,455.00.

If a student resigns after beginning week 23, there is NO REFUND.*

[NOTE: Non-refundable fees are as per the “Student Enrollment Agreement” signed by the student at Orientation and as approved by the Colorado Department of Higher Education and the COE Accreditation Committee. Non-refundable fees include $75 administration fee and textbooks. In addition, if you received Federal Financial Aid, you are still responsible for paying the pro-rated amount not covered by Financial Aid.]
Appendix F. (part b.)

Refund Calculation - Extended Course / 40-week

Per “Student’s Right to Cancel Refund Policy”

Student Name: _________________________  Last Date Attended: _________

<table>
<thead>
<tr>
<th>Tuition/Fee Structure</th>
<th>Non-Refundable Fees (NRF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Course Cost</td>
<td>$9,890.00</td>
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<tr>
<td>Administrative Processing Fee</td>
<td>($150.00)</td>
</tr>
<tr>
<td>Tuition</td>
<td>$9,740.00</td>
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</tbody>
</table>

[Note: Textbooks and Application Fees are non-refundable]

<table>
<thead>
<tr>
<th>&quot;X&quot; Weeks</th>
<th>Pro-Rated</th>
</tr>
</thead>
<tbody>
<tr>
<td>After</td>
<td>Before</td>
</tr>
<tr>
<td>10% X $9,890.00</td>
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</tr>
<tr>
<td>25% X $9,890.00</td>
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</tr>
<tr>
<td>50% X $9,890.00</td>
<td>10</td>
</tr>
<tr>
<td>75% X $9,890.00</td>
<td>20</td>
</tr>
</tbody>
</table>

EXAMPLES:

If a student resigns after the class begins, but before the end of week 1, then the student would owe $150.00 (Administrative Processing Fee).

If a student resigns after the class begins, but before week 4, then the student would owe $150.00 + $974.00 = $1,124.00.

If a student resigns after beginning week 4, but before week 10, then the student would owe $150.00 + $2,435.00 = $2,585.00.

If a student resigns after beginning week 10, but before week 20 then the student would owe $150.00 + $4,870.00= $5,020.00.

If a student resigns after beginning week 20, but before week 23 then the student would owe $150.00 + $7,305.00 = $7,455.00

If a student resigns after beginning week 30, there is NO REFUND. *

[NOTE: Non-refundable fees are as per the “Student Enrollment Agreement” signed by the student at Orientation and as approved by the Colorado Department of Higher Education and the COE Accreditation Committee. Non-refundable fees include $75 administration fee and textbooks. In addition, if you received Federal Financial Aid, you are still responsible for paying the pro-rated amount not covered by Financial Aid.]
Addendum to Appendix F.a. & F.b.
Refund Calculation
Per “Student’s Right to Cancel Refund Policy”

a) If you started on Monday, February 1, that would be Week 1. Monday, February 8 would be Week 2, Monday February 15 would be Week 3, etc.
b) 10% / 25% / 50% / 75% is a percentage of the total number of weeks for the class of which you enrolled. For example, if you started on Monday, February 1, then cancellation after three weeks would be cancelling any time after Week 3 (beginning with Week 4) for the 30-week course or cancelling any time after Week 4 (beginning with Week 5) for the 40-week course(10% of 30 weeks = three (3) weeks. 10% of 40 weeks = four (4) weeks).
c) Refunds / Amounts owed are calculated based upon your Last Date of Attendance (LDA) in addition to proper notification to the Director of your intent to withdraw (see item #1 ). Simply “not coming to class” does not constitute withdrawing.
d) “Cancellation after 25% of the program within 50% of the program will result in a 50% refund” means if you follow the correct cancellation (a/k/a resignation) procedure then you will receive a 50% refund after subtracting non-refundable fees (which is non-recoverable at any pro-rated percentage).
e) The refund is calculated at the full tuition + fees price (and not at the discounted rate you may have actually paid after having received any pre-payment in full discount).
f) “Cancellation after 25% of the program within 50% of the program will result in a 50% refund” means that if you cancel after Week 3 and any time during Week 4 – Week 14 (for the 30-week program) or any time during Week 5 – Week 19 (for the 40-week program), then you would receive a 50% refund / amount owed (amount owed = invoice less what had already been paid). Likewise, “Cancellation after 50% of the program within 75% of the program will result in a 25% refund” means that (for the 30-week program) if you withdraw / resign after Week 14 and during Week 15 – 22 (and before Week 23), (or if you withdraw / resign after Week 19 and during Week 20 – 29 (before Week 30) for the 40-week program), then you would receive a 25% refund / amount owed (“amount owed“ = invoice less what you had already paid).
g) For all calculations, your LDA is the last known date of attendance as noted in your notification in writing to the Director of your intent to withdraw (subject to verification by NPTI Colorado’s administrative staff).
h) The pro-rated amounts noted are pro-rated amounts of the total number of class weeks in NPTI Colorado’s course and as applied to the 30-week (or 40-week class) in which you enrolled (and not pro-rated amounts of anything else i.e. not pro-rated amounts of the number of class days or class hours you attended).
Appendix G
Application for Graduation

Please legibly PRINT your name exactly as it will appear on your diploma.

Name:__________________________________________________________________
(First)                                      (Middle Name or Initial) (Last)

Address: ______________________________________________________________

City: ____________________ State: ____________ Zip Code:______________

Email: __________________________________________________________________

Home Phone: ____________________ Cell Phone: _________________________

Enrollment Date: ____ / ____ / _____  Expected Graduation Date: ____ / ____ / ___

Elective Courses Completed: ______________________________________________
________________________________________________________________________

Attending Graduation: □ Yes □ No  Number of Additional Guests: _____________

Please check the following:
I received Federal Financial Aid to help fund my schooling at NPTI Colorado: □ Yes □ No

If you checked Yes, please proceed to #1 and then complete #2.

If you checked No, please skip #1 and proceed to #2.

1.) I certify that I understand I am responsible for completing The Financial Aid Exit
Counseling prior to receiving my NPTI Colorado diploma.

Student Signature: ___________________________ Date: ______ / ______ / ______

2.) I certify that I understand I am responsible for any extra costs that are associated with the
enrollment and participation of more than five (5) elective classes offered through NPTI Colorado. I acknowledge that the above address may be used to receive graduation certificates and / or NPTI affiliated documents from NPTI Colorado.

Student Signature: ___________________________ Date: ______ / ______ / ______
Appendix H: Reporting an Injury or an Emergency (This form is also on the website)

CLAIM REPORTING PROCESS: FOR EMPLOYEE / STUDENT / CONTRACTOR INJURY
INJURY REPORT: TO BE COMPLETED BY THE PERSON INJURED

When there is an injury involving an employee, student, guest or contractor please follow these steps:

1. If immediate medical care is needed, go to the hospital or doctor.

2. Call 911 if the injured person is unable to be transported safely. When in doubt, call 911!

3. Report the incident immediately to the front desk and/or the instructor in charge. Phone: (303)238-9999 Fax: (303)238-1821

4. Complete the designated INJURY REPORT (see attached). PLEASE WRITE LEGIBLY. If injured person is unable to fill out the designated form(s), NPTI/Personal Best staff member must ask questions from form(s) to injured person. Please ask any witnesses to complete a witness report.

5. Report incident to your supervisor or instructor immediately.

Date of Injury: ___ / ___ / ___ Approx. Time: □ AM □ PM

Name of Injured Person: First: ______________________ Last: ______________________

Birth Date: ___ / ___ / ______

Mailing Address: ______________________ City: _______ State: _____ Zip: _______

Email Address: ______________________

Home Phone: (____) ______________ Work Phone: (____) ______________

NPTI CO Campus location of accident: □ Lakewood □ Colorado Springs

Describe the accident:

Describe the injury:

Describe object or apparatus involved (if any):

List any treatment(s) (if any):

Describe any previous injuries or pre-existing related conditions:
Were there any witnesses? □ YES □ NO Name of Witness: __________________________

If so, please have the witness also complete a Student Witness Report Form

Do you have health/accident insurance? □ YES □ NO

If YES, with what company? Policy Number: __________________________

By signing below, I certify that this statement is true to the best of my knowledge.

INJURED PERSON’S SIGNATURE:

_________________________________________________ DATE: ___ / ___ / ____

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FILING A GRIEVANCE - In order to resolve the issue most expeditiously and with current information, to file a formal grievance, a student should submit a written, signed statement (the "grievance") to the President, NPTI within thirty (30) days of the date that the grievant knew or should have known of the alleged violation. The grievance must contain the following information:
1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed (the "respondent"); and
5. the redress sought.

THE RESPONDENT - The President, NPTI will provide a copy of the grievance and any documents submitted with the grievance to the respondent within three (3) business days of receipt. The respondent shall submit any relevant documents concerning the President’s initial jurisdictional findings to the President within seven (7) business days of receipt.

COMPLETE PROCESS - NPTI will make every effort to resolve the grievance as quickly as possible with consideration given to the Grievant, the Respondent, and consideration given to all other relative factors. While it is not possible to suppose or document all possible scenarios, appropriate action will be taken as necessary and in a timeframe “as necessary” to include temporary action as necessary until all facts are gathered and permanent action once all facts are gathered, analyzed, and evaluated.

FILE COPIES - File copies will be kept in the Student’s file as well as in a Master File maintained by NPTI-CO at the administrative offices in Lakewood, CO.

Complaint form to the Council on Occupational Education (COE)
COMPLAINT CERTIFICATION
(Please Print legibly or Type)
Name: _____________________________________________________________________
Date: _____ / _____ / _____
Mailing Address: __________________________________________________________
Telephone (best to reach you) (Home) ( ) (Work) ( ) ( )
Complaint Against National Personal Training Institute of CO (NPTI CO) ___ Lakewood ___ CO
Springs: (use the space provided, or the back of this page, or attach additional pages as required):
Have you contacted NPTI Colorado and exhausted all grievance/complaint procedures, including speaking with the director or President prior to submitting your complaint to outside agencies such as the Council on Occupational Education? _____YES _____ NO
If “NO”, please provide the reasons why you have not made every effort to resolve this problem with institutional officials prior to requesting outside assistance. (Use the back of this page or attach additional pages if necessary.)

Attach any additional supporting documents/evidence to substantiate your claim.
I certify that the information presented above and attached hereto is true, accurate, and complete to the best of my knowledge.

________________________________________
Signature of Complainant (a/k/a “Grievant”)

Mail this completed form and all supporting documentation for receipt within 14 days of the date of the enclosed letter of transmittal to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.
Appendix J
Campus Crime / Reporting a Suspected Campus Crime

Please use this form to report any of the following suspected crimes committed on campus (i.e. inside or outside the immediate vicinity of NPTI Colorado), or during any NPTI Colorado function):

A. Suspected crime reported (Check all that apply):

___ Assault against another person
___ Drug Use
___ Alcohol Abuse / Intoxication
___ Weapons possession
___ Kidnapping
___ Stalking (in person)
___ Theft
___ Sexual Harassment
___ Hate Crimes (violation of person(s) related to race, religion, sexual preference, age, country of origin, ethnicity)
___ Other (please describe)

B. Please describe the alleged incidents. Please attach additional pieces of paper as required to report as many detailed facts and observations as possible:

Date of alleged incident(s): ____ / ____ / ____
Time of Alleged Incident: ___ : ___ a.m. ___ p.m.
Witnesses / Person(s) present / witnesses (please provide complete first name / last name):

First name  Last name  phone #  e-mail address
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Alleged Victim(s):
First name  Last name  phone #  e-mail address
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Person(s) Notified (e.g. 911, NPTI Instructor, Personal Best Fitness Center front desk, etc.):
First name  Last name  phone #  e-mail address
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Where did this event(s) happen (please provide as much detail; as possible to include address, room location, stairwell, parking lot, significant identifiable landmarks, NPTI facility, outside of NPTI i.e. ski outing in a non-NPTI related event, etc.):
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

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Did this alleged crime / event happen multiple times and over a period of time? ____ yes ____ no

If yes, please make copies of this form and define each time / date/ witnesses or persons present. Describe exactly what happened up to and including the alleged commission of the suspected crime. Please be sure to include the events leading up to the alleged crime. Please be as specific as possible with regard to each person(s) role as a witness(es), perpetrator (i.e. person(s) committing the alleged crime), victim(s), property damaged, etc.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Other corroborating information, evidence, or substantiating sources (i.e. video from a camera phone, voice or other audio recording, torn or soiled clothing, confiscated weapon(s), etc.). Please also describe who is in possession of this potential evidence:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

FOR NPTI CO / PERSONAL BEST OFFICE USE ONLY

NPTI CO / Personal Best person receiving information / date / time:
Date: ___ / ___ / ___ Time: ___ : __ a.m. ___ p.m.

_____________________________________________________________________________________

This incident was reported to (describe in detail the person(s) name, organization (i.e. Denver West Office Park Security, Police Department, Fire Department, 911 Emergency Services, etc.):

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>phone #</th>
<th>Organization / Agency</th>
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Was an ambulance, fire dep’t, or other emergency services / first responder called? ____ yes ____ no
If yes, please attach copy of incident report from the emergency services organization.
This signature page to be completed, signed by every student prior to beginning class. The original, signed copy of this page must be maintained in the NPTI - CO student file.

NPTI COLORADO STUDENT AGREES TO THE TERMS in this NPTI-CO STUDENT CATALOG / HANDBOOK and the NPTI-CO STUDENT ENROLLMENT AGREEMENT.

SIGNED and AGREED:

I am at least 18 years of age and am competent to contract in my own name. I fully understand the contents, meaning and impact of this document.

_______________________________________  ______________________
(Student’s Signature)                     (Date)

_______________________________________  ______________________
(Printed Name)                             (Date)

If the student signing this document is under the age of 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of __________________________________, named above and do hereby give my consent without reservation on behalf of this person.

_______________________________________  ______________________
(Parent/Guardian’s Signature)              (Date)

_______________________________________  ______________________
(Parent/Guardian’s Printed Name)           (Date)

EMERGENCY CONTACT INFORMATION:

Printed Name: ____________________________  Phone: ________________

Email Address: ________________  Relationship: _______________________

Emergency Contact Physical Address: ________________________________