



# SCHOOL CATALOG 2019-20

Version 9.1

115 West 27th Street, 11th Floor New York, NY 10001  
212.319.3816  
[www.FPTI.edu](http://www.FPTI.edu)

# Focus Personal Training Institute

School Catalog 2019-20

Volume 9,1, Revised June 2019

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## Disclosure

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The student should be aware that some information in this catalog may change. It is recommended that students considering enrollment check with the school to determine if there is any change from the information provided in the catalog. This catalog contains information on the school's teaching personnel and programs/curricula offered.

Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all programs and curricula offered. Therefore, it is possible that programs/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the School Director to determine if there are any changes in the programs/curricula offered or the teaching personnel listed in the catalog.



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## **Student Rights**

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All prospective and enrolled students in a non-degree granting proprietary school are required to receive this catalog.

Focus Personal Training Institute is licensed by the State of New York as a private career school. Career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. The New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision have open access to the school in order to monitor the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational programs being offered meet the needs of the students and that financial investments are protected.

Focus Personal Training Institute wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment.

## The School

### Our Mission

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The mission of Focus Personal Training Institute (FPTI) is to educate and develop personal trainers who demonstrate technical proficiency, integrity and professionalism.

### Our Programs

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The school provides adults seeking to become professional fitness trainers with the needed knowledge, skills and abilities to safely and effectively work with active and sedentary individuals in a variety of settings. These will include but are not limited to, commercial fitness facilities, residential building gyms, private residences and the outdoors.

The FPTI curricula provide optimal attention to each student. Select programs will be divided into lecture and practical components. The lecture component provides students with a thorough understanding of the applied sciences required within the personal training profession including structural kinesiology, biomechanics, program design, anatomy, special populations, behavioral psychology, exercise physiology, nutrition, bioenergetics, exercise prescription, business development and client retention and sales. The practical components of the curricula will provide students with hands-on instruction designed to give each student the critical thinking skills and techniques necessary to prescribe, teach and analyze exercises in a variety of environments.

Additionally, FPTI offers Continuing Education courses to encourage the educational growth and development of personal trainers. Overall, FPTI programs will reinforce the knowledge and skills needed to prescribe exercise programs for both active and sedentary individuals that far exceed the current standards found within the fitness industry.

### Ownership

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FPTI is established as an S-Corporation under the laws of New York and is owned by Gabriel Valencia, DSO, CSCS, MES ([gvalencia@focusnyc.comfpti.edu](mailto:gvalencia@focusnyc.comfpti.edu)) and Joseph Masiello, PDSO, CSCS, MES ([jmasiello@focusnyc.comfpti.edu](mailto:jmasiello@focusnyc.comfpti.edu)).

### Accreditation and Licensure

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Focus Personal Training Institute is licensed by the New York State Education Department (NYSED), Bureau of Proprietary School Supervision (BPSS) ([www.acces.nysed.gov/bpss/](http://www.acces.nysed.gov/bpss/)).

Focus Personal Training Institute is accredited by the Commission of the Council on Occupational Education (COE) ([www.council.org](http://www.council.org)). Anyone wishing to contact the Council may do so by writing to: Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA, 30350. Telephone: 770-396-3898, Fax: 770-396-3790. Website: [www.council.org](http://www.council.org).

### Continuing Education Units

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Continuing Education Units (CEU's) are provided by the American College of Sports Medicine (ACSM) for select courses. See "Continuing Education Courses" for more information.

## Location

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115 West 27th Street, 11th Floor  
New York, NY 10001

FPTI is easily accessible via public transportation:

- 23<sup>rd</sup> St. and 6<sup>th</sup> Ave. **F, M** and **PATH** trains
- 28<sup>th</sup> St. and Broadway **R, W** trains
- 28<sup>th</sup> St. and 7<sup>th</sup> Ave. **1** train
- 28<sup>th</sup> St. and Lexington Ave. **6** train
- 23<sup>rd</sup> St. and 8<sup>th</sup> Ave. **A,C,E** trains
- Metro North to Grand Central Station at 42<sup>nd</sup> St. and Park Ave. (transfer to **6 train** to 28<sup>th</sup> St.)
- Penn Station located at 33<sup>rd</sup> St. and 8<sup>th</sup> Ave. (**LIRR and NJ Transit trains**)
- Port Authority Bus Terminal located at 42<sup>nd</sup> St. and 8<sup>th</sup> Ave. (transfer to A,C,E trains to 23<sup>rd</sup> St.).

## Facility

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The classrooms, gym training floor and administrative offices are located at 115 West 27th Street, 11th Floor, New York, NY 10001 (between 6th and 7th Avenues). The facility is a 5000-square foot private learning center with multi-media capable classroom and cutting edge fitness center.

## Hours of Operation

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The school's administrative offices are open Monday through Friday from 9:00AM to 5:30PM.

## Contact Information

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Phone: 212-319-3816  
Fax: 212-319-3817  
Administration: [fpti@focusnyc.com](mailto:fpti@focusnyc.com)

## **Program Change or Cancellation**

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If a program is cancelled prior to the first day of class, enrolled students will be given the option to transfer into the same program at an alternate time or start date, subject to availability (see Transfer Policy). Should a student decide to not enroll in an alternate class, all tuition costs and registration fees will be refunded within 15 business days. Textbooks are non-refundable.

FPTI reserves the right to make schedule adjustments to or cancel programs at any time. If a program is cancelled or re-scheduled, students will be entitled to attend the program on the new proposed date, receive a full refund of any program fees paid to attend the program on the original date or transfer the monies to another class.

## **Emergency Days**

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When a class day must be cancelled due to inclement weather or other extenuating circumstances, students will be notified via email and text message.

Make-up hours will be scheduled at the discretion of FPTI and may extend the length of the program by the number of class days cancelled, so students must plan accordingly.



## Admissions Policy

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at FPTI as a regular student, defined as a student who enrolls for the purpose of earning a degree or certificate. FPTI must adhere to the U.S. Department of Education, The Council on Occupational Education and the New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

FPTI is an equal opportunity employer and follows the same policies in accepting applications from potential students. FPTI is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

The School does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program

### General Admission Requirements

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Each student must:

1. Attend an information session with an Admissions Representative.
2. Read, speak and write fluently in English. All classes are taught in English only.
3. Provide a government-issued ID. Students must be at least 18 years of age, or 17 years of age with the consent of a parent or legal guardian.
4. Provide one of the following:
  - a. A high school diploma, regionally-accredited college or university diploma or GED/TASC diploma
  - b. Official high school transcript indicating date of graduation
  - c. Official transcript from a regionally-accredited college/university

*Official transcripts must be signed by a representative of the conferring institution and/or include an official school seal.*

5. Pay a \$75 registration fee for programs more than 50 hours.
6. Establish a method of payment.

Diploma or Transcript from a foreign school:

- Students who completed high school or a college degree in a foreign country, where a language other than English is the official language, and who are able to produce a copy of their transcript and/or diploma, need to have it officially translated into English by an education evaluation service which offers translation services.
- Students applying for Federal Student Aid who submit a high school or college transcript and/or diploma from a school in a foreign country must have the documents translated to English (if a language other than English is the official language) and officially evaluated for equivalency to a U.S. diploma by an education evaluation service.
- Diploma evaluation and translation should begin a minimum of 8 weeks prior to the start date of the program to ensure there is enough time to complete the process. Evaluation reports must be submitted directly from an approved evaluation service to the school. Copies of evaluations sent by the student will not be accepted.

The following education evaluation services are recommended by the school:

1. Globe Language Services  
www.globelanguage.com
2. Educational Perspectives  
www.edperspective.org
3. World Education Services  
www.wes.org

If FPTI has reason to believe that a student's diploma is not valid, FPTI may initiate an investigation, including a request for the student to procure official transcripts. The school may also check with appropriate state or regional agencies in which the high school or college is located to determine if a diploma issued from that school is recognized by that state as being valid. There is no appeal process if the school is unable to validate a student's diploma.

New York State law requires homeschooled students to submit a GED/TASC diploma as a requirement for admission. Graduation from an online high school is NOT considered documentation for entrance into a program requiring high school graduation or a GED/TASC.

FPTI reserves the right to deny enrollment to any applicant and may refuse entry to prospective students who:

- Do not show up or are late for scheduled admission appointments without prior notice to the school. This includes appointments with faculty or members of the administrative team (financial aid, admissions, etc).
- Do not act in a professional manner during the admissions process. This includes being disruptive during admissions presentations or acting in an aggressive, threatening, disrespectful or abusive manner to FPTI faculty, administrative team or students.
- Demonstrate they would in any way be disruptive to the school's learning environment.
- Demonstrate any behavior which may make it difficult to secure gainful employment upon graduation.

**Students enrolling in the following programs must also meet additional requirements specific to the program:**

#### Advanced Concepts in Personal Training

- Certificate of completion from a licensed personal trainer program that is at least 150 hours or
- Hold an exercise related degree (associate's or greater) or
- Hold a personal trainer certification along with 3 months/150 hours of fitness related employment

#### Nutrition Coaching for the Fitness Professional

- Employed as a fitness professional with a personal trainer certification and/or has proof of fitness-related education

#### ACE or NASM Exam Prep Programs

- Sign a disclaimer regarding Exam Prep Program Objectives

## **Waitlisted Programs**

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If a program is full, students may be placed on the waitlist. If a seat becomes available, a school agent will contact waitlisted students. Admission will then be on a first-to-respond basis. Failure to attend a scheduled enrollment appointment will result in forfeiture of the available seat in the class.

In order to be eligible for the waitlist, students must provide:

1. One of the following (see General Admission Requirements):
  - a. High school diploma, regionally-accredited college or university diploma or GED/TASC diploma, or
  - b. An official high school transcript which includes the date of graduation.
  - c. A regionally-accredited college/university official transcript.
2. Government-issued photo ID
3. Method of payment established

## **Admission Deadlines**

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It is recommended that students enroll in a program a minimum of 6-8 weeks before the desired class start date as seats are limited.

## **Student Re-Enrollment**

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Students who attended FPTI and failed, withdrew or were dismissed for academic, disciplinary/code of conduct or attendance policy violations and would like to re-apply for a future program must first submit a request, in writing, to a School Director.

The request must include:

1. The original reason for their failure, withdrawal or dismissal
2. What circumstances have changed that will allow them to complete the program
3. What actions will be taken to improve their performance upon re-entry.

Upon review, the student will be notified of approval or denial of their request, in writing. If re-enrollment is granted, the student must re-enroll into the curriculum/program by completing an enrollment agreement.

## Nonimmigrant Students

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FPTI is certified by the Student Exchange and Visitor Program (SEVP) of U.S. Immigration & Customs Enforcement (ICE) to enroll nonimmigrant students for vocational education.

Non-U.S. Citizens/Non-Resident Aliens wishing to receive an I-20 for an M-1 Visa to attend FPTI, must first provide the school with the following credentials in addition to the items listed under General Admission Requirements and the items listed on FPTI's International Admissions Application:

1. Proof that the student can read, write and speak English.
  - a. Diploma from a U.S. educational institution or from an English speaking institution abroad
  - b. TOEFL or IELTS test scores or proof of sufficient prior education in English.
  - c. Native language is English
2. Passport that shows date of birth and expiration date
3. Financial evidence of actual support for both education and living expenses for the duration of the program
4. Completed Enrollment Agreement
5. Payment of the required Registration Fee (U.S. currency) and a refundable deposit equal to 50% of total tuition (any international exchange and/or wiring fees are the student's responsibility). The remaining tuition balance will be due the first day of class.
6. Payment of the I-20 express mailing fee (\$65).

Upon receipt and successful evaluation of the required materials stated above, the school will issue a Form I-20 "Certificate of Eligibility" to the student. The student will need to:

1. Log on to SEVIS to fill out the Form I-901 and then pay the I-901 fee.
2. Schedule an appointment for an interview at a U.S. Embassy in order to obtain an M-1 Visa (this can occur up to 120 days before the program start date.) The student must take all required documents and prepare for the interview (a school agent can provide more details about this process.)
3. Once the M-1 Visa is obtained, the student can make travel and living arrangements in the U.S.

The total process to obtain an M-1 Visa may take up to 120 days. Students are urged to act in a timely manner in order to ensure they can attend the desired program.

Nonimmigrant students are not eligible for financial payment plans. FPTI also does not assist students in securing visas after graduation to work in the United States.

## Late Enrollment

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Pursuant to the State Education Department law, FPTI may permit a student to enroll in a program up to one week after the program has started (i.e., the student will begin classes no later than the first day of the second week.)

Any student enrolling under this provision shall have academic remediation provided to them by FPTI staff to ensure they are up-to-date on all topics covered that the student has missed.

In the event of a tuition refund, the refund amount will be calculated based off of the student's actual start date, not the first date of class.

## Transfer of Credit Policy

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As programs at FPTI involve an integrated, cumulative curriculum, students are generally required to complete all program content at FPTI. In general, program hours completed at another institution do not count towards the completion of a certificate at FPTI.

**Procedure for Transfer of Credit Request:** All requests for transfer of credit must be evaluated and approved by a School Director. Official transcripts must be presented by the student at the time of admission for the purpose of receiving program credit at FPTI. Any prior program credits in a relevant area of study must appear on an official transcript from a regionally or nationally accredited vocational school, college or university with a minimum grade of C-.

These credits will then be reviewed by a School Director within 30 days of receipt and the student will be notified in writing of the school's decision. Any preliminary reviews by admissions personnel are unofficial and not binding, and subject to change.

Relevant program work and work history presented at time of enrollment for the Advanced Concepts in Personal Training program is a pre-requisite and not a credit of program work.

Note: All approved transfer hours will count toward the Title IV, HEA funding 150% quantitative requirements, not just the hours that were accepted as transfer hours.

Any transfer of credit is at the sole discretion of the FPTI administration.

## College Credit – Disclaimer Statement

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Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## Students with Disabilities

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The school complies with the Americans with Disabilities Act (A.D.A.) of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with elevator access, extra wide hallways, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending FPTI but are in need of reasonable accommodations, schedule an appointment with a School Director. At this meeting the nature of the reported disability and its impact on learning will be discussed, as well as the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a school environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the enrollment process.

A Skills and Achievement Commencement Credential for Students with Severe Disabilities is replacing the Individual Education Program (IEP) diploma effective July 1, 2013. Neither the IEP diploma nor the Skills and Achievement Commencement Credential are acceptable for entrance into the program requiring high school graduation or a GED/TASC.

**Note:** In order to be eligible for funding under Title IV of the Higher Education Act (Federal Student Aid), students must be able to benefit with the reasonable accommodations provided by the school.

### **Incarcerated Applicants**

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A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classroom and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

### **Tuition Payments**

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Payment plans are available with repayment schedules determined on a case-by-case basis. All payment plans must be established prior to enrollment. Please contact a school agent for more details.

If a student has a past due balance or does not uphold their agreed schedule of payments to the school, they may be dismissed from the program. Students who enroll in payment plans that extend past the last day of the program will not receive a final transcript or certificate of completion until the tuition balance is paid in full.

### **Consumer Information**

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Please visit [www.focustrainerinstitute.edu/consumerinfo](http://www.focustrainerinstitute.edu/consumerinfo) for more information on school policies, procedures and disclosures including:

- Copyright Infringement Policy
- FPTI Campus Security and Crime Prevention Policy
- FPTI Annual Security Report
- FPTI Drug & Alcohol Policy
- Selective Service Registration Form
- Student Loan Code of Conduct
- Student Body Diversity
- Vaccination Policy
- Voter Registration Form – NY
- Voter Registration Form – NJ

## Financial Programs

### Federal Student Aid

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To be considered for Federal Student Aid (FSA), students (and parent(s) of dependent students) must complete the Free Application for Federal Student Aid (FAFSA) online by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FPTI's federal school code is **042502**.

Once the FAFSA is completed, it is processed by the Department of Education and the results are sent to the school. If additional information is needed before eligibility for FSA can be determined, the Financial Aid Department will reach out to the student in writing explaining the documentation required. Once any outstanding items have been submitted and reviewed, students will receive an award letter detailing the types and amounts of FSA they are eligible for.

### How Eligibility is Determined for Federal Student Aid

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Federal Student Aid (FSA) programs are authorized under Title IV of the Higher Education Act (HEA) of 1965. They include federal grants, federal student loans, and work-study programs. To receive FSA, a student must:

- Be a citizen or eligible noncitizen of the U.S.
- Have a valid Social Security Number. (Students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau are exempt from this requirement.)
- Have a high school diploma or a General Education Development (GED) / Test Assessing Secondary Completion (TASC) certificate. If a student completed homeschooling, it must be at the secondary level as defined by NY state law. If this criterion isn't met, students may still be eligible for federal student aid if they were enrolled in college or career school prior to July 1, 2012. Go to <http://studentaid.ed.gov/eligibility/basic-criteria> for additional information.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain Satisfactory Academic Progress (refer to Satisfactory Academic Progress Financial Aid Students).
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System, if you are a male and not currently on active duty in the U.S. Armed Forces. (Students from the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are exempt from registering; see [www.sss.gov](http://www.sss.gov) for more information.)
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or Direct Subsidized Loans where the government pays the interest while a student is enrolled in school, also require a student to have financial need. Additionally, once a student has Bachelor's degree or a first professional degree, they are generally not eligible for the Federal Pell Grant.

Other requirements may apply. Contact Melissa Kirsch in the Financial Aid Department for more information.

## Verification

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Each year the Department of Education selects a percentage of financial aid applicants for verification. Students will be required to supply copies of documentation and signed statements to verify data that was submitted on their FAFSAs. This documentation may include tax return transcripts, W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this requirement, as well as any deadlines that must be met. The Financial Aid Department will review the documentation and notify students if any updates or corrections must be made to their FAFSAs.

## Low Income Explanation

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If a student, or parent(s) of a dependent student, reports unusually low income (below the Federal Poverty Level Guidelines for the year the income is being reported), they will need to complete a Low Income Explanation Form. This form supplements the information reported in the FAFSA and assists in explaining how expenses were met for a specific year. The Financial Aid Department will provide the student with the form to complete.

## Additional Documentation

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Additional documentation may be requested to confirm information reported on a student's FAFSA. This may include, but is not limited to, legal guardianship documentation, signed statements, out of default letter from a loan servicer, and selective service registration.

## Types of Federal Student Aid

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A student who submits a FAFSA may be eligible for the following gift and loan aid while enrolled in an eligible program at FPTI.

### Pell Grant

Federal Pell Grants may be awarded to undergraduate students who have not earned a bachelor's or professional degree and who demonstrate financial need. This type of aid does not have to be repaid, except under certain circumstances.

### Direct Loans

Direct Subsidized Loans are available to undergraduate students with financial need, as determined by federal regulations. No interest is charged while students are in school at least half-time, during the grace period, and during deferment periods.

Direct Unsubsidized Loans are not based on financial need. Interest is charged during all periods, including while students are in school and during grace and deferment periods.

PLUS Loans can be applied for by parents of dependent students to borrow up to the remaining cost of attendance. To receive a Direct PLUS Loan, an applicant must:

- Be the parent of a dependent undergraduate student enrolled at least half-time at an eligible school;
- Not have an adverse credit history; and
- Meet the general eligibility requirements for Federal Student Aid



## **Direct Loan Requirements**

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To receive Direct Loans, the Federal Government requires students to complete **Entrance Counseling** before their loans can be disbursed to ensure they understand their obligations and options with repaying the loan. Entrance Counseling contains sample repayment schedules and stresses the importance and necessity of repaying the loans.

Students then must complete a **Master Promissory Note (MPN)**. This is a legal document in which they promise to repay their loans and any accrued interest and fees to the Department of Education. It also explains the terms and conditions of the loans. Parents taking out PLUS Loans must also complete an MPN before PLUS Loans will be disbursed.

Prior to graduation, withdrawal, or a leave of absence, students are required to complete **Exit Counseling**. This provides important information as students prepare to repay their federal student loans, including useful tips about managing the loans and loan servicer contact information.

## **National Student Loan Data System (NSLDS)**

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When a borrower receives a Direct Loan or Pell Grant, the information must be submitted to NSLDS. Information in NSLDS is accessible to schools, lenders, and guarantors that are authorized users of the data system. Students are also able to log in and access all of their Direct Loan and Pell Grant information by going to [www.nsls.ed.gov](http://www.nsls.ed.gov) and logging in with their FSA IDs.

## **Contact Information for Assistance in Obtaining Institutional or Financial Aid Information**

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Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on FPTI's website and can be found in the student catalog (see contact information for the School's Financial Aid Department on page 9). Paper copies are available upon request.

## **Veterans Benefits, ACCES-VR, and Other Funding Sources**

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Selected programs of study at FPTI are approved by the New York State Approving Agency to offer training to eligible veterans and other eligible persons.

Students may also qualify for other Veterans Affairs programs such as Vocational Rehabilitation and Employment (VR&E) Program (Chapter 31). Check with the VA for eligibility. Determination for VA funds is made directly through the Department of Veterans Affairs.

Additional funding may be obtained for eligible candidates through other programs including ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation). The determinations for these funds are made through the respective organizations. ([www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr))

## **Remaining Tuition Balance**

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If there is a remaining tuition balance due to FPTI after Federal Student Aid, Veterans Benefits, and additional funding sources are applied, the student must pay the remaining balance in full by the first day of class, or set up a payment plan through the school. Please contact the Financial Aid Department for additional information (Refer to Tuition Payments for more information).

## Program Learning Objectives

One instructional (clock) hour = fifty (50) minutes

### Personal Training Master Course

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Program Length: 600 Hours

Program Objectives:

1. Demonstrate basic, intermediate and advanced knowledge, skills and abilities in personal training
2. Analyze human movement and force production
3. Define human anatomical and physiological terminology
4. Understand basic principles of human behavior and psychology
5. Design safe and effective exercise programs
6. Coach proper exercise form
7. Cue and motivate clients during an exercise session
8. Perform effective and specific physiological assessments
9. Evaluate and counsel clients toward behavior modifications
10. Understand joint pathophysiology and rehabilitation
11. Design safe exercise programs for special populations
12. Select and effectively coach specific exercises and modalities
13. Design effective programs for athletic events/populations
14. Critically evaluate exercise trends, fads and media claims
15. Start, manage and grow a fitness business

### Advanced Concepts in Personal Training

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Program Length: 300 Hours

Program Objectives:

1. Demonstrate advanced knowledge, skills and abilities in personal training
2. Evaluate and counsel clients toward behavior modifications
3. Understand joint pathophysiology and rehabilitation
4. Design safe exercise programs for special populations
5. Select and effectively coach specific exercises and modalities
6. Design effective programs for athletic events/populations
7. Critically evaluate exercise trends, fads and media claims
8. Start, manage and grow a fitness business

### Personal Training Foundations

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Program Length: 150 Hours

Program Objectives:

1. Demonstrate basic knowledge, skills and abilities in personal training
2. Analyze human movement and force production
3. Define basic human anatomical and physiological terminology
4. Understand basic principles of human behavior and psychology
5. Design safe and effective exercise programs
6. Coach proper exercise form
7. Cue and motivate clients during an exercise session
8. Perform effective and specific physiological assessments

## **Nutrition Coaching for the Fitness Professional**

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Course Length: 50 Hours

Course Objectives:

1. Demonstrate a thorough understanding of bioenergetics and macronutrients as they relate to exercise and diet
2. Understand the role of micronutrients and the effect of their deficiencies
3. Perform effective client assessments
4. Develop the coaching skills necessary for helping clients make positive nutritional changes
5. Create effective nutrition programs based on a client's body type, activity level and physique goals

## **American Council on Exercise (ACE) Certification Exam Prep Course**

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Course Length: 15 Hours

Course Objective:

Understand the theoretical components required to pass a Certified Personal Trainer examination. 15-hour examination preparation courses do not contain a practical component.

## **National Academy of Sports Medicine (NASM) Exam Prep Course**

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Course Length: 15 Hours

Course Objective:

Understand the theoretical components required to pass a Certified Personal Trainer examination. 15-hour examination preparation courses do not contain a practical component.

## **Continuing Education Courses**

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*FPTI's Continuing Education courses are designed for the credentialed and experienced fitness professional who is seeking further education and skill refinement. Continuing education credits are provided by the American College of Sports Medicine. Students shall receive certificates of completion upon successful completion of these courses.*

### Introduction to Nutrition Coaching

Course Length: 3 Hours

Course Objectives:

1. To identify common nutrition coaching errors.
2. To identify qualities of a good coaching practice.
3. To define metabolism and basic principles of sound nutrition its components.
4. To stratify current nutritional skill level given a client profile.
5. To calculate BMR and daily caloric expenditure given a client profile.
6. To implement the correct macronutrient split given a client profile.
7. To calculate the correct amount of protein, carbs and fat given a macronutrient split.
8. To analyze the effectiveness of common strategies for body composition change.

## Gluteal Activation for Function and Performance

Course Length: 3 Hours

### Course Objectives:

1. To review hip anatomy/kinesiology terminology and principles.
2. To administer and interpret assessments to evaluate individual corrective exercise needs.
3. To effectively coach core hip extension exercises, with emphasis on key cues for maximizing gluteal activation.
4. To effectively coach core accessory hip extension, abduction, and transverse abduction exercises, with emphasis on key cues to maximize gluteal activation.
5. To apply the exercises to client programs with proper individualization for volume, complexity, intensity, and progressions.

## **Non-Occupational Courses**

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*Personal enrichment/non-occupational courses are intended for non-professional fitness enthusiasts. These classes will provide students with useful knowledge and applicable technical skills for their own personal use. Classes are taught by state-licensed teachers who are also fitness professionals but the content and complexity is geared for the layperson. Students shall receive Certificates of Completion upon successful completion of these courses. **Non-occupational courses are not intended to provide instruction which will result in the student's acquisition of occupational skills.***

### Improving Your Squat Technique

Course Length: 3 Hours

Course Objectives:

1. To identify appropriate and safe squat technique
2. To recognize and analyze the myths about squatting
3. To individualize squat technique based on limitations

### Nutrition Facts and Fallacies for Personal Training

Course Length: 3 Hours

Course Objectives:

1. To identify and demystify some wide-spread myths about nutrition
2. To define metabolism and its components
3. To recall basic principles of sound nutrition
4. To analyze the effectiveness of common strategies for body composition change

## Instructional Equipment

Count	Description	Count	Description
14	Skinfold calipers – Creative Health Brand	4	York Brand Olympic Bar
14	Stethoscope - Prestige Medical Brand, Teaching stethoscope – Prestige Medical Brand	2	York Brand Olympic Hex Bar
14	Sphygmomanometer – Prestige Medical Brand	4	Hammer Strength Brand Adjustable Bench
14	Anthropometric tape measure – Body Systems Brand	1	<del>Cybex</del> Brand Adjustable Bench
5	Metronome – Seiko Brand / Model #DM 50	10	Padded Medicine Balls – <del>DynaMax</del> Brand
28	Calculator - Canon LS-82Z	20	Medicine balls – First Place Elite Brand
10	Stop watch – <del>Accusplit</del> Brand / Model A601x	18	<del>Aeromats</del>
8	Plyometric boxes -Perform Better Brand	2	Sled - Sled Dawg Elite Brand
1	Body weight scale - <del>Detecto</del>	15	Deluxe jump ropes – <del>Valeo</del> Brand
1	Bioelectrical impedance – Omron	29	Kettlebells – Perform Better Brand
3	Running harness – Pro Padded Harness	20	Mini bands – Perform Better Brand
3	Speed harness – Resistance trainer	2	TRX Trainers
10	Agility cones –Perform Better Brand	2	Climbing Ropes
4	Speed ladder – ABC Agility Ladder Brand	2	Battling Ropes
2	Go Fit Brand Stability ball	1	Cable cross machine – <del>FreeMotion</del> Brand
16	Foam rollers – Perform Better Brand	14	All Purpose Resistance Bands - Perform Better / First Place Brands
2	Hammer Strength Brand Half Rack	4	The Stick
2	York Brand Squat Stands	2	<del>Ultraslide Large Slideboards</del> (with booties)
2	IGX Brand Rubber Dumbbells 5-75 pounds	6	<del>Ultraslide Mini Slideboards</del> (with booties)
3	IGX Brand Urethane Weight Plate 5-45lb Set	14	Ringside Boxing Gloves and Mitts
2	Treadmills	4	IGX Brand Urethane Weight Plate 10lb Set
2	Concept 2 Rower	3	IGX Brand Urethane Weight Plate 5lb Set
6	<del>Vipr</del> - small, medium, large	3	PVC Pipe

## Occupational Program Data

*Calculated Pursuant to the Council on Occupational Education (COE) Standards*

*CPL Reporting Period 2017-2018*

	Total Completion Rate	Graduate Placement Rate	Total Placement Rate
Personal Training Master Course	81%	100%	100%
Personal Training Foundations	92%	77%	77%

*CPL Reporting Period: 2016-2017*

	Total Completion Rate	Graduate Placement Rate	Total Placement Rate
Personal Training Master Course	79%	98%	98%
Personal Training Theory and Application	100%	100%	100%

**Calculated Pursuant to Bureau of Proprietary School Supervision Standards (BPSS)**

**Personal Training Master Course**

OEDS Reporting Period: 2017-2018

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials July 1,</b>				
Total Applications		108	0	108
Applications Accepted		108	0	108
Applications Denied		0	0	0
<b>Part 2: Current Year Enrollment July 1, 2017 through June 30,</b>				
New Enrollment		101	0	101
Still Enrolled / Continuing from previous year		15	0	15
Total Students in this program during this reporting year		116	0	116
<b>Part 3: Status of 2017-18 Enrollment as of June 30, 2018</b>				
Still Enrolled/Continuing into the next reporting period (2018-2019)		16	0	16
Noncompleters		39	0	39
Graduates		61	0	61
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	49	0	49
	Slightly Related Field	0	0	0
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		2	0	2
Other, Unavailable for Employment		10	0	10
Status Unknown		0	0	0
Total Graduates July 1, 2017 - June 30, 2018		61	0	61



OEDS Reporting Period: 2016-2017

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials</b>				
Total Applications		105	0	105
Applications Accepted		105	0	105
Applications Denied		0	0	0
<b>Part 2: Enrollment</b>				
New Enrollment		99	0	99
Still Enrolled / Continuing		22	0	22
Total Students		121	0	121
<b>Part 3: Status of 2016-17 Enrollment as of June 30, 2017</b>				
Still Enrolled / Continuing		15	0	15
Noncompleters		37	0	37
Graduates		69	0	69
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	53	0	53
	Slightly Related Field	0	0	0
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		3	0	3
Other, Unavailable for		12	0	12
Status Unknown		1	0	1
<b>Total Graduates</b>		<b>69</b>		<b>69</b>

Personal Training Master Course Cont'd  
 REMOVE CHART  
 OEDS Reporting Period: 2015-16

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials</b>				
Total Applications		97	2	99
Applications Accepted		97	2	99
Applications Denied		0	0	0
<b>Part 2: Enrollment</b>				
New Enrollment		89	2	91
Still Enrolled / Continuing		12	0	12
Total Students		101	2	103
<b>Part 3: Status of 2015-16 Enrollment as of June 30, 2016</b>				
Still Enrolled / Continuing		22	0	22
Noncompleters		23	1	24
Graduates		53	1	54
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	44	1	45
	Slightly Related Field	0	0	0
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		5	0	5
Other, Unavailable for		4	0	4
Status Unknown		0	0	0
<b>Total Graduates</b>		<b>53</b>	<b>1</b>	<b>54</b>

## Advanced Concepts in Personal Training

OEDS Reporting Period: 2017-18

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials July 1, 2017</b>				
Total Applications		0	0	0
Applications Accepted		1	0	1
Applications Denied		0	0	0
<b>Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018</b>				
New Enrollment		1	0	1
Still Enrolled / Continuing from previous year		0	0	0
Total Students in this program during this reporting year		0	0	0
<b>Part 3: Status of 2017-18 Enrollment as of June 30, 2018</b>				
Still Enrolled/Continuing into the next reporting period (2018-2019)		0	0	0
Noncompleters		0	0	0
Graduates		1	0	1
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	1	0	1
	Slightly Related Field	0	0	0
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		0	0	0
Other, Unavailable for Employment		0	0	0
Status Unknown		0	0	0
Total Graduates July 1, 2017 - June 30, 2018		1	0	1

OEDS Reporting Period: 2016-17

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials</b>				
Total Applications		0	0	0
Applications Accepted		0	0	0
Applications Denied		0	0	0
<b>Part 2: Enrollment</b>				
New Enrollment		0	0	0
Still Enrolled / Continuing		0	0	0
Total Students		0	0	0
<b>Part 3: Status of 2016-17 Enrollment as of June 30, 2017</b>				
Still Enrolled / Continuing		0	0	0
Noncompleters		0	0	0
Graduates		0	0	0
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	0	0	0
	Slightly Related Field	0	0	0
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		0	0	0
Other, Unavailable for		0	0	0
Status Unknown		0	0	0
<b>Total Graduates</b>		<b>0</b>	<b>0</b>	<b>0</b>

**REMOVE CHART**

OEDS Reporting Period: 2015-16

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials</b>				
Total Applications		3	0	3
Applications Accepted		3	0	3
Applications Denied		0	0	0
<b>Part 2: Enrollment</b>				
New Enrollment		3	0	3
Still Enrolled / Continuing		0	0	0
Total Students		3	0	3
<b>Part 3: Status of 2015-16 Enrollment as of June 30, 2016</b>				
Still Enrolled / Continuing		0	0	0
Noncompleters		1	0	1
Graduates		2	0	2
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	2	0	2
	Slightly Related Field	0	0	0
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	0	0
Pursuing Additional Education		0	0	0
Other, Unavailable for		0	0	0
Status Unknown		0	0	0
<b>Total Graduates</b>		<b>2</b>	<b>0</b>	<b>2</b>

## Personal Training Foundations

OEDES Reporting Period: 2017-18

		Diploma		
		Full-time	Part-time	Total
<b>Part 1: Admissions: Applications, Acceptances &amp; Denials July 1,</b>				
Total Applications		0	25	25
Applications Accepted		0	25	25
Applications Denied		0	0	0
<b>Part 2: Current Year Enrollment July 1, 2017 through June 30,</b>				
New Enrollment		0	25	25
Still Enrolled / Continuing from previous year		0	0	0
Total Students in this program during this reporting year		0	25	25
<b>Part 3: Status of 2017-18 Enrollment as of June 30, 2018</b>				
Still Enrolled / Continuing into the next reporting period (2018-2019)		0	1	1
Noncompleters		0	2	2
Graduates		0	22	22
<b>Part 4: Graduate Follow-up</b>		<b>Diploma</b>		
Employed in:	Related Field	0	8	8
	Slightly Related Field	0	1	1
	Unrelated Field	0	0	0
	Military	0	0	0
Seeking Employment		0	3	3
Pursuing Additional Education		0	1	1
Other, Unavailable for Employment		0	9	9
Status Unknown		0	0	0
Total Graduates July 1, 2017 - June 30, 2018		0	22	22

**Courses Less Than 100 Hours**


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*OEDS Reporting Period: 2017-18*

Course Name	Course Clock Hours	Students Enrolled from previous reporting period	New Students Enrolled	Course Noncompleters	Course Graduates	Continuing Enrollment into next reporting period
NASM Certification Exam Prep	15	0	0	0	0	0
American Council on Exercise (ACE) Exam Prep	15	0	0	0	0	0
Nutrition Coaching for the Fitness Professional	50	0	0	0	0	0
Gluteal Activation for Function and Performance	3	0	0	0	0	0
Introduction to Nutrition Coaching	3	0	0	0	0	0
Improving Your Squat Technique - PE	3	0	0	0	0	0
Nutrition Facts & Fallacies for Personal Training - PE	3	0	0	0	0	0
<b>UNDUPLICATED COUNT* of students reported in all courses listed above:</b>						
		0	0	0	0	0

## OEDS Reporting Period: 2016-17

Course Name	Course Clock Hours	Students Enrolled from previous reporting period	New Students Enrolled	Course Noncompleters	Course Graduates	Continuing Enrollment into next reporting period
NASM Certification Exam Prep	15	0	3	0	3	0
American Council on Exercise (ACE) Test Prep	15	0	3	0	3	0
Nutrition Coaching for the Fitness Professional	50	0	0	0	0	0
Introduction to Nutrition	3	0	0	0	0	0
Gluteal Activation for Function and Performance	3	0	0	0	0	0
Improving Your Squat Technique (Non-Occupational)	3	0	0	0	0	0
Nutrition Facts & Fallacies for Personal Training (Non-Occupational)	3	0	0	0	0	0
UNDUPLICATED COUNT* of students reported in all courses listed above:						
		0	6	0	6	0



REMOVE

OEDS Reporting Period: 2015-16

Course Name	Course Clock Hours	Students Enrolled from previous reporting period	New Students Enrolled	Course Noncompleters	Course Graduates	Continuing Enrollment into next reporting period
NASM Test Prep	15	0	7	0	7	0
ACE Test Prep	15	0	7	0	7	0
Nutrition Coaching for the Fitness Prof.	50	0	0	0	0	0
Introduction to Nutrition Coaching	3	0	0	0	0	0
Glute Activation for Function and Perf.	3	0	0	0	0	0
Improving Squat Technique	3	0	0	0	0	0
Nutrition Facts & Falacies	3	0	0	0	0	0
UNDUPLICATED COUNT* of students reported in all courses listed above:						
			14		14	

## Financial Assistance

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OEDS Reporting Period: 2017-18

Federal / State Financial Assistance Program	Line #	Number of Students		
		Full-time (A)	Part-time (B)	Total (C)
TAP (Tuition Assistance Program)	19	0	0	0
GSL (Guaranteed Student Loan)	20	62	0	62
PELL (Basic Education Opportunity Grant)	21	59	0	59
SEOG (Special Education Opportunity Grant)	22	0	0	0
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	23	7	1	8
WIA (Workforce Investment Act)	24	0	0	0
Other Federal / State Subsidies	25	37	0	37
Private Student Loans (Identify by Name of Lender)	26	0	0	0
Lender #1:	N/A	N/A	N/A	N/A
Lender #2:	N/A	N/A	N/A	N/A
Lender #3:	N/A	N/A	N/A	N/A
UNDUPLICATED COUNT* of Students Receiving Financial Assistance	27	96	1	97

## OEDS Reporting Period: 2016-17

Federal / State Financial Assistance Program	Line #	Number of Students		
		Full-time (A)	Part-time (B)	Total (C)
TAP (Tuition Assistance Program)	19	N/A	N/A	N/A
GSL (Guaranteed Student Loan)	20	61	0	61
PELL (Basic Education Opportunity Grant)	21	56	0	56
SEOG (Special Education Opportunity Grant)	22	0	0	0
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	23	4	0	4
WIA (Workforce Investment Act)	24	0	0	0
Other Federal / State Subsidies	25	42	0	42
Private Student Loans (Identify by Name of Lender)	26	N/A	N/A	N/A
<b>UNDUPLICATED COUNT* of Students Receiving Financial Assistance</b>	<b>27</b>	<b>96</b>	<b>0</b>	<b>96</b>
* No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 27.				

## Financial Information

Items with an asterisk “\*” are non-refundable. Textbook prices may vary, see Enrollment Agreement for breakdown of individual costs. Textbooks are not currently sold through the school. Upon enrollment, students will be provided with a list of required textbooks and recommended purchase links. Tuition, fees and textbook costs are subject to change.

### Personal Training Master Course – 600 Hours

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Tuition	\$14,680.00
*Registration Fee	\$ 75.00
*School Apparel	\$ 125.00
*Textbooks (see below)	\$ 115.00
<b>Total</b>	<b>\$14,995.00</b>

Textbooks:

- *ACE's Guide to Exercise Testing and Program Design: A Fitness Professional's Handbook (Current Edition)*
- *NASM Essentials of Personal Fitness Training (Current Edition)*

### Advanced Concepts in Personal Training – 300 Hours

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Tuition	\$ 7,950.00
*Registration Fee	\$ 75.00
*School Apparel	\$ 125.00
*Textbooks (see below)	\$ 115.00
<b>Total</b>	<b>\$ 8,265.00</b>

Textbooks:

- *ACE's Guide to Exercise Testing and Program Design: A Fitness Professional's Handbook (Current Edition)*
- *NASM Essentials of Personal Fitness Training (Current Edition)*

### Personal Training Foundations – 150 Hours

---

Tuition	\$ 4,950.00
*Registration Fee	\$ 75.00
*School Apparel	\$ 100.00
*Textbooks (see below)	\$ 75.00
<b>Total</b>	<b>\$ 5,200.00</b>

Textbooks:

- *NASM Essentials of Personal Fitness Training (Current Edition)*

### Nutrition Coaching for the Fitness Professional – 50 Hours

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Tuition	\$1,200.00
*Registration Fee	\$ 75.00
*Textbooks & Exam	\$ 799.00
<b>Total</b>	<b>\$2,074.00</b>

Textbooks:

- *The Essentials of Sport and Exercise Nutrition, Current Edition and Precision Nutrition Exam Bundle*

### American Council on Exercise (ACE) Exam Prep – 15 Hours

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Tuition	\$395.00
*Textbooks	\$130.00
<b>Total</b>	<b>\$525.00</b>

Textbooks:

- *ACE Personal Trainer Manual and Essentials Bundle*

### NASM Certification Exam Prep – 15 Hours

---

Tuition	\$395.00
*Textbooks	\$ 75.00
<b>Total</b>	<b>\$470.00</b>

Textbooks:

- *NASM Essentials of Personal Fitness Training (Current Edition)*

\*Exam Certification Prep courses do not include the NASM or ACE certification exam fees or textbook fees. Exams and textbooks must be purchased and scheduled through the NASM and ACE organizations.

### Continuing Education Courses

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Continuing Education Units (CEU's) are provided by the American College of Sports Medicine (ACSM) for the courses listed below. For certifications other than ACSM, students should contact their certifying agency for more information on submitting a petition for CEU approval.

Gluteal Activation for Function and Performance – 3 hours

Introduction to Nutrition Coaching – 3 hours

Tuition	\$90.00
<b>Total</b>	<b>\$90.00</b>

FPTI Alumni and currently enrolled students:

Tuition	\$75.00
<b>Total</b>	<b>\$75.00</b>

**Non-Occupational Courses**

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Improving Your Squat Technique – 3 hours  
Nutrition Facts and Fallacies for Personal Training – 3 hours

Tuition	<u>\$90.00</u>
<b>Total</b>	<b>\$90.00</b>

FPTI Alumni and currently enrolled students:

Tuition	<u>\$75.00</u>
<b>Total</b>	<b>\$75.00</b>

**Continuing Education and Non-Occupational Courses**

FPTI Alumni and currently enrolled students

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3 Hour Course Tuition	<u>\$75.00</u>
<b>Total</b>	<b>\$75.00</b>

## Refund Policies

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School refund policies are set forth as per New York State Department of Education Law. For programs of six or less weeks of physical length, one week equals 15% of the total clock hours of the program

Mini Program = 1 to 6 Weeks

1 Quarter = 7 to 14 Weeks

1 Term = 15 to 18 Weeks, inclusively

- A. Students must notify a School Director in writing of the intention to withdraw from the program. The failure of a student to notify a School Director in writing of a withdrawal may delay refund of tuition due pursuant to Section 5002(3) of the Education Law.
- B. A refund will be made within 45 days of withdrawal/dismissal/termination or receipt of cancellation notice. If a third party state or government agency funds a student's tuition, the refund will be returned to the agency and not to the student.
- C. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- D. Upon cancellation of enrollment agreement, student will be liable for:
  - i. The non-refundable registration fee, plus
  - ii. The cost of any textbooks, supplies or apparel accepted, plus
  - iii. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. A portion of tuition, based on the number of weeks or days into the program before withdrawal, will be refunded as per the refund schedule stated in this catalog. All tuition paid will be refunded to the student via check minus the non-refundable registration, apparel and textbook fees.

If a student has a remaining tuition debt to the school after all refund calculations are performed, the student will be held liable for the remaining tuition balance.

**Should any student disagree with the refund amount he or she has received or has any issue with regard to refunds that the student feels have not been addressed by FPTI to his or her satisfaction, that student is encouraged to review the student rights and complaint procedures in this catalog.**

Personal Training Master Course Refund Policy

**Full-Time Schedule = 2 Quarters, 600 hours**

Quarter 1: Calculated based on 1/2 of total tuition (\$7,340)

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
Within week #1 of quarter 1	100%	\$7,340.00
Within week #2 of quarter 1	75%	\$5,505.00
Within week #3 of quarter 1	50%	\$3,670.00
Within week #4 of quarter 1	25%	\$1,835.00
After week #4 of quarter 1	0%	\$0.00

Quarter 2: Calculated based on 1/2 of total tuition (\$7,340)

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
Within week #1 of quarter 2	75%	\$5,505.00
Within week #2 of quarter 2	50%	\$3,670.00
Within week #3 of quarter 2	25%	\$1,835.00
After week #3 of quarter 2	0%	\$0.00

Advanced Concepts in Personal Training Refund Policy

**Full-Time Schedule= 1 Quarter, 300 hours**

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
Within week #1	100%	\$7,950.00
Within week #2	75%	\$5,962.50
Within week #3	50%	\$3,975.00
Within week #4	25%	\$1,987.50
After week #4	0%	\$0.00



Personal Training Foundations Refund Policy

**Part-Time Schedule= 1 Quarter, 150 hours**

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
Within week #1	100%	\$4,950.00
Within week #2	75%	\$3,712.50
Within week #3	50%	\$2,475.00
Within week #4	25%	\$1,237,50
After week #4	0%	\$0.00

Nutrition Coaching for the Fitness Professional Refund Policy

**Part-Time= 1 Quarter, 50 hours**

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
Within week #1	100%	\$1,200.00
Within week #2	75%	\$900.00
Within week #3	50%	\$600.00
Within week #4	25%	\$300.00
After week #4	0%	\$0.00

## Certification Exam Preparation Courses

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### 15 Hour Courses

American Council on Exercise (ACE) Exam Prep  
NASM Certification Exam Prep

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
0 – 15% of the course (0-4.5 hours)	100%	\$395.00
16 - 30% of the course (4.6 hours – 9 hours)	75%	\$296.25
31 - 45% of the course (9.1 hours – 15 hours)	50%	\$197.50
46 - 60% of the course (15.1 hours – 22.5 hours)	25%	\$98.75
After 60% of the course (more than 22.5 hours)	0%	\$0.00

*FPTI Alumni and Currently Enrolled Students*  
15% FPTI Alumni Discount

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
0 – 15% of the course (0-4.5 hours)	100%	\$350.00
16 - 30% of the course (4.6 hours – 9 hours)	75%	\$262.50
31 - 45% of the course (9.1 hours – 15 hours)	50%	\$175.00
46 - 60% of the course (15.1 hours – 22.5 hours)	25%	\$87.50
After 60% of the course (more than 22.5 hours)	0%	\$0.00

## Continuing Education Courses

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### 3 Hour Courses

Gluteal Activation for Function and Performance  
Introduction to Nutrition Coaching

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
0 – 15% of the course	100%	\$90.00
16 - 30% of the course	75%	\$67.50
31 - 45% of the course	50%	\$45.00
46 - 60% of the course	25%	\$22.50
After 60% of the course	0%	\$0.00

### FPTI Alumni and Currently Enrolled Students

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
0 – 15% of the course	100%	\$75.00
16 - 30% of the course	75%	\$56.25
31 - 45% of the course	50%	\$37.50
46 - 60% of the course	25%	\$18.75
After 60% of the course	0%	\$0.00

## Non-Occupational Courses

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### 3 Hour Courses

Improving Your Squat Technique  
 Nutrition Facts and Fallacies for Personal Training

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
0 – 15% of the course	100%	\$90.00
16 - 30% of the course	75%	\$67.50
31 - 45% of the course	50%	\$45.00
46 - 60% of the course	25%	\$22.50
After 60% of the course	0%	\$0.00

### FPTI Alumni and Currently Enrolled Students

<i>If Student Withdraws</i>	<i>Refund %</i>	<i>Refund Amount</i>
0 – 15% of the course	100%	\$75.00
16 - 30% of the course	75%	\$56.25
31 - 45% of the course	50%	\$37.50
46 - 60% of the course	25%	\$18.75
After 60% of the course	0%	\$0.00

## Student Services

### Career Placement Assistance

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While placement services will be provided for students of the school, it is understood that **the school cannot promise or guarantee employment to any student or graduate**. Career placement services are provided for Personal Training Master Course, Advanced Concepts in Personal Training and Personal Training Foundations students only.

Placement services offered by the school include:

- Career guidance.
- Resume and cover letter instruction and review.
- Access to an updated list of local employers and their contact information.
- Local employer visits and presentations (when available).

### Private Tutoring Services

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FPTI does not offer private tutoring but can provide a list of qualified tutors. Any payment for tutoring services is between the tutor and student. The school does not receive payment for tutoring services.

### Personal Trainer Certifications

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Nationally-accredited personal training certification exams (CPT) are not a requirement for graduation, though some employers may require a national certification as a condition of employment.

NCCA-accredited CPT certifications are a recognized industry standard for personal trainers. By signing the enrollment agreement, you acknowledge that FPTI strongly recommends graduates obtain NCCA-accredited certifications as soon as possible after graduation.

Graduates of the Personal Training Master Course and Advanced Concepts in Personal Training will have the option of taking the ACE-CPT, NASM-CPT, ACSM-CPT or NSCA-CPT at no additional cost.

Graduates of the Personal Training Foundations program will have the option of taking the NASM-CPT certification only, at no additional cost.

Students who withdraw or fail will NOT be eligible to register for these exams through FPTI.

Personal Training Master Course and Advanced Concepts in Personal Training students must inform the school which of the four pre-approved exams they would like to take, prior to the last day of class, by a date determined by the school. If a student does not inform the school by the predetermined date, they will not be eligible to receive a voucher to take the exam through FPTI. Students who do not wish to take a certification exam will have the option to opt-out of receiving a CPT exam voucher.

Once a student is registered for an exam, they cannot change the certification they initially chose. For example, if a Personal Training Master Course or Advanced Concepts in Personal Training student chooses the ACE-CPT certification, they cannot request a change to NSCA-CPT.

Students will receive notice of exam registration within 4 weeks after graduation, via e-mail, from the certification provider. If a student does not receive an e-mail confirmation, they should contact the FPTI office immediately. Students who have late tuition payments owed to the school at the time of graduation will not receive their exam voucher until payments are made current.

The student is responsible for scheduling the exam directly with the certification company. Each certification company also has a deadline for taking the test which begins the day registration is received. FPTI is not responsible for re-take fees that may be incurred if a student fails an exam or any other aspect of the examination process. FPTI will cover the cost of the exam only. Costs associated with additional certification exam study materials (books,

practice exams, etc) will be the sole responsibility of the student, unless the certification organization includes these materials as part of the exam fee.

CPT exam vouchers are non-transferrable. Students will not be reimbursed for any CPT exams taken prior to or during their attendance at FPTI which were not arranged by the school.

### **Certification Study Resource**

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FPTI maintains an inventory of certification exam study materials for graduates to use as study aids for their exams. FPTI alumni can contact the school office to schedule a checkout of study materials for the day. Materials cannot be kept overnight.

### **CPR/AED**

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Though not a requirement for graduation, some employers or certification organizations will require CPR/AED certification as a condition of employment or eligibility to sit for a certification exam.

FPTI provides students of the Personal Training Master Course, Advanced Concepts in Personal Training and Personal Training Foundations program with CPR training as part of the curriculum. Training will be conducted at FPTI on a day and time determined by the school. There are no make-ups if a student is unable to attend the scheduled training.

Students will not be reimbursed for a CPR certification taken prior to or during their attendance at FPTI, which was not arranged through the school.

# School Policies and Procedures

## Graduation Requirements

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### Personal Training Master Course

Students must complete the following requirement(s) in order to graduate:

- Achieve a cumulative grade point average of 70% by the end of the first 300 hours of the program (mid-term) in order to be permitted into the remaining 300 hours of the program. If a 70% GPA or greater is not achieved, student will be dismissed from the program.
- Achieve a cumulative grade point average of 70% or greater for the second 300 hours of the program.
- Mid-Term Written Examination
  - a. Students must achieve a grade of 70% or greater on the mid-term written exam.
  - b. Failure of the mid-term written exam will result in failure of the program.
- Final Practical Exam
  - c. Students must achieve a minimum grade of 70% on the final practical exam.
  - d. Failure of the final practical exam will result in failure of the program.
- Satisfy attendance requirements as per the school catalog.

If a student enrolled in the Personal Training Master Course is dismissed, withdrawn or failed, regardless of the number of hours completed, they will not receive a certificate of completion for the initial 300 hours of the program. Completed program work will be reflected on the final academic transcript only.

### Advanced Concepts in Personal Training

Students must complete the following requirement(s) in order to graduate:

- Achieve a total cumulative grade point average of 70% by the end of the program.
- Final Practical Exam
  - a. Students must achieve a minimum grade of 70% on the final practical exam.
  - b. Failure of the final practical exam will result in failure of the program.
- Satisfy attendance requirements as per the school catalog.

### Personal Training Foundations

Students must complete the following requirement(s) in order to graduate:

- Achieve a total cumulative grade point average of 70% by the end of the program.
- Final Practical Exam
  - a. Students must achieve a minimum grade of 70% on the final practical exam.
  - b. Failure of the final practical exam will result in failure of the program.
- Satisfy attendance requirements as per the school catalog.



### Nutrition Coaching for the Fitness Professional

Completion of all 50 hours of the program with a minimum cumulative grade point average of 75%.

For all programs: Certificates of Completion and final transcripts will be withheld for students who have late tuition payments owed to the school at the time of graduation. When payments are made current, Certificates of Completion and transcripts will be released.

## **Grading System and Coursework**

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Written exams, practical exams, projects and homework assignments are administered for each certificate program. Numerical grades are assigned on the following scale:

90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
60% - 69% = D  
59% or below = F

Each program has a specific numerical grade required for graduation (see Graduation Requirements).

- Tests are weighted based on the number of program hours dedicated to the topic.
- Tests and final exams may be both written and practical.
- Points may be deducted for late assignments
- All work should be neat and legible. Sloppy or stained work will not be accepted.

### Grade Rounding Policy

Grades on program assignments and examinations which are determined by percentages involving decimals are rounded down to the nearest whole number. This policy also applies to final program grades where the final program grade is determined using percentages with decimals.

## **Satisfactory Academic Progress**

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FPTI uses marking periods to assess Satisfactory Academic Progress for all programs 100 hours or more. Progress reports are distributed at the end of the following marking periods. The type of evaluations, number of evaluations and percentage of total grade per marking period are listed in the charts for each program on the following pages.

**PERSONAL TRAINING MASTER COURSE (600 HOURS)**

## 1st Marking Period (150 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	5	65%
Homework	6	13%
Professionalism	1	22%
Participation	0	0%
Practical Eval	0	0%
Midterm Eval	0	0%
<b>Total</b>	<b>12</b>	<b>100%</b>

## 2nd Marking Period (300 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	9	30%
Homework	6	5%
Professionalism	1	9%
Participation	0	0%
Practical Eval	3	20%
Midterm Eval	2	35%
<b>Total</b>	<b>21</b>	<b>100%</b>

## 3rd Marking Period (450 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	5	39%
Homework	4	13%
Professionalism	1	22%
Participation	1	4%
Practical Eval	2	22%
Final Eval	0	0%
<b>Total</b>	<b>13</b>	<b>100%</b>

## 4th Marking Period (600 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	6	34%
Homework	5	8%
Professionalism	1	13%
Participation	2	4%
Practical Eval	0	0%
Final Eval	2	40%
<b>Total</b>	<b>16</b>	<b>100%</b>

**ADVANCED CONCEPTS IN PERSONAL TRAINING (300 HOURS)**

## 1st Marking Period (150 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	5	39%
Homework	4	13%
Professionalism	1	22%
Participation	1	4%
Practical Eval	2	22%
Final Eval	0	0%
<b>Total</b>	<b>13</b>	<b>100%</b>

## 2nd Marking Period (300 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	6	34%
Homework	5	8%
Professionalism	1	13%
Participation	2	4%
Practical Eval	0	0%
Final Eval	2	40%
<b>Total</b>	<b>16</b>	<b>100%</b>

**PERSONAL TRAINING FOUNDATIONS (150 HOURS)**

## 1st Marking Period (75 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Homework	6	38%
Professionalism	1	63%
Participation	0	0%
Practical Eval	0	0%
Final Eval	0	0%
<b>Total</b>	<b>7</b>	<b>100%</b>

## 2nd Marking Period (150 Hours)

<b>Evaluation Type</b>	<b>#</b>	<b>Total %</b>
Exam	7	23%
Homework	6	5%
Professionalism	1	8%
Participation	0	0%
Practical Eval	3	19%
Final Eval	3	45%
<b>Total</b>	<b>20</b>	<b>100%</b>

Students receive professionalism evaluations as outlined in the Satisfactory Academic Progress Program Marking Period Chart. The evaluation criteria components of the professionalism evaluation include:

1. Student comes to class prepared with necessary tools and assignments completed
2. Student communicates in a timely fashion with the school about issues relevant to attendance and performance
3. Student comes to school in uniform
4. Student shows enthusiasm and engagement in lectures and activities

The criteria are measured in the following ways:

1. Student does not meet standard
2. Student needs improvement
3. Student is acceptable
4. Student is excellent in this area

There is a participation evaluation which students are evaluated on as outlined in the Satisfactory Academic Progress Program Marking Period Chart. The evaluation criteria components of the participation evaluation include:

1. Discussion Participation
  - a. Contributes appropriate ideas that develop the conversation
  - b. Asks inquisitive questions
  - c. Responds appropriate when asked questions
  - d. Questions posed show integration of ideas discussed
  - e. Demeanor presents as a Fitness Professional
2. Activity Participation
  - a. Made suggestions and helped manage group through the activity process
  - b. Participates throughout course and meets or exceeds the requirements
  - c. Meaningfully contributed to the completion of the activity
  - d. Contributed to completing the activity in a timely manner

If a student meets the minimum satisfactory GPA requirements at the end of a marking period (70%), they will be considered to be making satisfactory progress until the end of the next marking period. Students who fail to meet the minimum satisfactory GPA requirements for a program at the end of a marking period may be placed on academic probation (see Academic Probation Policy). If they do not meet the satisfactory GPA requirement (70%) for two consecutive marking periods, they may be dismissed from the program.

### Courses 50 Hours or Less

For Nutrition Coaching for the Fitness Professional, there is one final examination.

For the following courses, students are given a Pass or Fail status:

- American Council on Exercise (ACE) Certification Exam Prep Course
- National Academy of Sports Medicine (NASM) Exam Prep Course
- Introduction to Nutrition Coaching
- Gluteal Activation for Function and Performance
- Improving Your Squat Technique
- Nutrition Facts and Fallacies for Personal Training

Students must receive satisfactory marks in a minimum of three out of the five evaluation criteria components of a participation rubric to pass the class. The evaluation criteria components consists of:

1. Preparation
2. Listening
3. Conduct
4. Attention
5. Frequency of participation

If a student attends less than 80% of the hours of the course, they will receive an automatic Fail and will not be granted a certificate of completion.

## **Satisfactory Academic Progress Policy (Financial Aid Students)**

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To maintain eligibility for Federal Student Aid, a student must make Satisfactory Academic Progress (SAP) that FPTI can reasonably monitor. These standards are applicable to all students enrolled in FPTI's 600-hour Personal Training Master Course and are used to measure satisfactory progress toward graduation. The policy is provided to all students prior to the first day of class and is consistently applied to all students enrolled in the program. Evaluations are maintained in students' permanent files.

FPTI's policy specifies that both qualitative (grade-based) and quantitative (pace of completion or attendance-based) standards are reviewed

### Qualitative Measure

Students must maintain a cumulative grade point average of 70% to be considered making SAP. The grade point average is based on cumulative academic performance at the time of the SAP evaluation, and is not based on academic performance in an individual quarter or section of the program.

Numerical grades are assigned on the following scale:

90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
60% - 69% = D  
59% or below = F

### Quantitative Measure

Students must progress through the Personal Training Master Course at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of the program.

The maximum timeframe for students to complete the full-time Personal Training Master Course is as follows:

Normal Clock Hours	Normal Time Frame	Maximum Clock Hours	Maximum Time Frame
600 Hours	22 Weeks	900 Hours	33 Weeks

To be considered making SAP, students are required to maintain a minimum pace of 67%. Pace of completion is calculated by dividing the total number of hours the student has successfully completed by the total number of hours scheduled.

Example: At the end of the first payment period, John has attended 180 hours of class. The number of hours scheduled was 300 hours. John's pace of completion is 60%. He is not making SAP.

Example: At the end of the first payment period, Michelle has attended 240 hours of class. The number of hours scheduled was 300 hours. Michelle's pace of completion is 80%. She is making SAP.

### Evaluation Periods

All students in the Personal Training Master Course will be evaluated for SAP at the end of the first payment period. A student must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period.

First Payment Period	Second Payment Period
300 Clock Hours / 11 Weeks	300 Clock Hours / 11 Weeks

### Make-up Hours

Approved make-up hours will be included in the determination of total hours completed when evaluating SAP for financial aid purposes.

### Financial Aid Warning

At the time of each SAP evaluation, any students who are not meeting the required qualitative or quantitative measures will be placed on financial aid warning status for one evaluation period. When a student is placed on financial aid warning, the student may continue to receive Federal Student Aid for one payment period.

At the end of the warning period, FPTI will determine if the student is making SAP. If the student has met SAP standards by the end of the warning period, the student will remain eligible for Federal Student Aid and no further action is required.

If the student did not meet SAP standards by the end of the warning period, the student is ineligible for future Federal Student Aid and no successive warning periods are allowed.



### Re-establishing Federal Student Aid Eligibility

FPTI does not allow for appeals to SAP determinations. Therefore, once a student has been placed on financial aid warning for a payment period, if the student fails to pass the next formal SAP evaluation, the student is no longer eligible for Federal Student Aid at FPTI.

### Payment Periods and Absence Policy

Under Federal Student Aid regulations, no more than 10% of the clock hours in a payment period may be missed.

### Leave of Absence

If enrollment is temporarily interrupted for an approved Leave of Absence (LOA), the student will return to school in the same SAP status prior to the LOA. Clock hours and days that have elapsed during an approved LOA will extend the student's enrollment period by the same number of clock hours and days.

### Transfer Credits

FPTI accepts hours transferred from another program or another institution toward the student's current program at its sole discretion. Transfer credit hours will count as hours both completed and scheduled in a student's SAP evaluation.

### Repeated Program

Repeated programs will affect a student's GPA. All completed program hours will count toward the student's pace of completion calculation, even if the student failed that portion of the program. If a student repeats a program, FPTI will count the second grade as the student's final grade.

## Make-Up Examination Rules

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Students are strongly advised not to miss scheduled quizzes or exams. Faculty members are under no obligation to excuse a student from an exam and may assign a zero to a missed exam. Make-up of a missed examination is subject to approval by FPTI faculty or a School Director.

If a student anticipates missing a scheduled exam, they must provide a reason, in writing, to the instructor a minimum of 48 hours prior to the exam date. Depending on the nature of the excuse, documentation supporting the absence and the specific date of the absence(s) may also be requested as a condition to make up the exam. If an approval is granted, the instructor will select a date and time to administer the make-up exam.

## Failed Examinations

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Students are not permitted to retake any failed exams without the permission of the instructor and a School Director. Such permission is granted only in the case of extenuating circumstances.

## Missed Program Work

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It is the student's responsibility to obtain notes from missed classes. Additionally, students may want to establish a study partner to assist in providing information for missed content. Instructors are not responsible for reviewing missed program work with students. It is the sole responsibility of the student to make the necessary arrangements with other students to review any material that has been missed.

## Program Transfers

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Transfers into the same program with a different program schedule:

Students who are approved for a transfer into the same program with a different program schedule (for example transfers from full-time to part-time) must resume their program work at the specific contact hour at which they transferred out of the previous program schedule. For example, if the student completed 55 hours in the full-time schedule, the student would enter the part-time schedule on the day the given clock hour (i.e., hour 56) would commence. If necessary, the student will be placed on an approved academic leave until the part-time program reaches the exact contact hour that the student left off at in the full-time program.

Upon approval, written notification will be sent to the student when a request for transfer is made indicating the date the student is to re-commence with their studies in the new class.

Students who are dismissed, withdraw or fail the Personal Training Master Course before or after the completion of the initial 300 hours of the program will not receive a Certificate of Completion for Personal Training Theory and Application. Completed program work will be reflected on the final academic transcript only.

## Program Reiteration

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A student may repeat the program, at full cost, only if they have written permission from a School Director and are in good administrative and disciplinary standing (see Student Re-Enrollment).

## Academic Records

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FPTI will maintain permanent academic records that will be kept confidential. A student's entire academic record will be maintained for seven (7) years from the student's graduation or last date of attendance. After that, the institute will maintain a single file for each student for 20 years from the student's graduation or last date of attendance containing the following:

- Name, address and date of birth
- Date of enrollment
- Name of curriculum or programs taken
- Record of all final tests and grades earned for each program
- Date of completion or discontinuance and
- Notation whether a certificate or diploma was issued and the date issued.

No student record will be copied or delivered to anyone unless a student provides written consent. To request student academic records, students must complete and sign a Student Record Release Form and submit to a School Director. This form can be obtained from a School Director. If the student is unable to come to the campus to complete the request, a written request can be submitted to a School Director via fax (212-319-3817), secure e-mail or regular mail.

Written requests must include:

- Student Name, address and date of birth
- Dates attended
- Program attended
- The specific material or item requested
- Student signature and date of signature

Requests will be completed within 5 business days of receipt. There will be a \$10 charge for additional copies of transcripts after the initial copy and a \$30 charge for a replacement certificate of completion. Reprints of all other lost or misplaced academic materials will be charged at .50 cents per page.

## Student Code of Conduct

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Conduct considered to be in conflict with the educational standards of the school will be considered “misconduct” and may be grounds for student dismissal.

In compliance with the Drug-Free Schools Act Amendments of 1989, FPTI has also adopted and implemented a policy to prevent the unlawful possession, use and-or distribution, of illicit drugs or alcohol, including steroids or anabolic agents by students on school property or being under the influence of alcohol and/or illegal drugs at school or at a school related activity. This policy is discussed in detail in another section of the catalog.

The following actions are considered **substantial code of conduct violations and may result in immediate dismissal from the program:**

1. Forgery on FPTI administrative documents, including but not limited to the alteration or addition of grades, marks or signatures by the student in an effort to change or obtain grades or credit.
2. Obstruction; disruption; physical abuse; theft; misuse; unauthorized entry; sexual harassment; engaging in lewd; obscene or abusive behavior; or threat of same behavior in relation to FPTI property, processes, or members of the school community.
3. Theft, damage or defacement of the property of other students
4. Student interference with a classmate's right to learn or interfering with a teacher's ability to teach.
5. Defacing or damaging school or building property.
6. The sale, possession or use of illegal drugs or narcotics except when lawfully prescribed for medical care or research.
7. Attending class or being on school property while under the influence of drugs or alcohol.
8. Possession or use of explosives, dangerous chemicals or deadly weapons.
9. Academic dishonesty including cheating, plagiarism or forgery of any academic form, record or document, or unauthorized use of those forms or records (see Academic Dishonesty Policy).
10. Failure to meet the standards for safety, behavior, or dress and appearance set forth in this catalog.
11. Violation of noise policy (see Noise Policy).
12. Conducting any business enterprise on or around the institution's premises without the expressed, written approval of the institution.
13. Stalking - engaging in a pattern of unwanted behavior directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.
14. Cellphone use while class is in session. This includes talking on the phone, surfing the web, texting, etc. Cellphones must be set to vibrate or silent.
15. The use of cell phones, cameras or any recording devices is strictly prohibited during instructional hours. Audio or video recording is not permitted during class time or exams unless approved by a school director or faculty member.
16. Lewd or offensive behavior (see Sexual Harassment Policy).
17. Derogatory language is prohibited anywhere on school grounds, in the elevator, school lobby or area in front of the building.

18. Exhibiting any behavior that may be detrimental, disrespectful or improper towards employees, students, other building tenants / guests or the school's reputation, including the use of offensive language towards others.
19. Excessive tardies or absences (see Absence and Late Policies).
20. Passenger Elevator: There is a strict 8-person maximum passenger elevator policy implemented by 115 West 27<sup>th</sup> Street building management. Any student who violates this policy may be dismissed from the program.

### Learning Environment

FPTI's "learning environment" constitutes all classrooms and practical training areas. Code of conduct for these areas are as follows:

1. Proper gym attire required; sneakers are mandatory. No street clothes or open-toe shoes allowed. Shoes may only be removed on the training floor at the request of the instructor.
2. Restack weights after use and return equipment to its proper place when finished.
3. Medicine balls are NOT to be thrown in facility.
4. Students are not permitted on the gym floor's outdoor terrace.
5. Students using climbing ropes must be spotted. Ceiling fans must be turned off when using the ropes.
6. Students must be aware of their immediate surroundings when on the gym floor to ensure scene safety.
7. Under no circumstances are students to take equipment out of the facility. Any student caught with unauthorized school property on their person will be subject to disciplinary action.
8. Students must not perform exercises that may endanger other students, faculty or employees of the school.
9. Students must not perform exercises that can damage school equipment. Exercise equipment must only be used for the exercises it is intended for.
10. Student belongings such as bags cannot be left out on the training floor, or seating areas and must be stored in the designated storage area.
11. Food and Beverages:
  - a. Students are only permitted to eat in areas designated by school administration.
  - b. Under no circumstances are students to eat on the training floor while class is in progress.
  - c. Beverages must be stored in the designated tray on the training floor at all times.
  - d. Students may use the classroom to eat during defined break periods only.
12. Be on time, be prepared and remain on task. At the stated start time of each class, students must be seated, with necessary materials, ready to work.
13. Students must not interfere with a classmate's right to learn or the teacher's ability to teach. Behavior such as talking in class while the instructor or other students are speaking; persistent speaking without permission; loud, prolonged side conversations; using offensive language; exercising during lectures, creating distractions or disturbances; sleeping; reading unrelated materials; or engaging in non-class related activities are all considered disruptive behaviors to the learning process.
14. Students must clean up after themselves each day and remove all personal garbage. No exceptions.
15. The use of headphones is prohibited during class time.
16. Chewing gum is not permitted.

### School Premises and Common Areas

1. Students are not permitted into the staff kitchen, staff restroom or staff lounge without express consent.
2. Students are not permitted in the office without an FPTI staff member present.
3. Personal belonging storage areas are available for day use only. FPTI is not liable for any lost, stolen or damaged items.
4. Students are not permitted to utilize facility showers without prior approval.
5. Students are not to leave the school premises during class hours without permission from the instructor.
6. Students are not permitted to sleep on school premises
7. Smoking is prohibited anywhere on school grounds.
  - a. This includes the area in front of the building which is part of the campus.
  - b. If students choose to smoke, we request they remain 100 feet away from the building and do not have a FOCUS logo visible on their school shirt, etc. We are a health and wellness institution, so smoking is not something we want to affiliate with our brand.
  - c. the use of e-cigarettes, including but not limited to e-hookahs, e-cigars, vaping pens or similar products, is prohibited wherever smoking is prohibited.
8. No loitering in front of the building or in building lobby.

Students should recognize that the above violations reflect willful disregard for professional conduct and that first offenses may result in a minimum of probation or possible expulsion.

If, at any time, in the judgment of a school instructor, a School Director or school employee a student presents a risk to him/herself, the reputation of the school, fellow students, clients or guests of the school, that student may be subject to dismissal (see Dismissal Policy).

### Use of Fitness Facility

Open workout days and times are only available for currently enrolled students when class is in session and is subject to cancellation or schedule change at any time.

Under no circumstances are students permitted to perform personal workouts outside of the designated times or in any other area than the main training floor.

## Noise Policy

Each student, teacher and staff member should avoid producing noise caused by impact on the floor. There should be no dropping dumbbells, barbells, jumping, tapping or slamming anything on the floor. In general, do not do anything that produces a noise or "thumping" when hitting the ground.

These sounds are amplified many times over and cause a major disruption to the people working on the floor below the school. This is a common policy in most gyms that are not located on the ground floor as well as in residential gyms and client's homes. Specifically, **NO**:

- Deadlifting where weight thumps on the ground.
- Battle ropes on the floor
- Medicine ball floor slams, Russian Twists where the medicine ball taps the ground
- Throwing equipment against the wall (Medicine balls, etc)
- **Dropping dumbbells or barbells. Dumbbells must be gently placed on the ground or taken by a spotter.** If performing a heavy dumbbell bench, you will either need a spotter where someone else takes the weights from you or you have to take your own weights back to the ground from a seated position.
- Plyometrics (anything where your foot or feet leave the ground – jumping, etc), unless performed in the designated areas. You can jump onto to the plyo-boxes, but must land quietly and step down.
- Running, sprinting

This is an important school policy and is in effect 24 hours per day / 7 days per week. Please do not attempt to circumvent, or amend these rules as it may result in issues for the school. **Violation of this policy may result in immediate dismissal from the program.**

## Dress Code

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Students are required to dress professional at all times, just as they would when working in the occupation the school is preparing them for.

For personal training programs, students are required to arrive daily in athletic attire. Street clothes are not permitted on gym floor at any time. Students who are not properly dressed may not be admitted to class and may be marked absent for the day.

1. For practical program components held on the training floor, all students must look professional and dress as though they were going to work with a client in a gym setting. The dress code must be adhered to at all times.
2. Athletic shorts or pants that are medium to dark in color, preferably black, must be worn along with clean sneakers.
3. FPTI uniform (shirts) must be worn for the practical portion of class – no exceptions. In the winter months, shirts can be worn over long sleeved shirts. The uniform cannot be covered.
4. Shoes other than sneakers cannot be worn on the gym floor. Students must be dressed in clean professional looking attire at all times.
5. Excessive cologne, perfume or jewelry is not permitted.
6. Given the physical nature of FPTI programs and frequent peer-to-peer interaction, students should be aware of their personal hygiene at all times and its effect on other students (body odor, excessive sweating, clean clothing and bad breath).
7. Students are not permitted to wear any type of hat (baseball caps, wool hats, etc) headphones or sun glasses during instruction. Hats and head scarves may only be allowed for religious purposes.
8. Hoodies and tank tops are prohibited.
9. Clothing with lewd or offensive language is strictly prohibited.

10. During the winter, heavy boots must be removed before entering the facility and left in the entryway closet. Students must bring dry, clean sneakers to wear indoors.
11. Students must not in any way alter their school uniform. This includes cutting off the sleeves, cutting the hems of the shirt or altering the appearance or color of school apparel in any way, shape or form.

### **Academic Dishonesty**

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All forms of academic dishonesty are prohibited at FPTI and are grounds for immediate dismissal from the program. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, forgery cheating, alteration or misuse of documents after a testing period, misconduct during a testing situation, or facilitating academic dishonesty with other students including intentionally or knowingly giving or receiving aid on any test or examination, or on any academic exercise, that requires independent work..

All assignments, tests and exams submitted by students are expected to be the result of the individual student. The only exceptions to this policy are projects or assignments related to a group project. Submitting work as your own when it is the work of another student may be grounds for dismissal from the program.

Anyone observing an act of academic dishonesty may refer the matter to the instructor or a school director. When the instructor has reason to believe that an act of academic dishonesty has occurred, the instructor may proceed as follows:

1. The instructor will contact a School Director, who may evaluate the act of academic dishonesty based on the instructor's statement. An interview with the student will then be scheduled, and if applicable, a review of the school's camera footage may also occur.
2. If an act of academic dishonesty is determined, the school may impose disciplinary action against the responsible student or students, following a discussion of the matter with the student and any other appropriate persons. Disciplinary actions may include:
  - a. Loss of credit for an assignment, examination, or project
  - b. Immediate dismissal from the program

### **Participation and Physical Requirements**

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Given the nature of the program at FPTI, all students are expected to actively participate in all gym floor activities and classroom lectures. Many of these activities require physical exertion which require specific physical abilities. This includes the following:

- After an exercise set, students must be physically capable of assisting themselves or others, to safely return exercise equipment weighing up to 35 lbs. (including but not limited to dumbbells, barbells and kettlebells) back to an equipment storage area or "racked" position.
- Students must be physically capable of safely holding or handing off exercise equipment weighing up to 35 lbs. (including but not limited to dumbbells, barbells and kettlebells) to themselves or others.
- During an exercise set, students must be physically capable of safely performing an exercise or spotting free weight exercises for others (including but not limited to the barbell bench press, dumbbell chest press, overhead press, barbell back squat).
- Students must be able to regularly attend and participate in group lectures and hands-on learning activities related to the personal training profession.



Students may also be required to serve as subjects during practical skills components of our programs. These components will require students to place their hands on other students in order to practice certain skills and include but are not limited to the following:

- *Body fat analysis* – Students may be required to measure body fat skinfolds or be the recipient of a body fat analysis. This process entails pinching an area of skin and measuring the thickness with a device on multiple body parts.
- *Circumference measurements* - Students may be required to measure the size of specific points on the body of other students.
- *Stretching* – Students may be required to place their hands on other students for the purpose of stretching instruction and will also have other students stretching them.
- *Cuing* - Students may be required to place their hands on other students for the purpose of giving direction or ensuring an exercise is being performed appropriately.

Students may also be required to work with a client that is not a student as part of the practical skills assessment portion of a program.

### **Attendance**

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FPTI programs prepare students for a successful career in personal training and therefore good work habits are integrated into our policies. As required by law, the school will keep attendance records for all students and the record will indicate students' attendance for each day of the program.

For programs greater than three hours in length, attendance will be recorded at the beginning of class and again after the longest break. If all breaks are equal in length, attendance will be recorded again at the end of class.

For programs three hours or less, attendance will be recorded at the beginning of class.

For all programs, if students leave prior to dismissal or leave class for extended periods of time during each session, missed time will be recorded and rounded up the 15 minute increments.

The attendance will be recorded as follows:

- "L" Late - Student arrives after scheduled start time or returns late to class after a break.
- "A" Absent - Student is not present during the class session or leaves early.
- "P" Present - Student is present for the entire duration of the class.

## Absence Policy

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FPTI does not distinguish between excused and unexcused absences. 100% attendance is encouraged from all students due to the intense nature of program material and critical skills gained each day. If a student encounters a situation such as an emergency or illness that requires the student to miss class, the student is responsible for any missed program work and/or subject matter. It is a student's responsibility to keep track of their hours and to adhere to attendance policies.

Students must attend 80% of total class clock hours to graduate and receive a certificate of completion from all programs. Students are also expected to remain in class each day until dismissed by the instructor.

Students may receive an attendance warning if they are absent for:

- 5% of the total program hours, or
- If a program is split into modules (the 1<sup>st</sup> 300 hours and 2<sup>nd</sup> 300 hours of the Personal Training Master Course), 5% of the total hours in each module.

Students may be dismissed from a program if they exceed:

- 20% of the total program hours, or
- If a program is split into modules (the 1<sup>st</sup> 300 hours and 2<sup>nd</sup> 300 hours of the Personal Training Master Course), 20% the total hours in each module.

Make-up hours and schedule of make-up days and times for attendance purposes are not guaranteed and only granted upon approval by a School Director. The circumstances listed below may be considered when approving make-up hours. Formal documentation may be required:

1. Death in the family
2. Call to military duty or jury duty
3. Accident, illness or other medical related issue
4. Financial hardship

A record of make-up sessions shall be maintained in the attendance register.

\*For all FPTI programs, it is the responsibility of the student to track their total absences and tardies. Students may ask the instructor for their attendance record at any time.

## Late Policy

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Tardiness is an indication of professional behaviors. Coming late to class or leaving early is disruptive to the learning environment. Students are expected to arrive to class on time at the beginning of each day and after all breaks or they will be marked "Late" to class.

Late arrivals will be rounded up to the nearest quarter hour and will be deducted from the total allotted absences for the program. For programs over 50 hours, students may receive a grade for professionalism. Points may be deducted from professionalism grades for late arrivals or early departures from class.

Excessive tardies are considered a Code of Conduct violation which may warrant disciplinary action. Excessive tardies are characterized as:

- 15 total tardies for programs 150 hours or greater.
- If a program is split into modules (the 1<sup>st</sup> 300 hours and 2<sup>nd</sup> 300 hours of the Personal Training Master Course), 15 total tardies in each module.

## **Academic Probation**

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A student who does not achieve a 70% at the end of an evaluation period may be placed on academic probation until the end of the next evaluation period. The purpose of academic probation is to notify students in writing that their performance is not meeting acceptable standards; to set goals for improvement and to give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements. Probation decisions are at the discretion of a School Director.

A student on academic probation may receive assignments from the instructor if it helps the student learn the material he or she is deficient in. If a student does not meet the terms of probation or the minimum satisfactory GPA requirements for a program (70%) at the end of the probationary period, they may be dismissed from the program.

## **Student Warnings**

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Students may receive verbal and/or written warnings at any point during a program for the following reasons:

- Unsatisfactory attendance including excessive absences or tardies
- Disciplinary/Code of Conduct Violations
- Failure to meet financial obligations, including missed, late or partial tuition payments

If a verbal or written warning is given and the behavior is not corrected or the undesirable action re-occurs, the student may be dismissed from the program.

## **Student Dismissal and Readmission Following Dismissal**

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The school may terminate a student's enrollment for academic, attendance, or behavioral reasons at any time. Dismissal decisions are at the school's sole discretion. Upon dismissal, a grade of "W" is posted to the student's permanent record and refunds will be calculated according to the terms of the student's enrollment agreement and the school's refund policy. Reasons for dismissal may include violation of school policies or failure to meet terms of probation.

Students are typically not readmitted to FPTI following dismissal. Students may appeal any decision regarding their dismissal. Submitting an appeal does not guarantee readmission. Appeals must be submitted in writing to a School Director within two weeks of the action causing the appeal. FPTI will review all appeals and notify the student of its decision within 10 business days of receipt. Readmission is at the sole discretion of FPTI.

International students on a school sponsored M-1 visa who are dismissed from the program, are in violation of their visa status and required to return to their country of origin, as per M-1 visa regulations.

## **Student Withdrawals, Leaves of Absence, Return of Title IV Funds (R2T4)**

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### **“Official” Voluntary Withdrawal**

A student is considered to be “officially” withdrawn from a program on the date the student notifies a School Director **in writing** of their intent to withdraw. Once this request has been processed and approved, the student will receive a grade of “W” (Student Withdrawal) on their permanent record.

Pursuant to section 5002 of the NYS Education Law, the failure of a student to notify the director in writing of the withdrawal may cause a delay in the issuing of a tuition refund, in the event any is due.

The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing to a School Director; or
2. The date the student began the withdrawal from the school’s records. This is based on the last date of attendance.

Upon receipt of the written withdrawal notice, FPTI will complete the following:

1. Determine the student’s last date of attendance (LDA) as of the last recorded date of academic attendance on the school’s attendance record.
2. Perform two calculations:
  - a. Calculate the school’s refund requirement based on the LDA (see School Refund Calculation).
  - b. Perform a Return to Title IV calculation for students who received Federal Student Aid funds to determine if any funding must be returned to the Department of Education.
3. The student’s grade record will be updated to reflect his/her final grade.
4. The school will return any unearned Title IV Aid within 45 days of the date the official notice was provided.
5. If a Title IV Aid post-withdrawal disbursement is applicable, FPTI will follow the policy under Post-Withdrawal Disbursements.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed refund calculation worksheet, disbursement check (if applicable), official withdrawal letter and final ledger card will be kept in the student’s file.

### Unofficial Withdrawal

Any student that does not provide a School Director with written notification of his or her intent to withdraw from a program and meets any of the criterion below, may be subject to termination and considered to have been ‘unofficially’ dropped/withdrawn from school.

1. Is absent for one day within the first week of instruction, without prior written notice and Director approval.
2. Is absent for more than fourteen (14) consecutive calendar days after the first week of instruction without any notification to the school
3. Fails to maintain satisfactory academic progress
4. Fails to comply with the school’s attendance and /or conduct policy
5. Does not meet financial obligations to the school
6. Violates mandatory conditions stated in the school’s enrollment agreement or school catalog

If a student has failed to attend classes without any notification to the school, the following procedure will occur:

#### Within the first week of instruction

- If the student does not contact the school prior to their absence, the school’s administrative office will attempt to notify the student one (1) time via electronic mail and/or telephone regarding his/her enrollment status.
- If contact is not made with the student by the end of the business day for full-time programs or the end of the next business day for part-time programs, the school may deem that the student has dropped/unofficially withdrawn from the program.
- If contact is made with the student, the student must receive Director approval to continue in the program.

#### After the first week of instruction

- If the student does not contact the school within seven (7) calendar days of their initial absence, the school’s administrative office will attempt to notify the student one (1) time via electronic mail and/or telephone regarding his/her enrollment status.
- If contact is not made with the student after fourteen (14) consecutive calendar days of absence, the school may deem that the student has unofficially withdrawn from the program.
- If contact is made with the student, the student must receive Director approval to continue in the program.

Notification attempts will be made by the school during normal business hours. All contact attempts will be documented and placed in the student's permanent file.

If a student is considered "unofficially withdrawn", the following procedures will occur:

1. The school will notate the student's last date of attendance in the student's permanent file. This will be the official withdrawal date for the student.
2. The date of the institution's determination that the student withdrew (the "date of determination") is confirmed.
3. If no contact has been made with the student, the student will be withdrawn from the program.
4. Upon drop/withdrawal, official notice will be sent to the student via electronic and/or postal mail to notify the student of their failure to contact the school and their subsequent attendance status resulting in the current termination of enrollment. The student will receive a grade of "W" (Student Withdrawal) on their permanent record.
5. The School will calculate the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. The school's refund requirement will be calculated (see School Refund Calculation).
7. The school will return any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
9. The School will supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's permanent file.

#### Rescinding a Notice to Withdraw

In the event a student decides to rescind (cancel) his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV Aid, will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### Withdrawal Date if a Student Dies

In the unfortunate event of a student's death, the withdrawal date for a student who has died is the last date of attendance as determined from the school's attendance records. FPTI will maintain the documentation it received that the student has died and determine an appropriate withdrawal date

### Documentation of a Withdrawal Date

The determination of a student's withdrawal date is the responsibility of the school. A student's certification of attendance that is not supported by institutional documentation is not acceptable. As with other Title IV program records, documentation by FPTI will be retained and available for examination in accord with the regulatory provisions for recordkeeping (34 CFR 668.24).

### Leave of Absence

If a student intends to return to the school, they should apply for a Leave of Absence (LOA). A Leave of Absence (LOA) is to be granted only in extenuating circumstances that make attendance impossible or impractical such as:

1. Death in the family
2. Call to military duty or jury duty
3. Maternity leave
4. Accident or illness - with medical documentation

Leave of absences may also be granted to students who have a gap in their school schedule of 14 days or more. This does not include pre-scheduled holidays. A leave of absence (LOA), for Return of Title IV funds purposes is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring FPTI to perform a Return calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

A student requesting a leave of absence must present a written statement prior to the anticipated leave date, to a School Director for approval. No monetary charges or accumulated absences will be assessed to the student during a leave of absence.

Upon LOA approval, a student must complete a school "Leave of Absence" form which clearly identifies the reason for the LOA, states the date the leave will start and the date the student will return. One signed copy will go to the student and the other will be kept in the student's file. If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed. This will be noted in the student file.

The following applies to all leaves of absence:

- Leaves of absence will only be granted to students who have a GPA of 70% or higher.
- Only one leave of absence may be granted per student, per program.
- Leave of Absences will not be granted after 85% of the scheduled program has been conducted.
- Leaves of Absences will not be granted for more than ninety (90) days. A student must return to class within 90 days of last date of attendance.
- Leave will not be granted to students who are on academic probation, have overdue unpaid financial obligations to the school, or are subject to any disciplinary action.

Students who do not return as agreed following a leave of absence will be assigned a withdrawal (W) status and will be refunded according to the refund policy (see refund policies).

Any student who is called to active military duty will, upon request and upon providing the school with a copy of their official military order, be granted a leave of absence for a period of time not to exceed the term of the active duty plus ninety (90) days.

- FPTI may not assess the student any additional institutional charges. As such, the student's need may not increase, and therefore, the student will not be eligible for any additional federal student aid;
- A student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA.
- If the student is a Title IV loan recipient, FPTI will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the federal student aid previously awarded for the period

#### Early Return from a Leave of Absence

FPTI may permit a student to return to class before the expiration of the student's LOA to review material previously covered. However, until the student has resumed the academic program at the point he or she began the LOA, the student is considered to still be on the approved LOA.

If a student returns early, the days the student spends in class before the program reaches the point at which the student began his or her LOA must be counted in the 90 day maximum for an approved leave of absence. That is, a student repeating program work while on an LOA must reach the point at which he or she interrupted training within the 90 days of the start of the student's LOA.



### Re-admission from Leave of Absence

Section 126.4 of the NYS Commissioner's regulations states:

When a student returns from an approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his or her return in accordance with the following:

1. For leaves of absence less than 30 calendar days, the school shall assess the student's retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student's level of retention in the instructional program; or
2. For leaves of absence 30 calendar days or longer, the school shall assess a student's retention level either through a written or oral evaluation instrument designed to measure a student's level of retention in each program in the curriculum; and

In each re-admitted student's file there will be documentation of such evaluations, evaluation instruments, student results, and evidence that the student was properly placed according to skill level.; and

Re-admission counseling sessions or evaluation exams will be scheduled at the time of the LOA. If a student does not complete the required evaluation or counseling session on the scheduled date and time, they will be withdrawn from the program and not granted re-admission.

### No Additional Charges for Students on a Leave of Absence

An LOA is a temporary break in the student's attendance during which, for purposes of determining whether a Return calculation is required, the student is considered to be enrolled. Since students who are continuously enrolled are not assessed additional charges, any additional charges to a student, even minimal re-enrollment charges, indicate that FPTI does not truly consider the student to be on an approved LOA

### No Additional Title IV Assistance While a Student is on Leave of Absence

FPTI may not assess any additional charges to a student returning from LOA. As such, FPTI may not award any additional Title IV aid until the student has completed the program work in which the student was enrolled when the leave was granted.

### Unapproved Leaves of Absence

FPTI may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes (for example, for academic reasons). **However, an LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes.** The student's withdrawal date is the student's last day of attendance.

**An unapproved LOA may not be treated as an unofficial withdrawal.** An unofficial withdrawal is one where the school has not received notice from the student that the student has ceased or will cease attending the school. If a school has granted a student an unapproved LOA, the school would know immediately that the student had ceased attendance for Title IV purposes and will use the last date of attendance as the specified withdrawal date in its Return calculation.

### Treatment of Title IV Aid When a Student Withdraws

This policy applies to students who withdraw officially or unofficially, fail to return from an LOA or are dismissed from enrollment at FPTI. **This is separate and distinct from the school refund policy. (Refer to the School's Institutional Refund Policy)**

Federal Student Aid funds, referred to as Title IV Aid in this policy, are disbursed with the assumption that a student will complete the full Personal Training Master Course. If a student receiving Title IV Aid withdraws from the program, the student may no longer be eligible to retain the full amount of financial aid that was disbursed. Federal law requires that a Return to Title IV (R2T4) calculation be performed to determine the percentage of aid that the student has earned. (A copy of the worksheet used for this calculation can be requested from the Financial Aid Department.)

Although Title IV Aid is posted to a student's account at the beginning of each payment period, the student earns the funds as he/she completes the payment period. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period. Once a student has completed 60% of the payment period, 100% of the disbursement has been earned and can be retained by the student.

First Payment Period	Second Payment Period
300 Clock Hours / 11 Weeks	300 Clock Hours / 11 Weeks

If a student withdraws before completing 60% of a given payment period, a portion of Title IV Aid must be returned to the Department of Education. The funds are returned in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loan
- Direct PLUS (Parent) Loan
- Pell Grant

Example: John withdraws during the fifth week of class during the first payment period. His attendance is 120 hours as of his last date of attendance. He has completed 40% of the payment period (  $120 / 300 = 0.4$ , or 40%), and has therefore earned 40% of his first disbursement of Title IV Aid. FPTI must return 60% of the disbursement to the Department of Education.

Example: Mary withdraws during the ninth week of class during the first payment period. Her attendance is 210 hours as of her last date of attendance. She has completed 70% of the payment period (  $210 / 300 = .7$ , or 70%). She has earned 100% of her first disbursement of Title IV Aid.

**FPTI MAY CHARGE A STUDENT FOR ANY TITLE IV FUNDS THE SCHOOL IS REQUIRED TO RETURN ON A STUDENT'S BEHALF.**

### Date of Determination

The date of determination (DOD) is the date that FPTI determines a student has withdrawn from a program. The DOD may not exceed 14 days after a student's last date of attendance. FPTI will return all unearned Title IV Aid to the Department of Education within 45 days of the DOD.

### Withdrawal Date

A student's withdrawal date is equal to their last date of attendance (LDA). The LDA is defined as the last recorded date of academic attendance on the school's attendance record.

### First Student Loan Disbursement

The first Direct Loan disbursement is requested from the Department of Education 30 days after the start of the program. Students who withdraw within the first 30 days of the program will not receive any Direct Loan funds they would have otherwise been eligible for had they remained in the program.

### Post-Withdrawal Disbursement

If a student did not receive all of the Title IV Aid that he/she earned, the student may be due a post-withdrawal disbursement. If there is a post-withdrawal disbursement of Pell Grant funds, FPTI will use the disbursement to cover outstanding tuition and fees charges. FPTI will notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The notice will request confirmation of any post-withdrawal disbursement that the student or parent wishes the school to make.

A student, or parent when applicable, has 14 calendar days from the date FPTI sends a notification to accept a post-withdrawal disbursement. If a response is not received within the allowed time frame, or the funds are declined, FPTI will return the earned loan funds to the Department of Education.

### Title IV Credit Balances

When a student withdraws during a payment period, a Title IV credit balance created during the period is handled as follows:

1. FPTI will not release any portion of a Title IV credit balance to a student, and will not return any portion to the Title IV Aid until the R2T4 calculation has been performed. FPTI will hold these funds even if, consistent with the 14-day credit balance payment requirement of 34 CFR 668.164(e), it would otherwise be required to release them.
2. FPTI will perform the R2T4 calculation, including any existing Title IV credit balance for the payment period in which the student withdraws.
3. FPTI will apply any applicable refund policy (state, accrediting agency, institutional, etc.) to determine if doing so creates a new or larger Title IV credit balance.
4. FPTI will allocate any Title IV credit balance as follows:
  - a) Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The institution must return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4 calculation.
  - b) Within 14 days of the date that the institution performs the R2T4 calculation, an institution must pay any remaining Title IV credit balance funds in one or more of the following ways:
    - In accordance with the cash management regulations to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution);
    - A school may not use a Title IV credit balance to return funds for which it is responsible as a result of a R2T4 calculation;
    - With the student's authorization, to reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal); or
    - To the student (or parent for a Direct PLUS Loan).

If the institution cannot locate the student (or parent) to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs.

FPTI will apply its refund policy before allocating a Title IV credit balance. However, FPTI is not required to complete the refund process (for example, by making a refund to a student) before completing the steps for allocating the Title IV credit balance.

### Pell Grant Overpayments

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, FPTI will notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, FPTI will inform the student of the following five items:

1. The student owes an overpayment of Title IV funds
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student
3. There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
  - a. The student may repay the overpayment in full to the school.
  - b. The student may sign a repayment agreement with the school. *Note: Two years is the maximum time a school may allow for repayment.*
  - c. The student may sign a repayment agreement with the Department.
4. If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately will be reported to the Department of Education and referred to their Debt Resolution Services for collection.

## **Alcohol and Drug Use Polices and Assault and Bias Crime Prevention**

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FPTI is dedicated not only to teaching and to the advancement of knowledge but also to the development of ethical and responsible individuals. The School seeks to achieve these goals through a sound educational program and policies that encourage maturity and independence. The regulations that govern student and employee conduct have been formulated with those objectives in view. The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989.

Members of the FPTI community are bound by federal, state and municipal laws.

The unlawful manufacturing, distribution, possession or use of illegal drugs or other controlled substances and the unauthorized use of alcohol by students on school property and by the School employees at work is prohibited. Student clubs and organizations may petition the School Director in advance of a planned event for the use of beer or wine at "duly authorized functions." Organizations must adhere to stringent guidelines that comply with New York State Alcoholic Beverage Control Law prohibiting the sale, delivery, or providing of alcoholic beverages to people under the age of 21. In addition, organizations granted permission to serve alcoholic beverages must provide adequate supervision for distribution and consumption. Any person found to have violated the School policy on alcohol and drug use is subject to discipline.

The legal age for drinking alcohol in New York is 21, and state laws deal harshly with underage drinking. As stated earlier, it is also against the law in New York to sell or give away alcohol to anyone under the age of 21. The possession or use of illegal drugs is a crime in the State of New York. Anyone found in possession of or using such drugs on school property will be dealt with severely and may be suspended from the school, in addition to facing criminal charges and arrest.

The school will cooperate fully with local law enforcement to ensure the coordination of the investigation of such crimes and reports which may include but is not limited to violent crimes, sexual assault and harassment, felony crimes, missing person's reports, and race or sexually-biased crimes.

## **Tuition Reimbursement Fund**

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The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while a student is in attendance, prior to the completion of the educational program, that student may be eligible for a refund of all tuition expenses which have been paid. If the student drops out of the program prior to the program completion and files a complaint against the school with the State Education Department, that student may be eligible to receive a tuition refund if the State Education Department is:

1. Able to provide factual support that the complaint is valid; and
2. Determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations.

To file a claim to the Tuition Reimbursement Fund, all students must first file a complaint with the State Education Department at the address below. The staff of the State Education Department will then assist the student in the preparation of a tuition reimbursement form.

To file a claim to the Tuition Reimbursement Fund, the student should contact:

Bureau of Proprietary School Supervision (BPSS),  
New York State Education Department,  
116 West 32<sup>nd</sup> Street, Fifth floor,  
New York, NY, 10001  
(212) 643-4760

## **Grievance Policy**

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Students experiencing problems or concerns during their program of study are encouraged to address the school's staff and administration using the following suggested protocols:

Instructors are the members of the staff most involved in the student's day-to-day interactions and therefore we encourage students to first discuss any concerns with an instructor. Depending on the nature of the complaint, the instructor may report the problem to a School Director. If the student's concern is in regards to the instructor, however, the student may directly address a School Director.

Once discussed with an instructor, if the student does not feel that the concern was remedied, an oral or written complaint can be submitted to a School Director during school hours.

If the student delivers an oral complaint and the issue has not been addressed within 10 days, the student should submit the complaint in writing to a School Director.

If the complaint involves a direct violation of the school's policies, the Director will provide the student with a written summary of the investigation and disposition of the complaint. If the investigation is not completed at the end of 10 working days, the student will be notified that more time is needed.

Students are required to cooperate with all FPTI representatives during any investigation in which FPTI believes they may provide relevant information.

In the event a resolution cannot be reached between the school and student, the student may contact the school's accrediting body and state licensing authority: Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA, 30350. Telephone: 770-396-3898 or The New York State Education Department, Bureau of Proprietary School Supervision, 89 Washington Avenue, EBA 560 Albany, New York 12234. Telephone: (518) 474-3969.



## Sexual and Other Unlawful Harassment Policy

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FPTI is committed to providing an environment that is free of discrimination and unlawful harassment or intimidation of any employee, job applicant or student, male or female. FPTI does not accept, condone or tolerate actions of sexual or other unlawful harassment by any employee, independent contractor, student, customer, vendor or outside business associate. Actions, words, jokes, or comments based on an individual's sex, race, color, ethnicity, national origin, age, disability, religion, sexual orientation or any other legally protected characteristic will not be tolerated.

One type of harassment is sexual harassment. Sexual harassment is unwelcome, unsolicited conduct of a sexual nature or because of one's sex that an employee regards as undesirable or offensive. It includes unwelcome sexual advances, requests for sexual favors and any other conduct of a physical, verbal or non-verbal nature (including improper touching, degrading comments, offensive pranks, "dirty" jokes, sexual innuendo or sexually suggestive pictures) where:

- Submission to or rejection of the harassment is used as the basis for any academic or enrollment decision affecting a student or FPTI employee; or
- Submission to and/or rejection of such conduct impacts upon or is used as a basis for employment decisions affecting the individual in question; or
- Such conduct unreasonably interferes with an individual's work performance; or
- Such conduct has the effect of creating an intimidating, hostile or offensive environment.

Sexual harassment involves behavior that is personally offensive, fails to respect the rights of others, lowers morale and, therefore, interferes with work effectiveness. Sexual and other types of harassment may take different forms. Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated at FPTI. All employees and students must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations of this policy may result in disciplinary action up to and including immediate dismissal.

Students who believe that they have been subjected to sexual or other unlawful harassment should promptly report any incidents of such harassment to their instructor or any member of the school's Harassment Committee and/or Campus Security Authorities. If the instructor and committee members are unavailable or the student believes it would be inappropriate to contact these individuals, the student should immediately contact any other member of the faculty or staff with whom the employee feels comfortable. Under no circumstances need a student report the harassment to a person whom he or she is accusing of inappropriate behavior. Students can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise any member of the Harassment Committee who will handle the matter. Any employee who receives a complaint of harassment and fails to report it to any member of the Harassment Committee, is also subject to disciplinary action, up to and including immediate termination.

After a complaint is received, the Company will analyze and investigate the matter promptly. FPTI will, to the extent reasonably feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints will generally require disclosure to the accused party and any witnesses in order to gather pertinent facts. This harassment policy applies to actions by students against other students, teachers against students, employees against other employees, as well as to actions by customers, students and independent contractors against employees.

## **Anti-Discrimination Policy**

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FPTI does not discriminate against adult students with regard to race, gender, age, physical disability, religion, nationality or sexual orientation. FPTI seeks to provide all qualified students with a catalog that clearly states the purpose of the FPTI program, all costs/refund schedule, school policies and student rights as defined by the New York State Department of Education.

## **Notification Under FERPA of Student Rights Concerning Education Records and Directory Information**

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The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

1. The right to inspect and review your education records. Students should submit to a School Director, written requests that identify the record(s) they wish to inspect. 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. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the FPTI's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. You may ask FPTI to amend a record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You should write to the school official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If FPTI decides not to amend the record as requested by you, FPTI will notify you of the decision and advise you of your right to a hearing before FPTI's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by FPTI in an administrative, supervisory, staff position, or a person or company with whom the FPTI has contracted as its agent to provide a service instead of using School employees

A school official has a legitimate educational interest if access is reasonably necessary in order to fulfill his or her professional responsibilities to the school.

Upon request, FPTI discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- a. You may appeal the alleged denial of FERPA rights to the:

Focus Personal Training Institute  
Attn: School Director  
115 West 27<sup>th</sup> Street, 11<sup>th</sup> Floor  
New York, NY 10001

- b. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FPTI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C., 20202-5920

FPTI will make "directory information" concerning current and former students available to those parties having a legitimate interest in the information. Directory information could include: name, attendance dates (periods of enrollment), full or part-time status, enrollment status, level of education completed, honors and awards received. By filing a form with the Administrative office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the school's Administrative Office and may be filed, withdrawn, or modified at any time.

## Information for Students - Student Rights

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Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

### What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents.

You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also

provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

## Addendums

### Administration

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Executive Director / PDSO – Joseph Masiello  
*jmasiello@fpti.edu*

Executive Director / DSO – Gabriel Valencia  
*gvalencia@fpti.edu*

Campus Director / DSO – Mary Donnelly, MA, LMT  
*mdonnelly@fpti.edu*

Director of Admissions and Marketing – Joseph Dobson, AA  
*jdobson@fpti.edu*

Director of Financial Aid – Melissa Kirsch, BA  
*mkirsch@fpti.edu*

Career and Placement Coordinator- Michael Gattinella, MES, NASM-CPT, PES, FNS  
*mgattinella@fpti.edu*

Registrar and Office Manager – Tiffany Stephens, BA  
*tstephens@fpti.edu*

Academic Advisor – Mitchel Reynolds, ACE-CPT  
*mreynolds@fpti.edu*

Student Accounts Manager / Bursar - Georgia Hodge  
*ghodge@fpti.edu*

### Course Instructors

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**Mary Gillis, PhD, MA** *mgillis@fpti.edu*  
*PhD C, Applied Physiology, Teachers College Columbia University*  
*M.S. Applied Physiology, Teachers College Columbia University*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training, Personal Training Foundations

**Alanna Bradley, BS, NCSF-CPT** *abradley@fpti.edu*  
*B.S., Exercise Science, Rutgers University*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

**Casey Holgan, BS, CSCS, MA**, *cholgan@fpti.edu*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

**Gregory Norman, NASM-CPT, Certified CPR Instructor**, *gnorman@fpti.edu*  
*Personal Training Master Course Certificate, Focus Personal Training Institute*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training, Personal Training Foundations

**Kareem Elbasty, NASM-CPT**, [kelbasty@fpti.edu](mailto:kelbasty@fpti.edu)  
*A.A. Liberal Arts, Nassau Community College*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

**Nick Law-Yue, MES, SSC, NASM-CPT** [nlaw@fpti.edu](mailto:nlaw@fpti.edu)  
*B.A.-John Jay College of Criminal Justice*  
*Personal Training Master Course Certificate, Focus Personal Training Institute*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

**Ryan Chow, DPT ACSM-HFS, NASM-CES** [rchow@fpti.edu](mailto:rchow@fpti.edu)  
*B.S., Movement Science, University of Michigan*  
*Doctorate of Physical Therapy, Mercy College*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

**Joe Masiello, CSCS, MES** [jmasiello@fpti.edu](mailto:jmasiello@fpti.edu)  
*B.S. University of Miami*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

**Gabriel Valencia, CSCS, MES** [gvalencia@fpti.edu](mailto:gvalencia@fpti.edu)  
*B.F.A. Art Institute of Chicago*

Programs: Personal Training Master Course, Advanced Concepts in Personal Training

#### **Licensed Directors**

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Joseph Dobson  
 Mary Donnelly  
 Melissa Kirsch  
 Joseph Masiello  
 Gregory Norman  
 Gabriel Valencia

#### **Licensed Agents**

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Dominique Britten  
 Joseph Dobson  
 Mary Donnelly  
 Michael Gattinella  
 Mary Gillis  
 Melissa Kirsch  
 Caroline Lents  
 Joseph Masiello  
 Rebecca Matelle  
 Tiffany Stephens  
 Gabriel Valencia



## School Calendar

Please visit the school website or contact a school agent for the most up-to-date information. Generally, FPTI programs are offered quarterly, but program dates are subject to change.

### Holidays

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New Year's Day  
 Martin Luther King, Jr. Day (no class, office is open)  
 Presidents Day  
 Memorial Day  
 July 4th  
 Labor Day  
 Thanksgiving Day and the day before and after Thanksgiving  
 Christmas Eve and Christmas Day

### Scheduled In-Program Breaks

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Students may have scheduled breaks between sections of a program. A syllabus detailing the exact scheduled hours will be provided to students during orientation.

### Professional Days

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Professional days may be scheduled throughout the year to allow for educator training, special events, make-ups due to inclement weather or other emergencies and approved make-ups for student coursework. Please see program syllabus for scheduled dates.

### Program Schedules

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#### Personal Training Master Course - 600 hours

Full-Time Schedule: 22 weeks

- Part One (300 hours) Monday to Friday: 9:10am - 3:40pm
- Part Two (300 hours) Monday to Friday: 9:20am - 3:50pm

#### Start Dates

January 7<sup>th</sup>, 2019  
 April 8<sup>th</sup>, 2019  
 July 8<sup>th</sup>, 2019  
 October 7<sup>th</sup>, 2019

#### End Dates

June 12<sup>th</sup>, 2019  
 September 13<sup>th</sup>, 2019  
 December 12<sup>th</sup>, 2019  
 March 16<sup>th</sup>, 2020

#### Advanced Concepts in Personal Training – 300 hours

Full-Time Schedule: 11 weeks

- Monday to Friday: 9:20am - 3:50pm

#### Start Dates

January 2<sup>nd</sup>, 2019  
 April 1<sup>st</sup>, 2019  
 July 1<sup>st</sup>, 2019  
 September 30<sup>th</sup>, 2019

#### End Dates

March 15<sup>th</sup>, 2019  
 June 12<sup>th</sup>, 2019  
 September 13<sup>th</sup>, 2019  
 December 12<sup>th</sup>, 2019

## Personal Training Foundations – 150 hours

Part-Time Schedule: 11 weeks

- Monday to Thursday: 6:00pm - 9:30pm
- Some programs may contain a Saturday class from 9:10am – 4:40pm. See enrollment agreement for more details.

### Start Dates

January 7<sup>th</sup>, 2019

April 8<sup>th</sup>, 2019

July 8<sup>th</sup>, 2019

October 7<sup>th</sup>, 2019

### End Dates

March 25<sup>th</sup>, 2019

June 20<sup>th</sup>, 2019

September 19<sup>th</sup>, 2019

December 18<sup>th</sup>, 2019

**The following courses are offered on rolling admission; please contact admissions office for schedule information**

Nutrition Coaching for the Fitness Professional - 50 hours

Schedule: 9 weeks, one day per week 11:30am – 5:30pm

Certification Exam Prep Courses

American Council on Exercise (ACE) Exam Prep – 15 hours

NASM Certification Exam Prep – 15 hours

Schedule: Saturday and Sunday, 7.5 hours per day, 9:30am – 5:00pm.

Continuing Education Courses

Continuing Education Units (CEU's) are provided by the American College of Sports Medicine (ACSM) for the courses listed below. For certifications other than ACSM, students should contact their certifying agency for more information on submitting a petition for CEU approval.

Gluteal Activation for Function and Performance – 3 hours

Introduction to Nutrition Coaching – 3 hours

Schedule: 1 day, 3 hours, start times vary

Non-Occupational Courses

Improving Your Squat Technique – 3 hours

Nutrition Facts and Fallacies for Personal Training – 3 hours

Schedule: 1 day, 3 hours, start times may vary.

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END OF CATALOG