



# SCHOOL CATALOG 2023

Version 12.2

# Focus Personal Training Institute School Catalog

## Student Rights and Disclosure

---

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

Focus Personal Training Institute (FPTI) 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 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 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.

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 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 to determine if there are any changes in the programs/curricula offered or the teaching personnel listed in the catalog.

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



## Contents

<b>School Catalog .....</b>	<b>2</b>
Student Rights and Disclosure .....	2
<b>The School .....</b>	<b>5</b>
Mission .....	5
About the School .....	5
Ownership and History .....	5
Accreditation, Licensure, and Governing Bodies .....	5
Program and Course Definitions .....	6
Location and Facility .....	6
Administrative Hours of Operation .....	6
Contact Information .....	6
<b>Admissions Policy .....</b>	<b>7</b>
General Admission Requirements .....	7
Program Change or Cancellation .....	8
Programs and Courses with Prerequisites .....	9
Online Program Technology Requirements .....	9
Admission Deadlines .....	9
Student Re-Enrollment .....	9
Nonimmigrant Students .....	9
Late Enrollment .....	11
Transfer of Credit Policy .....	11
College Credit – Disclaimer Statement .....	12
Students with Disabilities .....	12
Tuition Payments .....	12
Consumer Information .....	13
Borrower Defense to Repayment .....	13
Preferred Lender Arrangement Disclosure .....	14
Funding Sources .....	16
<b>Federal Student Aid Program .....</b>	<b>17</b>
Overview .....	17
Free Application for Federal Student Aid (FAFSA) .....	17
How Eligibility is Determined for Federal Student Aid .....	17
Verification .....	18
Additional Documentation .....	18
Types of Federal Student Aid .....	18
StudentAid.gov .....	20
<b>Program Learning Objectives .....</b>	<b>21</b>
Personal Training Master Course .....	21
Advanced Concepts in Personal Training .....	21
Personal Training Foundations & Personal Training Foundations - Online .....	21
Nutrition Coaching for the Fitness Professional .....	22
Continuing Education Courses .....	22
Instructional Equipment .....	23
<b>Occupational Program Data .....</b>	<b>25</b>
Courses Less Than 100 Hours .....	42
OEDS Financial Assistance Reporting .....	42
<b>Financial Information .....</b>	<b>43</b>
Personal Training Master Course (600 Hours) .....	43
Advanced Concepts in Personal Training (300 Hours) .....	43
Personal Training Foundations / Personal Training Foundations – Online (150 Hours) .....	43
Personal Training Elements – Online (50 Hours) .....	44
Nutrition Coaching for the Fitness Professional (50 Hours) .....	44
Continuing Education Courses .....	44
Refund Policies .....	45
Continuing Education Courses .....	48
<b>Student Services .....</b>	<b>49</b>
Personal Trainer Certifications .....	49
Media Resources on Campus .....	50
CPR/AED .....	50
Private Tutoring Services .....	50

<b>School Policies and Procedures .....</b>	<b>51</b>
Graduation Requirements.....	51
Certificates of Completion.....	52
Grading System and Coursework....	53
Satisfactory Academic Progress .....	53
Academic Probation.....	58
Federal Student Aid Satisfactory Academic Progress Policy	59
Make-Up Examination Rules .....	61
Emergency Days .....	61
Failed Examinations .....	61
Missed Program Work .....	61
Program Transfers.....	61
Program Reiteration.....	61
Academic Records.....	62
Student Code of Conduct .....	63
Noise Policy .....	66
Dress Code.....	66
Academic Dishonesty .....	67
Participation and Physical Requirements	68
Attendance .....	69
Absence Policy .....	70
Late Policy .....	71
Student Warnings .....	71
Student Dismissal and Readmission Following Dismissal	71
Student Withdrawals, Leaves of Absence, Return of Title IV Funds (R2T4)	72
Alcohol and Drug Use Policies and Assault and Bias Crime Prevention	82
Tuition Reimbursement Fund .....	83
Grievance Policy.....	84
Sexual and Other Unlawful Harassment Policy	85
Anti-Discrimination Policy .....	86
Notification Under FERPA of Student Rights Concerning Education Records and Directory Information	86
Information for Students - Student Rights	87
<b>Addendums.....</b>	<b>90</b>
<b>School Calendar .....</b>	<b>90</b>
Holidays.....	90
Scheduled In-Program Breaks.....	90
Professional Days.....	90
Program Schedules .....	91
<b>Faculty and Staff .....</b>	<b>93</b>

# The School

## Mission

---

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

## About the School

---

Focus Personal Training Institute 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 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 are 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. Lecture components include kinesiology, biomechanics, program design, anatomy, special populations, behavioral psychology, exercise physiology, nutrition, bioenergetics, 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 design, 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 create exercise programs for both active and sedentary individuals that far exceed the current standards found within the fitness industry.

## Ownership and History

---

FPTI is established as an S-Corporation under the laws of New York and is owned by Gabriel Valencia, DSO, CSCS, MES and Joseph Masiello, PDSO, CSCS, MES.

## Accreditation, Licensure, and Governing Bodies

---

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). 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).

Focus Personal Training Institute is overseen under the Higher Education Act of 1965 and is approved by the United States Department of Education (USDE) to participate in Title IV (Federal Student Aid) programs. This allows the institution to offer Federal Student Aid to those who qualify for eligible, full-time programs.

FPTI is approved to offer veteran education benefits to students through the Department of Veteran Affairs (VA). Website: <https://www.va.gov/>

FPTI accepts ACCES-VR students. ACCES-VR is a division of the New York State Education Department that administers and provides vocational rehabilitation services to individuals with disabilities to achieve and maintain employment. These students have a counselor they are working with in the ACCES-VR program, and these counselors will sometimes request information about their student's performance.

Website: <http://www.acces.nysed.gov/vr>

## Program and Course Definitions

---

The school catalog refers to both programs and courses. As per BPSS guidelines, a program is defined as a curriculum 100 hours or more. A course is defined as a curriculum under 100 hours.

## Location and Facility

---

The institution's 5000 square foot campus is located at 115 West 27th Street, 11th Floor, New York, NY 10001 (between 6th and 7th Avenues). The campus educational spaces consist of three classrooms where students learn both theory and practical coursework.

Each classroom is air-conditioned, has natural lighting, and is equipped with audio / visual presentation technology. Two classrooms are also fully equipped gym spaces for hands-on learning components of the program, the third can be converted to open practical space as needed.

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. **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 **C,E trains** to 23<sup>rd</sup> St.).

## Administrative Hours of Operation

---

Monday through Friday 9:00 am (EST) to 6:00 pm (EST)

Saturdays 9:00 am (EST) to 5:00 pm (EST) - when class is in session

## Contact Information

---

Phone:	212-319-3816
Fax:	212-319-3817
Website:	FPTI.edu
Administration:	admissions@fpti.edu

## Admissions Policy

This Admissions Policy is used to define the enrollment requirements for an individual who wishes to enroll at FPTI as a regular student, defined as a student who enrolls for the purpose of earning a 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) admissions policies and procedures.

FPTI is an equal opportunity employer and follows the same policies in accepting enrollments 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

---

Each student must:

1. Attend a group or individual 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 photo 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 (Associate's degree or higher), or GED/TASC diploma
  - b. Official high school transcript indicating date of graduation
  - c. Official transcript from a regionally-accredited college/university
  - d. Homeschooled students:
    - i. GED/TASC diploma OR
    - ii. A letter from the superintendent of schools or comparable chief school administrator (on official school letterhead) of the applicant's school district of residence at the time such program was completed, certifying that the applicant completed the equivalent of a four-year high school diploma program. Please note, however, that the superintendent of schools may, but is under no obligation to attest to this and provide such a letter

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

Online high schools that are not legally authorized to offer a high school program or confer a high school diploma by the State in which the organization is principally located (legally domiciled) do not meet the minimum criteria for eligibility or admission into a BPSS school.

5. Pay a \$75 registration fee for programs 50 hours or more.
6. Establish a funding plan with the Financial Aid Department.

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 can produce a copy of their transcript and/or diploma, need to have it officially translated into English by an education evaluation service that 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.
- It is recommended that diploma evaluation and translation begin a minimum of 8 weeks prior to the start date of the program to ensure there is enough time to complete the admissions process.

### Enrollment Denial

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 that may make it difficult to secure gainful employment upon graduation.

Additionally, 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.

### Program Change or Cancellation

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 Program Transfers). Should a student decide to not enroll in an alternate program, 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 or cancel programs at any time. If a program is cancelled or rescheduled, 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 program.

### Waitlisted Programs

Students may be placed on a waitlist if a program is full. A school agent will contact waitlisted students if a seat becomes available. Admission will then be on a first-to-respond basis and successful submission of the required documents. Failure to attend a scheduled enrollment appointment will result in forfeiture of the available seat in the class.

To be eligible for the waitlist, students must adhere to the same steps and policies of the school's general admissions policies stated in this catalog.

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



## Programs and Courses with Prerequisites

---

### Advanced Concepts in Personal Training

- Certificate of completion from a licensed personal training 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 or 150 hours of fitness related employment

### Nutrition Coaching for the Fitness Professional

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

## Online Program Technology Requirements

---

Students who attend programs online must have a computer or tablet capable of accessing the internet that meet the minimum requirements for accessing the video classroom. Online programs cannot be attended on cellphones.

Up-to-date technology requirements for platforms used in the delivery of online programs can be found here:

[fpti.edu/thinkific](https://fpti.edu/thinkific)

[fpti.edu/zoom](https://fpti.edu/zoom)

## Admission Deadlines

---

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

## Student Re-Enrollment

---

Students who attended FPTI and chose to withdraw 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 the Campus Director.

The request must include:

1. The original reason for their 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 by completing an enrollment agreement.

## Nonimmigrant Students

---

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, *or*
  - b. TOEFL or IELTS test scores or proof of sufficient prior education in English, *or*
  - 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) if a paper copy is mailed. There will be no fee for digital copies.

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 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. The student can make travel and living arrangements in the U.S. once the M-1 Visa is obtained.

The total process to obtain an M-1 Visa may take up to 120 days. Students are urged to act in a timely manner 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**

---

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 on the student's actual start date, not the first date of class.

## **Transfer of Credit Policy**

---

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. However, to ensure a fair assessment to the student, the institution will still review credits should a prospective student request it.

### Transfer of Credit – IN Policy

All requests for transfer of credit must be evaluated and approved by the Campus 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- or 2.0.

These credits will then be reviewed by the Campus Director within 30 days of receipt. The prospective 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 employment history presented at time of enrollment for the Advanced Concepts in Personal Training program is a prerequisite 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 FPTI.

### Transfer of Credit – OUT Policy

Focus Personal Training Institute will provide a transcript and Certificate of Completion for any student seeking to transfer hours earned at FPTI to another school, given he or she is up to date with their tuition payments.

FPTI will also provide a verification of enrollment or completion at the student's request. However, no guarantees can be made as to whether the hours and program(s) completed at FPTI will transfer into another institution; this decision is the sole discretion of the receiving institution.

## College Credit – Disclaimer Statement

---

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

---

The school complies with the Americans with Disabilities Act (A.D.A.) of 1990. 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 is wheelchair accessible with a restroom to accommodate students with disabilities.

Prospective students interested in attending FPTI who are in need of reasonable accommodations will be scheduled an appointment with the Campus 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.

Prospective students will need to bring copies of current documentation of the 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:** 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.

## Tuition Payments

---

Certificates of Completion will be withheld for students who have late tuition payments owed to the school at the time of graduation. Certificates of Completion will be released when payments are made current.

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 are encouraged to speak with the Financial Aid Department if they have financial concerns at any time throughout the program, as well as after graduation.

## Consumer Information

---

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

- Annual Security Report
- Borrower Defense to Repayment
- College Navigator
- Contact Information for Assistance in Obtaining Institutional or Financial Aid Information
- Copyright Infringement Policy
- Drug Abuse & Alcohol Prevention Policy
- Employment and Placement Information of Graduates
- FERPA Policy
- Financial Information
- Licensure or Certification Requirements
- Net Price Calculator
- Notice of Federal Student Financial Aid Penalties for Drug Law Violations
- Preferred Lender List
- Retention Information
- Selective Service Registration Form
- State Authorizations
- Student Loan Code of Conduct
- Student Body Diversity
- Students with Disabilities
- Transfer of Credit Policy
- Vaccination Policy
- Voter Registration Form – NY
- Voter Registration Form – NJ

## Borrower Defense to Repayment

---

The Borrower Defense to Repayment Rule offers students relief from federal student loans borrowers based on fraudulent, misleading, or illegal acts by their institution. More information regarding this rule can be found at <https://studentaid.gov/manage-loans/forgiveness-cancellation/borrower-defense>.

## Pre-dispute Arbitration Agreements or Class Action Waivers

Focus Personal Training Institute is licensed by the state of New York State Education Department (NYSED), Bureau of Proprietary School Supervision (BPSS). As such, the following policy guidance is adhered to [1]\*:

1. No school rule, policy, or agreement required as a condition of enrollment in or completion of a course or curricula, can undermine or prevent a student from exercising their private right of action under New York State Education Law § 5003(8).
2. No school rule, policy, or agreement between a licensed private career school and a student shall limit, deter, prevent, or prohibit BPSS from taking disciplinary action against a school pursuant to New York State Education Law § 5003.
3. Arbitration clauses are not permitted in school enrollment agreements or course catalogs. Since the inclusion of such clauses in an enrollment agreement may diminish or make less obvious to students, their right of private action guaranteed by Education Law § 5003(8), and may diminish the authority of BPSS to take disciplinary action against schools to resolve student complaints, arbitration clauses do not meet the standard for reasonableness, which is required by 8 NYCRR §126.7(b)(12) of the Commissioner's Regulations.

\* [1] Education Law 5002(1)(b)(5); Education Law § 5003(8); 8 NYCRR §126.7(b)(12); 8 NYCRR §126.1(a).

## Preferred Lender Arrangement Disclosure

In an effort to provide additional funding opportunities for students, FPTI has entered into a preferred lender arrangement with Climb Credit, a private educational lender. Private loans are available to students who may not be eligible for Federal Student Aid, or who may need additional funds to meet their educational expenses. *It is important to note that private loans are independent from the Federal Student Loan program and that students are not required to borrow from Climb Credit.*

### Method and Criteria for Lender Selection

Prior to entering into a preferred lender arrangement with Climb Credit, FPTI thoroughly researched Climb Credit to ensure it operates in the best interests of the student borrowers. Criteria such as competitive interest rates and origination fees, high-quality servicing of loans, satisfaction of institutions and students who have worked with Climb Credit, and the criteria Climb Credit has for selecting which schools to partner with were all assessed.

### Maximum Pell Grant and Direct Student Loans (Title IV) Available to Students

Eligible Personal Training Master Course students may receive funding through the Federal Student Aid program. Determination for this funding is outlined in the Federal Student Aid Program section in this Student Catalog and is not at the discretion of the school.

The following is a list of maximum funding amounts for each type of Federal Student Aid funding an eligible Personal Training Master Course student may receive:

#### Pell Grant

- Up to \$4,330 for the 2021-2022 and 2022-2023 award years

#### Direct Subsidized Loan

- \$2,333 (less loan origination fees)

#### Direct Unsubsidized Loan

- \$1,333 (less loan origination fees) for dependent students
- \$4,000 (less loan origination fees) for independent students

#### PLUS Loans

- Maximum amount equal to the cost of attendance less a student's accepted Federal Student Aid

### Direct Loan Terms and Conditions

Students are advised to apply for Direct Student Loans before applying for private education loans. Federal Direct Loans are fixed rate federal loans guaranteed by the government. They have a number of benefits designed to help make paying for post-secondary education more affordable.

Interest rates for Direct Loans are fixed for the lifetime of the loan and are not affected by students' (or parents', if applying for a PLUS Loan) credit scores or credit history and are typically much less than that of private education loans. Origination fees are also more favorable for Direct Student Loans.

Loan	Interest Rate <sup>[1]</sup>
Direct Subsidized Loans (undergraduates)	3.73%
Direct Unsubsidized Loans (Undergraduates)	3.73%
Direct PLUS Loan	6.28%

**[1]** First disbursed on or after July 1, 2021 and before July 1, 2022

Loan	Origination Fee <sup>[2]</sup>
Direct Subsidized Loans (undergraduates)	1.057%
Direct Unsubsidized Loans (Undergraduates)	1.057%
Direct PLUS Loan	4.228%

**[2]** First disbursed on or after October 1, 2021 and before October 1, 2022

### Truth in Lending Act

Under the federal Truth in Lending Act (TILA) § 128(e)(11) and § 128(e)(1) and § 487(a)(28) of the Higher Education Act of 1965, as amended, the following disclosures must be made students in written or electronic format:

- The Private Education Loan Applicant Self-Certification Form;
- The information required to complete the form, including the cost of attendance, estimated financial assistance and the difference between the two amounts.

In addition to the information referenced above, the form explains that:

- Free or lower-cost federal, state, or institutional aid may be available.
- A private loan may lower eligibility for free or low-cost federal, state, or institutional aid.
- Students (and parents of dependent students) are strongly encouraged to pursue the availability of free or lower-cost federal, state, or institutional aid.

Students must provide a complete, signed copy of the self-certification form to the private loan lender that they choose. The lender must collect and maintain the self-certification form, prior to disbursement of a private education loan.

### Code of Conduct Policy Pertaining to the Administration of Private Education Loans

As required by the Higher Education Act of 1965, FPTI enforces the following code of conduct, which serves as the guiding principles in ensuring the integrity of the student aid process and ethical conduct of employees regarding student loan practices.

FPTI strictly bans the following activity:

- Revenue-sharing arrangements with any lender.
- Steering borrowers to particular lenders or delaying loan certification.
- Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of loans, a specified loan volume, or a preferred lender arrangement.

Neither FPTI as an institution, nor any individual employee, including the Director of Financial aid, shall enter into any revenue-sharing arrangements with Climb Credit, nor may they solicit or receive gifts from Climb Credit.

The Director of Financial Aid, nor any other FPTI employees who may have responsibilities with respect to education loans, may not accept from any lender or affiliate of any lender any fee, payment, or other financial benefits as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

## **Funding Sources**

---

Students may utilize one or more of the funding sources outlined below. All questions regarding funding should be referred to the Financial Aid Department.

### Payment Plans

Monthly payment plans are available for the Personal Training Master Course, Personal Training Foundations, Personal Training Foundations – Online, Personal Training Elements – Online, and Advanced Concepts in Personal Training. Payment plans may be combined with other funding sources and must be established prior to the program start date. All payment plans must be approved by the Financial Aid Department. For the most recent payment plan options, please contact the Financial Aid Department.

Students who prefer not to go on a payment plan must pay their tuition and fees balance in full no later than the first day of class.

### Federal Student Aid

The Personal Training Master Course is approved for Federal Student Aid (Title IV) funding. More information can be found in the section titled Federal Student Aid Program.

### Veterans Educational Benefits

Focus Personal Training Institute's selected programs of study are the Personal Training Master Course and Personal Training Foundations programs and are approved by the New York State Approving Agency to offer training to eligible veterans and other eligible persons.

Students may qualify for the Post-9/11 GI Bill (Chapter 33) or the Veteran Readiness and Employment (Chapter 31) programs. Students should check with the VA for eligibility. Determination for VA funds is made directly through the Department of Veterans Affairs.

In accordance with title 38 US Code 3679 subsection (e), Focus Personal Training Institute adopts the following additional provisions for any students using United States Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The institution will not:

- Prevent nor delay the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, media resources, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### ACCES-VR

The Personal Training Master Course and Personal Training Foundations program are approved for funding through Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR). Determination for this funding is through ACCES-VR and is not at the school's discretion. Once assigned an ACCES-VR counselor, students are advised to provide the counselors' information to Admissions right away to avoid any delays in the approval process.

More information about ACCES-VR funding can be found at [www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr)



### Climb Credit

Climb Credit is a private student lender (independent from the Federal Student Loan program). Students can apply for a Climb Credit student loan to assist in financing their tuition for the Personal Training Master Course, Personal Training Foundations, Personal Training Foundations - Online, or Advanced Concepts in Personal Training programs.

Students can apply online at [www.climbcredit.com/fpti](http://www.climbcredit.com/fpti). Approval is at the discretion of Climb Credit.

Please refer to the Preferred Lender section in the School Catalog for more details.

### Other Funding Sources

Students with questions about additional funding sources should contact the Financial Aid Department.

## Federal Student Aid Program

### Overview

The Personal Training Master Course is approved through the U.S. Department of Education's Federal Student Aid (FSA) program. Eligible students may qualify to receive Pell Grants and / or Direct Student Loans. Students interested in this funding source are encouraged to meet with the Financial Aid Department to review eligibility requirements and to complete the Free Application for Federal Student Aid (FAFSA).

### Free Application for Federal Student Aid (FAFSA)

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.gov](http://www.fafsa.gov). FPTI's federal school code is **042502**.

Once the FAFSA is completed and processed by the Department of Education, the results are sent to the school. If no additional information is needed, the student is emailed a Financial Aid Offer that outlines the types and amounts of FSA funding they are eligible to receive while enrolled in the Personal Training Master Course.

If a FAFSA is selected for verification, has conflicting information, or requires additional documentation prior to determining eligibility for aid, the student will be contacted by the Financial Aid Department in writing to clearly explain what is needed to continue with the FSA process.

### How Eligibility is Determined for Federal Student Aid

Federal Student Aid (FSA) programs are authorized under Title IV of the Higher Education Act (HEA) of 1965. To receive FSA, a student must:

- Demonstrate financial need (for most programs)
- Be a U.S. citizen or eligible noncitizen
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds

- Maintain Satisfactory Academic Progress (refer to Satisfactory Academic Progress for Financial Aid Students)
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) form stating that
  - You are not in default on a federal student loan
  - You do not owe money on a federal student grant
  - You will use federal student aid only for educational purposes; and
- Show you are qualified to obtain a college or career school education by having a high school diploma or a recognized equivalent, such as a General Educational Development (GED) certificate or Test Assessing Secondary Completion (TASC) certification.

## **Verification**

---

The U.S. Department of Education may select a FAFSA for verification. This is the process used to confirm that the data reported on the FAFSA is accurate. If selected for verification, students will be notified in writing of all documents required to fulfill this request, as well as any deadlines that must be met. Documentation may include items such as tax return transcripts or signed tax returns, W-2 forms, proof of untaxed income, household size.

The Financial Aid Department will review the documentation and notify students if any updates or corrections must be made to their FAFSAs.

It is important to note that being selected for verification does not mean a student is ineligible for FSA or that their FAFSA is incorrect. It is simply to ensure that the information reported is accurate.

## **Additional Documentation**

---

Additional documentation may be requested to confirm information reported on a student's FAFSA. This may include Low Income Explanation when little or no income is reported, legal guardianship documentation, out of default letter from a Federal Student Loan servicer, Selective Service Registration verification, unemployment documentation, and more.

The Financial Aid Department will contact students if additional documentation is needed. Failure to provide additional documentation may delay the Federal Student Aid process.

## **Types of Federal Student Aid**

---

Students enrolled in the Personal Training Master Course who submit a FAFSA may be eligible for one or more of the following types of Federal Student Aid.

### 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, such as a change in enrollment status (ie. early withdrawal).

### Direct Subsidized Loans

Direct Subsidized Loans are available to eligible undergraduate students who demonstrate financial need, as determined by the FAFSA and federal regulations. No interest is charged while students are in school at least half-time, during the 6-month grace period, and during deferment periods.

### Direct Unsubsidized Loans

Direct Unsubsidized Loans are available to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need. Interest is charged during all periods, including while students are in school, during the 6-month grace period, and during deferment periods.

### Direct PLUS Loans

Direct PLUS Loans can be applied for by parents of dependent undergraduate students to borrow up to the remaining cost of attendance. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify, and borrowers must also meet the general eligibility requirements for Federal Student Aid Disbursements.

The estimated disbursement schedule below shows the dates when FPTI can request each disbursement of Federal Student Aid. The second disbursement can be requested when a student has attended a minimum of 300 hours and 11 weeks in the Personal Training Master Course, as per the Satisfactory Academic Progress Policy for Financial Aid Students. Disbursement dates may vary by student based on individual attendance and completion of Direct Loan requirements.

Students will be notified in writing each time a disbursement is made to their student accounts. Disbursements will be applied to student accounts within three (3) business days. In the event a disbursement creates a credit balance on a student account, the credit balance will be paid to the student (or parent if the credit is due to a PLUS Loan disbursement and the parent selected to receive the credit) no later than 14 days after the credit balance occurred.

If a student or parent wants to cancel all or a portion of a loan or loan disbursement, the Financial Aid Department must be informed in writing within 30 days of the date the school notifies of the right to cancel.

Estimated Disbursement Schedule

	<b>Disbursement 1</b>	<b>Disbursement 2</b>
Federal Pell Grant	Start of week 2	300 hours
Direct Subsidized / Unsubsidized Loan	30 days after start of program	300 hours
PLUS Loan	30 days after start of program	300 hours

**StudentAid.gov**

---

Students can go to StudentAid.gov to learn about, apply for, and manage their Federal Student Aid. It is a “one-stop shop” to complete the Federal Loan steps and to navigate through their Federal Student Aid history.

## Program Learning Objectives

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

### Personal Training Master Course

---

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

---

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 & Personal Training Foundations - Online

---

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**

---

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

## **Continuing Education Courses**

---

FPTI's Continuing Education courses are designed for the credentialed and experienced fitness professional who is seeking further education and skill refinement. 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.

## Instructional Equipment

---

### On-Campus Programs:

Count	Description	Count	Description
14	Skinfold calipers	4	York Olympic Bar
14	Stethoscopes and Teaching Stethoscopes	2	York Olympic Hex Bar
14	Sphygmomanometer	4	Hammer Strength Adjustable Bench
14	Anthropometric tape measure	2	Rogue Bench
5	Metronome	1	Cybex Adjustable Bench
28	Calculator - Canon LS-82Z	10	Padded Medicine Balls – DynaMax
10	Stop watch – Accusplit	20	Medicine balls – First Place Elite
8	Plyometric boxes -Perform Better	18	Aeromats
1	Body weight scale	2	Sled - Sled Dawg Elite
1	Bioelectrical impedance – Omron	15	Jump Ropes
10	Agility cones –Perform Better	29	Kettlebells – Perform Better
4	Speed ladder – ABC Agility Ladder	20	Mini bands – Perform Better
2	Stability ball	2	TRX Trainers
16	Foam rollers – Perform Better	2	Climbing Ropes
2	Hammer Strength Half Rack	2	Battling Ropes
3	Rogue Squat Stands	1	Cable cross machine – FreeMotion
2	IGX Rubber Dumbbells 5-75 pounds	14	All Purpose Resistance Bands - Perform Better / First Place
3	IGX Urethane Weight Plate 5-45lb Set	2	Ultraslide Large Slideboards (with booties)
2	Treadmills	6	Ultraslide Mini Slideboards (with booties)
2	Concept 2 Rower	14	Boxing Gloves and Mitts
6	Vipr - small, medium, large	4	IGX Urethane Weight Plate 10lb Set
10	Fairtex Kickboxing Pads (pairs)	3	IGX Urethane Weight Plate 5lb Set
		3	PVC Pipe

## Personal Training Foundations – Online

<b>Quantity</b>	<b>Description</b>	<b>Brand</b>
1	Tape Measure and Skinfold Calipers	Sequoia Trimcal or Generic
1	Dowel Rods - Oak - 48" x 1"	Generic
1	Core Sliders	Synergee
1	Monster Band 1/2"	Perform Better
1	Monster Band 1"	Perform Better
1	Monster Band 1 1/2"	Perform Better
1	Mini Band – Medium / Green	Perform Better
1	LaCrosse Ball - Generic	Generic
2	Resistance Band Door Attachment	Generic
1	12kg Kettlebell	Generic
1	18" Foam Roller - Black	Perform Better or Generic
1	Boxing Hand Wraps	Everlast or Generic



## Occupational Program Data

CPL Reporting Period 2020-2021

	Total Completion Rate	Graduate Placement Rate	Total Placement Rate
Personal Training Master Course	87%	84%	84%
Personal Training Foundations	88%	95%	95%

CPL Reporting Period 2019-2020

	Total Completion Rate	Graduate Placement Rate	Total Placement Rate
Personal Training Master Course	93%	93%	93%
Personal Training Foundations	95%	91%	91%

CPL Reporting Period 2018-2019

	Total Completion Rate	Graduate Placement Rate	Total Placement Rate
Personal Training Master Course	84%	94%	94%
Personal Training Foundations	98%	86%	86%

## Occupational Educational Data Survey (BPSS - OEDS)

## Personal Training Master Course: 2019-2020

OEDS Form A

New York State Education Department  
Bureau of Proprietary School Supervision  
2019-2020 OEDS Reporting Period

## Occupational Education Data Survey (OEDS) Form A for Reporting Period of July 1, 2019 to June 30, 2020

**Instructions:** Complete and submit Form A for each curriculum of 100 clock hours or more, *and* for each curriculum for which a license or certificate are issued under the authority of another state agency regardless of clock hours (e.g., HHA; PCA; Security Guard, Waxing, etc.).

## Section 1: School and Curriculum Information

School Name:	Focus Personal Training Institute
Institution ID:	800000070434
Curriculum Category:	Holistic Health/Fitness
Curriculum ID:	8036
Program Name:	Personal Training Master Course

Total Clock Hours:	600
Total Curriculum Cost:	\$ 14,995.00

## Section 2: Admissions, Enrollment, and Graduates

## Admissions

	Applied	Accepted	Denied
High School Diploma (HS)/High School Equivalency (HSE) (Full Time)	117	117	0
HS Diploma/HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
Total Applications	117	117	0

## Enrollment

	New	Continued
HS Diploma/HSE (Full Time)	110	22
HS Diploma/ HSE (Part Time)	0	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
Total Enrollments	110	22

## Outcome Status As of June 30, 2020

	Continuing into 2020-2021	Non- Completers	Graduates
HS Diploma/High School Equivalency (Full Time)	50	12	96
HS Diploma/ HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
Total Students	50	12	96

## Graduation Follow-Up: Employment

	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
HS Diploma/HSE (Full Time)	57	2	0	8	4	25
HS Diploma/ HSE (Part Time)	0	0	0	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
Total Graduates	57	2	0	8	4	25

REV 05/01/21 ADU-OEDS.A

### Section 3: Financial Assistance for Course

**Instructions:** This section accounts for all enrollments of this class from July 1, 2019-June 30, 2020 based on financial assistance. If there are no students to report in a specific financial category, enter a "0".

Financial Assistance Program	Number of Students		
	Full Time	Part Time	Total
TAP (Tuition Assistance Program)	0	0	0
GSL (Guaranteed Student Loan)	61	0	61
PELL (Basic Education Opportunity Grant)	64	0	64
SEOG (Special Education Opportunity Grant)	0	0	0
ACCES-VR (Adult Career & Continuing Ed. Services-Voc. Rehab.)	2	0	2
WIA (Workforce Investment Act)	0	0	0
Other Federal or State Subsidies	33	0	33
Private Student Loans	13	0	13
School Issued Credit	0	0	0
<b>Unduplicated Total</b> of Students Receiving Financial Assistance	101	0	101
Self-Funded (did not use any of the above resources)	31	0	31

### Section 4: Submission Affirmation

By typing my full name below, I certify that I am the school owner, or having actual authority to act on the owner's behalf to represent the accuracy of this submission to the New York State Education Department and Commissioner of Education, hereby certify that this submission is true and accurate.

Signature (typed):   
Title:

Date of Affirmation:

**Personal Training Master Course: 2018-2019**

OEDS Form A

New York State Education Department  
Bureau of Proprietary School Supervision  
2018-2019 OEDS Reporting Period

**Occupational Education Data Survey (OEDS) Form A for Reporting Period of July 1, 2018 to June 30, 2019**

Institution ID:	682	Curriculum ID:	8036
School Name:	Focus Personal Training Institute	Total Clock Hours:	600
Curriculum Category:	Holistic Health/Fitness	Total Cost:	\$ 14,995.00
Program Name:	Personal Training Master Course		

**Instructions:** Complete and submit Form A for *each* curriculum of 100 clock hours or more, and for each curriculum for which a license or certificate are issued under the authority of another state agency regardless of clock hours (e.g., HHA; PCA; Security Guard, Waxing, etc.).

**Section 1: Admissions, Enrollment, and Graduates****Admissions**

	Applied	Accepted	Denied
High School Diploma (HS)/High School Equivalency (HSE) (Full Time)	39	39	0
HS Diploma/HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Applications</b>	<b>39</b>	<b>39</b>	<b>0</b>

**Enrollment**

	New Enrollment	Continued Enrollment
HS Diploma/HSE (Full Time)	39	0
HS Diploma/ HSE (Part Time)	0	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
<b>Total Enrollments</b>	<b>39</b>	<b>0</b>

**Outcome Status As of June 30, 2019**

	Continuing into 2019-2020	Non- Completers	Graduates
HS Diploma/High School Equivalency (Full Time)	21	3	36
HS Diploma/ HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Students</b>	<b>21</b>	<b>3</b>	<b>36</b>

**Graduation Follow-Up: Employment**

	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
HS Diploma/HSE (Full Time)	30	0	0	0	5	4
HS Diploma/ HSE (Part Time)	0	0	0	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
<b>Total Graduates</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>

REV 03/02/20 ADU-OEDS.A

New York State Education Department  
Bureau of Proprietary School Supervision  
2018-2019 OEDS Reporting Period

**Section 2: Financial Assistance For Program** Personal Training Master Course

**Instructions:** Complete this section by providing curriculum-level information *for the curriculum identified in Section 1*, for the reporting period of July 1, 2018 through June 30, 2019.

Financial Assistance Program	Number of Students		
	Full Time	Part Time	Total
TAP (Tuition Assistance Program)	0	0	0
GSL (Guaranteed Student Loan)	17	0	17
PELL (Basic Education Opportunity Grant)	26	0	26
SEOG (Special Education Opportunity Grant)	0	0	0
ACCES VR (Adult Career and Continuing Ed. Services Vocational Rehabilitation)	2	0	2
WIA (Workforce Investment Act)	0	0	0
Other Federal or State Subsidies	10	0	10
Private Student Loans	5	0	5
School Issued Credit	0	0	0

UNDUPLICATED TOTAL of Students Receiving Financial Assistance	32	0	32
Self Funded (Did not use any of the above resources to pay for this curriculum)	7	0	7

**Submitter Information:**

Name: Mary Donnelly  
Title: Campus Director  
Email: mdonnelly@focusnyc.com

REV 03/02/20 ADU-OEDS.A



**Personal Training Master Course (700 Hours – Inactive): 2018-2019**

OEDS Form A

New York State Education Department  
Bureau of Proprietary School Supervision  
2018-2019 OEDS Reporting Period

**Occupational Education Data Survey (OEDS) Form A for Reporting Period of July 1, 2018 to June 30, 2019**

Institution ID:	682	Curriculum ID:	4169
School Name:	Focus Personal Training Institute	Total Clock Hours:	700
Curriculum Category:	Holistic Health/Fitness <input checked="" type="checkbox"/>	Total Cost:	\$ 15,995.00
Program Name:	Personal Training Master Course		

**Instructions:** Complete and submit Form A for *each* curriculum of 100 clock hours or more, and for each curriculum for which a license or certificate are issued under the authority of another state agency regardless of clock hours (e.g., HHA; PCA; Security Guard, Waxing, etc.).

**Section 1: Admissions, Enrollment, and Graduates**

Admissions	Applied	Accepted	Denied
High School Diploma (HS)/High School Equivalency (HSE) (Full Time)	56	56	0
HS Diploma/HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Applications</b>	<b>56</b>	<b>56</b>	<b>0</b>

Enrollment	New Enrollment	Continued Enrollment
HS Diploma/HSE (Full Time)	39	17
HS Diploma/ HSE (Part Time)	0	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
<b>Total Enrollments</b>	<b>39</b>	<b>17</b>

Outcome Status As of June 30, 2019	Continuing into 2019-2020	Non- Completers	Graduates
HS Diploma/High School Equivalency (Full Time)	0	14	42
HS Diploma/ HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Students</b>	<b>0</b>	<b>14</b>	<b>42</b>

Graduation Follow-Up: Employment	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
HS Diploma/HSE (Full Time)	35	0	1	0	6	14
HS Diploma/ HSE (Part Time)	0	0	0	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
<b>Total Graduates</b>	<b>35</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>14</b>

REV 03/02/20 ADU-OEDS.A

New York State Education Department  
Bureau of Proprietary School Supervision  
2018-2019 OEDS Reporting Period

**Section 2: Financial Assistance For Program** Personal Training Master Course

**Instructions:** Complete this section by providing curriculum-level information *for the curriculum identified in Section 1*, for the reporting period of July 1, 2018 through June 30, 2019.

Financial Assistance Program	Number of Students		
	Full Time	Part Time	Total
TAP (Tuition Assistance Program)	0	0	0
GSL (Guaranteed Student Loan)	33	0	33
PELL (Basic Education Opportunity Grant)	34	0	34
SEOG (Special Education Opportunity Grant)	0	0	0
ACCES VR (Adult Career and Continuing Ed. Services Vocational Rehabilitation)	4	0	4
WIA (Workforce Investment Act)	0	0	0
Other Federal or State Subsidies	12	0	12
Private Student Loans	0	0	0
School Issued Credit	0	0	0

UNDUPLICATED TOTAL of Students Receiving Financial Assistance	46	0	46
Self Funded (Did not use any of the above resources to pay for this curriculum)	10	0	10

**Submitter Information:**

Name: Mary Donnelly  
Title: Campus Director  
Email: mdonnelly@fpti.edu

REV 03/02/20 ADU-OEDS.A

**Personal Training Master Course (700 Hours – Inactive): 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 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



## Advanced Concepts in Personal Training: 2019-2020

OEDS Form A

New York State Education Department  
Bureau of Proprietary School Supervision  
2019-2020 OEDS Reporting Period

**Occupational Education Data Survey (OEDS) Form A for Reporting Period of July 1, 2019 to June 30, 2020**

**Instructions:** Complete and submit Form A for each curriculum of 100 clock hours or more, *and* for each curriculum for which a license or certificate are issued under the authority of another state agency regardless of clock hours (e.g., HHA; PCA; Security Guard, Waxing, etc.).

**Section 1: School and Curriculum Information**

School Name:	Focus Personal Training Institute
Institution ID:	800000070434
Curriculum Category:	Holistic Health/Fitness
Curriculum ID:	8037
Program Name:	Advanced Concepts in Personal Training

Total Clock Hours:	300
Total Curriculum Cost:	\$ 8,265.00

**Section 2: Admissions, Enrollment, and Graduates****Admissions**

	Applied	Accepted	Denied
High School Diploma (HS)/High School Equivalency (HSE) (Full Time)	0	0	0
HS Diploma/HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Applications</b>	0	0	0

**Enrollment**

	New	Continued
HS Diploma/HSE (Full Time)	0	0
HS Diploma/ HSE (Part Time)	0	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
<b>Total Enrollments</b>	0	0

**Outcome Status As of June 30, 2020**

	Continuing into 2020-2021	Non- Completers	Graduates
HS Diploma/High School Equivalency (Full Time)	0	0	0
HS Diploma/ HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Students</b>	0	0	0

**Graduation Follow-Up: Employment**

	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
HS Diploma/HSE (Full Time)	0	0	0	0	0	0
HS Diploma/ HSE (Part Time)	0	0	0	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
<b>Total Graduates</b>	0	0	0	0	0	0

REV 05/01/21 ADU-OEDS.A

### Section 3: Financial Assistance for Course

**Instructions:** This section accounts for all enrollments of this class from July 1, 2019-June 30, 2020 based on financial assistance. If there are no students to report in a specific financial category, enter a "0".

Financial Assistance Program	Number of Students		
	Full Time	Part Time	Total
TAP (Tuition Assistance Program)	0	0	0
GSL (Guaranteed Student Loan)	0	0	0
PELL (Basic Education Opportunity Grant)	0	0	0
SEOG (Special Education Opportunity Grant)	0	0	0
ACCES-VR (Adult Career & Continuing Ed. Services-Voc. Rehab.	0	0	0
WIA (Workforce Investment Act)	0	0	0
Other Federal or State Subsidies	0	0	0
Private Student Loans	0	0	0
School Issued Credit	0	0	0

<b>Unduplicated Total</b> of Students Receiving Financial Assistance	0	0	0
Self-Funded (did not use any of the above resources)	0	0	0

### Section 4: Submission Affirmation

By typing my full name below, I certify that I am the school owner, or having actual authority to act on the owner's behalf to represent the accuracy of this submission to the New York State Education Department and Commissioner of Education, hereby certify that this submission is true and accurate.

Signature (typed):   
Title:

Date of Affirmation:

### Advanced Concepts in Personal Training: 2018-2019

Advanced Concepts in Personal Training			
Admissions	Applied	Accepted	Denied
High School Diploma (HS) / High School Equivalency (HSE) (Full Time)	1	1	0
HS Diploma / HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Applications</b>	1	1	0

Enrollment	New Enrollment	Continued Enrollment
High School Diploma (HS) / High School Equivalency (HSE) (Full Time)	1	0
HS Diploma / HSE (Part Time)	0	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
<b>Total Enrollments</b>	1	0

Outcome Status as of June 30, 2019	Continuing into 2019-2020	Non-Completers	Graduates
High School Diploma (HS) / High School Equivalency (HSE) (Full Time)	0	0	1
HS Diploma / HSE (Part Time)	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Students</b>	0	0	1

Graduation Follow-Up: Employment	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
High School Diploma (HS) / High School Equivalency (HSE) (Full Time)	1	0	0	0	0	0
HS Diploma / HSE (Part Time)	0	0	0	0	0	0
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
<b>Total Graduates</b>	1	0	0	0	0	0

## Advanced Concepts in Personal Training: 2017-2018

		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

# Personal Training Foundations: 2019-2020

OEDS Form A

New York State Education Department  
Bureau of Proprietary School Supervision  
2019-2020 OEDS Reporting Period

## Occupational Education Data Survey (OEDS) Form A for Reporting Period of July 1, 2019 to June 30, 2020

**Instructions:** Complete and submit Form A for each curriculum of 100 clock hours or more, *and* for each curriculum for which a license or certificate are issued under the authority of another state agency regardless of clock hours (e.g., HHA; PCA; Security Guard, Waxing, etc.).

### Section 1: School and Curriculum Information

School Name:	Focus Personal Training Institute
Institution ID:	800000070434
Curriculum Category:	Holistic Health/Fitness
Curriculum ID:	4167
Program Name:	Personal Training Foundations

Total Clock Hours:	150
Total Curriculum Cost:	\$ 5,200.00

### Section 2: Admissions, Enrollment, and Graduates

Admissions	Applied	Accepted	Denied
High School Diploma (HS)/High School Equivalency (HSE) (Full Time)	0	0	0
HS Diploma/HSE (Part Time)	61	61	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
Total Applications	61	61	0

Enrollment	New	Continued
HS Diploma/HSE (Full Time)	0	0
HS Diploma/ HSE (Part Time)	52	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
Total Enrollments	52	0

### Outcome Status As of June 30, 2020

	Continuing into 2020-2021	Non- Completers	Graduates
HS Diploma/High School Equivalency (Full Time)	0	0	0
HS Diploma/ HSE (Part Time)	8	4	39
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
Total Students	8	4	39

### Graduation Follow-Up: Employment

	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
HS Diploma/HSE (Full Time)	0	0	0	0	0	0
HS Diploma/ HSE (Part Time)	27	0	0	1	2	9
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
Total Graduates	27	0	0	1	2	9

REV 05/01/21 ADU-OEDS.A



### Section 3: Financial Assistance for Course

**Instructions:** This section accounts for all enrollments of this class from July 1, 2019-June 30, 2020 based on financial assistance. If there are no students to report in a specific financial category, enter a "0".

Financial Assistance Program	Number of Students		
	Full Time	Part Time	Total
TAP (Tuition Assistance Program)	0	0	0
GSL (Guaranteed Student Loan)	0	0	0
PELL (Basic Education Opportunity Grant)	0	0	0
SEOG (Special Education Opportunity Grant)	0	0	0
ACCES-VR (Adult Career & Continuing Ed. Services-Voc. Rehab.	0	0	0
WIA (Workforce Investment Act)	0	0	0
Other Federal or State Subsidies	0	3	3
Private Student Loans	0	9	9
School Issued Credit	0	0	0
<b>Unduplicated Total</b> of Students Receiving Financial Assistance	0	12	12
Self-Funded (did not use any of the above resources)	0	40	40

### Section 4: Submission Affirmation

By typing my full name below, I certify that I am the school owner, or having actual authority to act on the owner's behalf to represent the accuracy of this submission to the New York State Education Department and Commissioner of Education, hereby certify that this submission is true and accurate.

Signature (typed):   
Title:

Date of Affirmation:

**Personal Training Foundations: 2018-2019**

OEDS Form A

New York State Education Department  
Bureau of Proprietary School Supervision  
2018-2019 OEDS Reporting Period

**Occupational Education Data Survey (OEDS) Form A for Reporting Period of July 1, 2018 to June 30, 2019**

Institution ID:	682	Curriculum ID:	4167
School Name:	Focus Personal Training Institute	Total Clock Hours:	150
Curriculum Category:	Holistic Health/Fitness	Total Cost:	\$ 5,200.00
Program Name:	Personal Training Foundations		

**Instructions:** Complete and submit Form A for **each** curriculum of 100 clock hours or more, and for each curriculum for which a license or certificate are issued under the authority of another state agency regardless of clock hours (e.g., HHA; PCA; Security Guard, Waxing, etc.).

**Section 1: Admissions, Enrollment, and Graduates**

Admissions	Applied	Accepted	Denied
High School Diploma (HS)/High School Equivalency (HSE) (Full Time)	0	0	0
HS Diploma/HSE (Part Time)	46	46	0
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Applications</b>	<b>46</b>	<b>46</b>	<b>0</b>

Enrollment	New Enrollment	Continued Enrollment
HS Diploma/HSE (Full Time)	0	0
HS Diploma/ HSE (Part Time)	46	0
Without HS Diploma or HSE (Full-time)	0	0
Without HS Diploma or HSE (Part-time)	0	0
<b>Total Enrollments</b>	<b>46</b>	<b>0</b>

Outcome Status As of June 30, 2019	Continuing into 2019-2020	Non- Completers	Graduates
HS Diploma/High School Equivalency (Full Time)	0	0	0
HS Diploma/ HSE (Part Time)	0	2	44
Without HS Diploma or HSE (Full-time)	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0
<b>Total Students</b>	<b>0</b>	<b>2</b>	<b>44</b>

Graduation Follow-Up: Employment	In Occupation	Related Field	Unrelated Field	Seeking Employment	Status Unknown	Unavailable for Employment
HS Diploma/HSE (Full Time)	0	0	0	0	0	0
HS Diploma/ HSE (Part Time)	29	0	2	3	2	10
Without HS Diploma or HSE (Full-time)	0	0	0	0	0	0
Without HS Diploma or HSE (Part-time)	0	0	0	0	0	0
<b>Total Graduates</b>	<b>29</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>10</b>

REV 03/02/20 ADU-OEDS.A

New York State Education Department  
Bureau of Proprietary School Supervision  
2018-2019 OEDS Reporting Period

## Section 2: Financial Assistance For Program Personal Training Foundations

**Instructions:** Complete this section by providing curriculum-level information *for the curriculum identified in Section 1*, for the reporting period of July 1, 2018 through June 30, 2019.

Financial Assistance Program	Number of Students		
	Full Time	Part Time	Total
TAP (Tuition Assistance Program)	0	0	0
GSL (Guaranteed Student Loan)	0	0	0
PELL (Basic Education Opportunity Grant)	0	0	0
SEOG (Special Education Opportunity Grant)	0	0	0
ACCES VR (Adult Career and Continuing Ed. Services Vocational Rehabilitation)	0	1	1
WIA (Workforce Investment Act)	0	0	0
Other Federal or State Subsidies	0	4	4
Private Student Loans	0	7	7
School Issued Credit	0	0	0

UNDUPLICATED TOTAL of Students Receiving Financial Assistance	0	12	12
Self Funded (Did not use any of the above resources to pay for this curriculum)	0	34	34

### Submitter Information:

Name: Mary Donnelly  
 Title: Campus Director  
 Email: mdonnelly@focusnyc.com

REV 03/02/20 ADU-OEDS.A



## Personal Training Foundations: 2017-2018

		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

## Personal Training Theory and Application

Program Inactive 2017-2021

### Courses Less Than 100 Hours

OEDS Reporting Period 2019-2020

All Courses less than 100 hours have been inactive over the 2017-2020 reporting period.

### OEDS Financial Assistance Reporting

2017-2018 listed below. See individual program reports above for data after 2017-2018.

SECTION 3: FINANCIAL ASSISTANCE				
<i>Submit one Section 3 for the sum of all curriculum enrollments July 1, 2017 through June 30, 2018</i>				
<b>School Name &amp; Address:</b> Focus Personal Training Institute 115 W. 27th St., 11th floor, New York, New York 10001			Institution ID: 810000260515	
	Line #	Number of Students		
		Full-time (A)	Part-time (B)	Total (C)
Federal / State Financial Assistance Program		0	0	0
TAP (Tuition Assistance Program)	19	62	0	62
GSL (Guaranteed Student Loan)	20	59	0	59
PELL (Basic Education Opportunity Grant)	21	0	0	0
SEOG (Special Education Opportunity Grant)	22	7	1	8
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	23	0	0	0
WIA (Workforce Investment Act)	24	37	0	37
Other Federal / State Subsidies	25	0	0	0
Private Student Loans (Identify by Name of Lender)	26			
Lender #1:				
Lender #2:				
Lender #3:				
UNDULICATED COUNT* of Students Receiving Financial Assistance	27	96	1	97
<p>* No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 27.</p>				

## Financial Information

Items with an asterisk “\*” are non-refundable. Textbook prices may vary, see Enrollment Agreement for breakdown of individual costs. Textbooks are not sold through the school. Additional sales tax may apply.

Upon enrollment, students will be provided with a list of required textbooks and recommended purchase links. Tuition and fees are subject to change.

### Personal Training Master Course (600 Hours)

---

Tuition	\$14,680.00
*Registration Fee	\$ 75.00
*School Apparel	\$ 100.00
*Textbooks (see below)	<u>\$ 140.00</u>
Total	\$14,995.00

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)

---

Tuition	\$ 7,950.00
*Registration Fee	\$ 75.00
*School Apparel	\$ 100.00
*Textbooks (see below)	<u>\$ 140.00</u>
Total	\$ 8,265.00

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 / Personal Training Foundations – Online (150 Hours)

---

Tuition	\$ 4,950.00
*Registration Fee	\$ 75.00
*School Apparel	\$ 80.00
*Textbooks (see below)	<u>\$ 100.00</u>
Total	\$ 5,205.00

Textbooks:

- NASM Essentials of Personal Fitness Training (Current Edition)

### **Personal Training Elements – Online (50 Hours)**

---

Tuition	\$ 1,147.00
*Registration Fee	<u>\$ 75.00</u>
Total	\$ 1,222.00

Textbooks:

- Personal Fitness Trainer Manual: Fundamental Theory and Application for Personal Trainers (Publisher - National Federation of Professional Trainers, Current Edition)
- The course textbook is provided to students as an electronic textbook during the duration of the course. The textbook is available in PDF format via a web browser and will be accessible via a computer or tablet.

### **Nutrition Coaching for the Fitness Professional (50 Hours)**

---

Tuition	\$1,200.00
*Registration Fee	\$ 75.00
*Textbook	<u>\$ 55.00</u>
Total	\$1,330.00

Textbooks:

- Fitness Nutrition Manual, American Council on Exercise, Current Edition

### **Continuing Education Courses**

---

Continuing Education Units (CEU's) may be granted by a personal training certifying agency for the courses listed below. Contact your certifying agency directly for more information on submitting a petition for CEU approval.

#### 3 Hour Courses

Tuition: \$90 / FPTI Alumni and currently enrolled students: \$75

- Gluteal Activation for Function and Performance
- Introduction to Nutrition Coaching

## Refund Policies

---

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 the date of determination (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. Per recent regulation changes in January 2021, the Department of Veteran Affairs (VA) requires all schools to refund student tuition paid by the VA to the VA instead of refunding the tuition to the student directly.
- 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. 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. The student will be offered the option to set up a payment plan with the school, or to pay the balance in full. This decision must be confirmed with the Financial Aid Department by the deadline provided to the student.

Should any student disagree with the refund amount he or she has received or has any issue regarding refunds that the student feels have not been addressed by FPTI to his or her satisfaction, the 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)

If Student Withdraws	Refund %	Refund Amount
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)

If Student Withdraws	Refund %	Refund Amount
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

If Student Withdraws	Refund %	Refund Amount
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 and Personal Training Foundations - Online Refund Policy

Part-Time Schedule = 1 Quarter, 150 hours

If Student Withdraws	Refund %	Refund Amount
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

### Personal Training Elements - Online Refund Policy

Part-Time Schedule = 6 Weeks

If Student Withdraws	Hours	Refund %	Refund Amount
Within 0 - 15% of the program	50	100%	\$1,147.00
Within 16 - 30% of the program	37.5	75%	\$860.25
Within 31 - 45% of the program	25	50%	\$573.50
Within 46 - 60% of the program	12.5	25%	\$286.75
After 60% of the program	0	0%	\$0.00

### Nutrition Coaching for the Fitness Professional Refund Policy

Part-Time= 1 Quarter, 50 hours

If Student Withdraws	Refund %	Refund Amount
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

## Continuing Education Courses

---

### 3 Hour Courses

Gluteal Activation for Function and Performance  
Introduction to Nutrition Coaching

If Student Withdraws	Refund %	Refund Amount
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

If Student Withdraws	Refund %	Refund Amount
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

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

Placement services offered by the school include:

- Career guidance
- Quarterly Career Fairs
- Facebook Alumni Group
- 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)

### Review Sessions

Based on availability, FPTI may offer a weekly review session to students in the Personal Training Master Course, Advanced Concepts in Personal Training, Personal Training Foundations, and Personal Training Foundations - Online programs.

Review Sessions are completely voluntary and complimentary as an extra student service offered to help students review material and prepare for exams outside of instructional hours. Official attendance is not taken since this is strictly a complimentary student service offered by the institution.

### Personal Trainer Certifications

---

The National Commission for Certifying Agencies (NCCA) accredits certified personal training (CPT) certifications and is a recognized industry standard for personal trainers. By signing the enrollment agreement, the student acknowledges that FPTI strongly recommends graduates obtain NCCA-accredited certifications after graduation. Nationally accredited personal training certification exams are not a requirement for graduation. However, some employers may require a national certification as a condition of employment. The programs listed below include a personal training certification exam upon graduation, at no additional cost.

Personal Training Master Course and Advanced Concepts in Personal Training (choice of one of the following):

- American Council on Exercise (ACE) CPT
- National Academy of Sports Medicine (NASM) CPT
- American College of Sports Medicine (ACSM) CPT
- National Strength and Conditioning Association (NSCA) CPT
- National Federation of Professional Trainers (NFPT) CPT at no additional cost.

Personal Training Foundations and Personal Training Foundations – Online (choice of one of the following):

- National Academy of Sports Medicine (NASM) CPT
- National Federation of Professional Trainers (NFPT) CPT certification exam at no additional cost.

Personal Training Elements – Online

- National Federation of Professional Trainers (NFPT) CPT

Students must successfully complete the program (graduate) and be current with tuition payments to be eligible to take a personal trainer certification exam.

Students who withdraw, fail, or are dropped from one of the programs listed above' will NOT be eligible to register for these exams through FPTI.

After graduation, students who choose to take a personal trainer certification exam through Focus Personal Training Institute must submit a request to schedule their exam within 90-days of their graduation date. Requests should be sent to [certification@fpti.edu](mailto:certification@fpti.edu). Once the request is received, a member of the career placement team will respond to review exam registration details.

The institute will help students create their certification exam account, and through appropriate guidance, choose a date and time to schedule and take the exam. Students will then receive a confirmation email detailing the date, time, and location of the examination.

If a student does not notify the school that they will be taking a personal trainer certification exam within 90-days of their graduation 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 are not required to do so and do not have to inform the school after graduation.

Once a student is registered for an exam, they cannot change the certification they initially chose. For example, if a student chooses the ACE-CPT certification, they cannot request a change to NSCA-CPT.

Each certification company also has a deadline for taking the test which begins the day registration is received. FPTI is not responsible for retake 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.

---

### **Media Resources on Campus**

FPTI maintains an inventory of certification exam study materials and other hard-copy media resources for students and graduates to use as study aids for their exams and / or for their general knowledge base. FPTI students and alumni can contact the school office to schedule a checkout of study materials for the day. Materials cannot be kept overnight.

---

### **CPR/AED**

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, Personal Training Foundations, and Personal Training Foundations - Online programs with CPR training as part of the curriculum. The training is provided by a licensed CPR Instructor.

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.

---

### **Private Tutoring Services**

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

## School Policies and Procedures

### Graduation Requirements

---

#### Personal Training Master Course

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

- Achieve a cumulative grade point average of 70% by the end of the first 300 hours of the program (mid-term) to be permitted into the remaining 300 hours of the program. If a 70% GPA or greater is not achieved, students 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 Exam
  - a. Students must achieve a grade of 70% or greater on the mid-term written exam.
  - b. Students will be permitted one (1) retake of the mid-term written exam if their score is below 70%.
- Final Practical Exam
  - a. Students must achieve a minimum grade of 70% on the final practical exam.
  - b. Students will be permitted one (1) retake of the final practical exam if their score is below 70%.
- 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) 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. Students will be permitted one (1) re-take of the final practical exam if their score is below 70%.
- Satisfy attendance requirements as per the school catalog.

### Personal Training Foundations and Personal Training Foundations - Online

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

- Achieve a total cumulative grade point average of 70% by the end of the program.
- Final Written Exam
  - a. Students must achieve a grade of 70% or greater on the final written exam.
  - b. Students will be permitted one (1) re-take of the final practical exam if their score is below 70%.
- Final Practical Exam
  - a. Students must achieve a minimum grade of 70% on the final practical exam.
  - b. Students will be permitted one (1) re-take of the final practical exam if their score is below 70%.
- Satisfy attendance requirements as per the school catalog.

### Personal Training Elements - Online

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

- Achieve a total cumulative grade point average of 70% or greater by the end 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 70%.

### **Certificates of Completion**

---

Certificates of Completion 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 will be released.

## Grading System and Coursework

---

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).

- Regular and final exams may be both written and/or practical.
- Points are deducted for late homework assignments. See "Homework Grading Policy".
- All work should be neat and legible.

### Homework Grading Policy

Homework may be assigned to reinforce certain aspects of the curricula. Homework will be graded based on the completion and submittal of the assignment. Additionally, the student must submit the homework by the deadline determined by the instructor. Homework grading is as follows:

- 100% - Full points awarded. Student turns in completed homework by the assignment deadline..
- 50% - Half of the points awarded. Student turns in completed homework one (1) day past the assignment deadline, or the homework is not fully completed.
- 0% - No points awarded. Student turn in homework two (2) or more days past assignment deadline.

### 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. Example: 92.8% is rounded to 92%.

## Satisfactory Academic Progress

---

FPTI uses marking periods to assess Satisfactory Academic Progress for all programs 100 hours or more. Progress reports are distributed at the end of a marking period.

### For programs seven weeks or more

The academic standing of students will be evaluated at intervals of no less than the midpoint and endpoint of each quarter or term, as defined on the student enrollment agreement.

### For programs less than seven weeks

The academic standing of students will be evaluated at no less than the midpoint of the program, as defined on the student enrollment agreement.

The type of evaluations, number of evaluations, and percentage of total grades per marking period are listed below.

Marking Period Overview and Evaluations by Course

## PERSONAL TRAINING MASTER COURSE (600 HOURS)

1st Marking Period (1-150 Hours)		
Evaluation Type	#	Total %
Exams	5	50%
Homework	4	40%
Practical Eval	0	0%
Participation	0	0%
Professionalism	1	10%
Final Eval	0	0%
Total	10	100%

2nd Marking Period (151-300 Hours)		
Evaluation Type	#	Total %
Exams	9	39%
Homework	8	35%
Practical Eval	3	13%
Participation	0	0%
Professionalism	1	4%
Final Eval	2	9%
Total	23	100%

3rd Marking Period (301-450 Hours)		
Evaluation Type	#	Total %
Exams	5	42%
Homework	4	33%
Practical Eval	2	17%
Participation	1	0%
Professionalism	1	8%
Final Eval	0	0%
Total	13	100%

4th Marking Period (451-600 Hours)		
Evaluation Type	#	Total %
Exams	6	38%
Homework	5	31%
Practical Eval	0	0%
Participation	2	19%
Professionalism	1	6%
Final Eval	1	6%
Total	15	100%

## ADVANCED CONCEPTS IN PERSONAL TRAINING (300 HOURS)

1st Marking Period (1-150 Hours)		
Evaluation Type	#	Total %
Exams	5	42%
Homework	4	33%
Practical Eval	2	17%
Participation	1	0%
Professionalism	1	8%
Final Eval	0	0%
Total	13	100%

2nd Marking Period (151-300 Hours)		
Evaluation Type	#	Total %
Exams	6	38%
Homework	5	31%
Practical Eval	0	0%
Participation	2	19%
Professionalism	1	6%
Final Eval	1	6%
Total	15	100%

## PERSONAL TRAINING FOUNDATIONS &amp; PERSONAL TRAINING FOUNDATIONS – ONLINE (150 HOURS)

1st Marking Period (1-77 Hours)		
Evaluation Type	#	Total %
Exams	6	50%
Homework	5	42%
Practical Eval	0	0%
Participation	0	0%
Professionalism	1	8%
Final Eval	0	0%
Total	12	100%

2nd Marking Period (78-150 Hours)		
Evaluation Type	#	Total %
Exams	6	30%
Homework	7	35%
Practical Eval	3	15%
Participation	0	0%
Professionalism	1	5%
Final Eval	3	15%
Total	20	100%



## PERSONAL TRAINING ELEMENTS – ONLINE (50 HOURS)

1st Marking Period (1-25 Hours)		
Evaluation Type	#	Total %
Exams	1	100%

2nd Marking Period (26-50 Hours)		
Evaluation Type	#	Total %
Exams	1	100%

Professionalism Evaluations

Students' professionalism evaluations are based on the criteria listed below.

Student comes to class prepared with necessary tools and assignments completed:

1. Student communicates in a timely fashion with the school about issues relevant to attendance and performance
2. Student comes to school in uniform
3. 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
- Student is excellent in this area

Participation Evaluations

Students receive on class participation evaluations based on the following criteria:

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. Makes suggestions and helps manage group through the activity process
  - b. Participates throughout course and meets or exceeds the requirements
  - c. Meaningfully contributes to the completion of the activity
  - d. Contributes to completing the activity in a timely manner

### Courses 50 Hours or Less

#### Nutrition Coaching for the Fitness Professional

- There is one final examination

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

- Introduction to Nutrition Coaching
- Gluteal Activation for Function and Performance

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 consist of:

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

### **Academic Probation**

---

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.

#### GPA

Students who do not meet the minimum cumulative grade point average (70%) at the end of a marking period will be placed on academic probation until the end of the next marking period.

If a student does not meet the terms of probation or the minimum satisfactory GPA requirement at the end of the probationary period, they will be dismissed from the program.

#### Attendance

Please refer to the enrollment agreement for a breakdown of quarters and terms for each program.

#### **For programs *more than one quarter or term*:**

Students who do not meet the minimum attendance rate (70%) at the end of a marking period will receive a written warning until the end of the next marking period.

Students who have been provided a written notice of warning and who do not meet the minimum attendance rate at the conclusion of each quarter or term (as defined in the student enrollment agreement) will be placed on probation until the conclusion of the next consecutive quarter or term.

Students who have been placed on probation and who do not meet the minimum attendance rate at the conclusion of the probation period will be withdrawn from the program.

**For programs one quarter or term:**

Students who do not meet the minimum attendance rate (70%) at the end of a marking period will be placed on academic probation until the end of the quarter or term.

Students who have been placed on probation and who do not meet the minimum attendance rate at the conclusion of the probation period will be withdrawn from the program.

All Programs

The school will provide students with a copy of each academic standing evaluation. Prior to withdrawal, and at the school's discretion, students may be afforded no more than thirty days to make up assignments or instructional hours to achieve satisfactory academic standing as required by this section.

For students who fail to meet satisfactory academic progress, the evaluation will contain the students' and director's signatures. The school will offer academic counseling and remediation for all students placed on probation.

**Federal Student Aid Satisfactory Academic Progress Policy**

---

**Personal Training Master Course**

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

Evaluation Periods

Students in the Personal Training Master Course will be evaluated for SAP at the end of the first payment period. Students must successfully complete both the required hours (300 clock hours) and weeks of instruction (11 weeks) 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

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. Numerical grades are assigned on the following scale:

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

### 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 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.

As there are only two payment periods for the Personal Training Master Course, although a student may be placed on Financial Aid Warning for not meeting SAP requirements, they will be eligible to receive their second, and final, disbursement of Federal Student Aid funding.

### Re-establishing Federal Student Aid Eligibility (SAP Appeals)

If a student is mathematically unable to complete the Personal Training Master Course within 150% of its length (33 weeks) at the time of evaluation, the student will lose eligibility for Title IV funding. The student can, however, apply for a SAP appeal for reconsideration of their eligibility for Title IV funds.

SAP appeals are not granted lightly. A student must explain and provide documentation for the failure to make satisfactory progress and describe what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. Possible reasons for failure to meet SAP may include injury or illness, the death of a relative, extreme financial hardship, or other special circumstances.

To apply for a SAP appeal, a student should contact the Financial Aid Department to request an official Federal Student Aid SAP Appeals form. This form will request the following information:

- Reason for failure to complete the program within 150% of its length
- Documentation of the reason
- What has changed that will allow the student to be successful

SAP appeals are reviewed by the Director of Financial Aid, the Education Manager, and Registrar. If approved, the student will regain their eligibility for Title IV funding and will be placed on Financial Aid Probation. An official academic plan that includes remedial coursework will be established and signed off on by the student, the Director of Financial Aid, the Education Manager, and Registrar.

### 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**

---

Students are strongly advised not to miss scheduled exams. Make-up of a missed examination is only permitted if the student has communicated prior to the exam that they will not be in attendance for the examination.

If a student anticipates missing a scheduled exam and requests a make-up, they must contact FPTI prior to the exam. 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.

## **Emergency Days**

---

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.

## **Failed Examinations**

---

Depending on the program, students may be permitted a retake of the mid-term or final practical exam if they do not pass the first attempt. Please refer to the enrollment agreement for specific final exam policies.

There are no retakes for other exams.

## **Missed Program Work**

---

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**

---

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 recommence 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**

---

A student may repeat the program, at full cost, only if they have written permission from the Campus Director (see Student Re-Enrollment).

## Academic Records

---

FPTI will maintain permanent academic records which will be kept confidential. A student's entire academic record will be maintained for seven (7) years from the student's graduation date or last date of attendance. After that, the institute will maintain a single file for each student for twenty (20) years from the student's graduation date 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
- Notation whether a certificate was issued and the date issued

Student records will not be copied or delivered to anyone unless a student provides written consent. To request academic records, students must complete and sign an Academic Records Request Form. This form will be securely sent via AdobeSign and can be requested from the Registrar or a school director.

Academic Records Requests forms require::

- Identifying student information
- Program attended
- Program start date
- The specific material or item requested
- Delivery method of items requested (postal mail, secure email, pick-up)
- Student signature and date of signature

Requests will be completed within 5 business days of receipt. Electronic copies are free of charge.

There will be a \$10 charge for additional hard copies of transcripts after the initial copy at the time of graduation and a \$30 charge for a replacement Certificate of Completion. Students must be current with tuition payments at the time of request. Reprints of all other lost or misplaced academic materials will be charged at .50 cents per page.

## Student Code of Conduct

---

Conduct that is against 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 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 (see "Alcohol and Drug Use Policies and Assault and Bias Crime Prevention").

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. Photography, audio, or video recording is prohibited 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 tardiness 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 the 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 times 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 prohibited.

#### 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 the 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 themselves, 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 or 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 clients' 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 press, students will either need a spotter where someone else takes the weights from them, or they must take their own weights back to the ground from a seated position.
  - Plyometrics (anything where a student's foot or feet leave the ground – jumping, etc), unless they are performed in the designated areas. Students may jump onto the plyometric 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

---

Students are required to dress professionally 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 at any time.

1. 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 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 prohibited.
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, durags, etc) headphones, or sunglasses 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 alter their school uniform in any way. 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

---

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.

Further definitions of Academic Dishonesty are as follows:

**Cheating:** Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student's paper during a test, bringing an answer sheet to a test or submitting homework borrowed from another student.

**Plagiarism:** The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.

**Facilitating academic dishonesty:** Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.

**Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

Anyone observing an act of academic dishonesty may refer the matter to the instructor or Campus 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 the Campus 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

---

Given the nature of the program at FPTI, all students are expected to actively participate in all practical 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 pounds (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 pounds (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 practical learning activities related to the personal training profession.

Students may also be required to serve as subjects during practical skills components of the programs. These components will require students to place their hands on other students 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 who is not a student as part of the practical skills assessment portion of a program.

**Attendance**

---

FPTI programs prepare students for successful careers as personal trainers, and therefore good work habits are integrated into the 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 to 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**

---

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.

It is the responsibility of the student to track their total absences and tardies. Students may ask the Registrar or Campus Director for their attendance record at any time. Students are also expected to remain in class each day until dismissed by the instructor.

**Students Who Began Before April 1<sup>st</sup>, 2022**

Students must attend 80% of total class clock hours to graduate and receive a Certificate of Completion from all programs.

**Students Who Begin After April 1<sup>st</sup>, 2022**

Students must attend 70% of total class clock hours to graduate and receive a Certificate of Completion from all programs.

### Make-Up Attendance Hours

Make-up hours and scheduling of make-up days and times for attendance purposes are not guaranteed and are only granted upon approval by the Campus 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.

### **Late Policy**

---

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.

### **Student Warnings**

---

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

- Unsatisfactory attendance including excessive absences or tardiness
- 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**

---

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 the Campus 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)**

---

### Official Voluntary Withdrawal

A student is officially withdrawn from a program on the date the student notifies a School Director, Course Instructor, or other administrative staff member **in writing** of their intent to withdraw, via an e-mail or letter. The student will receive an e-mail confirmation from the school when the request is received.

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; or
2. The date the student began the withdrawal process 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 a final ledger, available methods of payment for remaining balance, or a disbursement check for any credit balances. 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, Course Instructor, or administrative staff member 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.
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 verbal (phone), or written (e-mail) 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 the program has a waitlist and 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 written 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 a minimum of 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 will deem the student has unofficially withdrawn from the program.

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 (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. If applicable, the school will calculate the amount of Federal Student Aid (Title IV) funds the student has earned, and, if any, the amount of Federal Student Aid funds for which the student 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 of determination 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 Refund Calculation Form, Official Notice, Student Ledger, and documentation of refund (if applicable) 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 their last date of attendance.

### 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 in the student's permanent file.

### 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. An 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 the Campus 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 states 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:

- 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 the last date of attendance.
- Leave will not be granted to students who 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 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 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 to Title IV 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*
3. In each readmitted student's file there will be documentation of such evaluations, evaluation instruments, student's results, and evidence that the student was properly placed according to skill level; *and*
4. Readmission 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 readmission.

### 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 to Title IV 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 a Leave of Absence

FPTI may not assess any additional charges to a student on or returning from an 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 written 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 will 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 to Title IV 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.** 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 or is dropped from the program, the student may no longer be eligible to retain the full amount of Title IV 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 they progress through 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 more than 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 more than 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. The number of scheduled hours 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, returning the funds in the order listed above.

Example: Mary withdraws during the seventh week of class during the first payment period. The number of scheduled hours is 210 hours as of her last date of attendance. She has completed 70% of the payment period ( $210 / 300 = 0.7$ , 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 or been dropped 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 may be requested from the Department of Education 30 days after the start of the program, pending completion of Entrance Counseling and the Master Promissory Note (MPN), if applicable. Students who withdraw or are dropped 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 the Title IV Aid they 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 follow the School Refund Policy 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 will be allocated first to repay any grant overpayment owed by the student as a result of the withdrawal or drop. FPTI will 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 R2T4 calculation, FPTI will pay any remaining Title IV credit balance funds in one or more of the following ways:
    - FPTI will, in accordance with the cash management regulations, pay authorized school charges (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution);
    - FPTI will, with the student's authorization, reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal); or
    - FPTI will pay the Title IV credit balance to the student (or parent for a Direct PLUS Loan).

If FPTI 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 or was dropped from the program 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 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 Policies and Assault and Bias Crime Prevention**

---

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 are 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**

---

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 W 32<sup>nd</sup> St, 5<sup>th</sup> Fl  
New York, NY, 10001  
Telephone: (212) 643-4760

## Grievance Policy

---

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 the Campus Director. If the student's concern is in regard to the instructor, however, the student may directly address the Campus 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 the Campus Director.

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 the Campus 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 (COE)  
7840 Roswell Rd  
Bldg 300, Suite 325  
Atlanta, GA, 30350.  
Telephone: (770) 396-3898  
Website: [council.org](http://council.org)

The New York State Education Department (NYSED)  
Bureau of Proprietary School Supervision (BPSS)  
89 Washington Ave, EBA 560  
Albany, NY 12234  
Telephone: (518) 474-3969

## Sexual and Other Unlawful Harassment Policy

---

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 unwelcomed, 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; *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

---

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

---

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Once a student is 18 years of age or older, the rights listed below are transferred from the parent(s) to the student. This means FPTI cannot disclose a student's education records to a parent without explicit written consent from the student unless the student is a dependent for tax purposes and FPTI has the appropriate documentation to confirm this.

The FERPA rights of students are:

1. **The right to inspect and review their education records.** Students should submit to a School Director, in writing, their requests that identify the records they wish to inspect. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, students 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, students may appeal to FPTI's Campus Director. Additional information regarding the appeal procedures will be provided to students if a request is denied.
2. **The right to request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA.** Students should write to the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. **The right to consent to disclosure of personally identifiable information contained in their 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 to fulfill his or her professional responsibilities to the school.
4. **Students may appeal the alleged denial of FERPA rights to:**

Focus Personal Training Institute  
Attn: School Directors  
115 W 27<sup>th</sup> St, 11<sup>th</sup> Fl  
New York, NY 10001

5. **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 may include the student's name, attendance dates (periods of enrollment), full or part-time status, and level of education completed.

By filing a form with the Campus Director, students may request that any or all of this directory information not be released without prior written consent. This form may be filed, withdrawn, or modified at any time.

### **Information for Students - Student Rights**

---

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

### 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

---

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

#### Scheduled In-Program Breaks

---

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

---

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

---

### Personal Training Master Course (600 hours)

Full-Time Schedule: 22 weeks

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

Start Date	End Date
October 3 <sup>rd</sup> , 2022	March 16 <sup>th</sup> , 2023
January 9 <sup>th</sup> , 2023	June 14 <sup>th</sup> , 2023
April 10 <sup>th</sup> , 2023	September 15 <sup>th</sup> , 2023
July 10 <sup>th</sup> , 2023	December 14 <sup>th</sup> , 2023
October 9 <sup>th</sup> , 2023	March 14 <sup>th</sup> , 2024

### Advanced Concepts in Personal Training (300 hours)

Full-Time Schedule: 11 weeks

- Monday to Friday: 9:20 am - 3:50 pm (EST)

Start Date	End Date
September 29 <sup>th</sup> , 2022	December 13 <sup>th</sup> , 2022
January 3 <sup>rd</sup> , 2023	March 16 <sup>th</sup> , 2023
April 3 <sup>rd</sup> , 2023	June 14 <sup>th</sup> , 2023
July 5 <sup>th</sup> , 2023	September 15 <sup>th</sup> , 2023
October 2 <sup>nd</sup> , 2023	December 14 <sup>th</sup> , 2023

### Personal Training Foundations & Personal Training Foundations – Online (150 hours)

Part-Time Schedule: 11 weeks

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

Start Date	End Date
October 3 <sup>rd</sup> , 2022	December 14 <sup>th</sup> , 2022
January 9 <sup>th</sup> , 2023	March 27 <sup>th</sup> , 2023
April 10 <sup>th</sup> , 2023	June 26 <sup>th</sup> , 2023
July 10 <sup>th</sup> , 2023	September 21 <sup>st</sup> , 2023
October 9 <sup>th</sup> , 2023	December 20 <sup>th</sup> , 2023

Personal Training Elements – Online (50 hours)

Part-Time Schedule: 6 Weeks

- Monday, Tuesdays, and Thursdays: 6:00 pm - 9:00 pm (EST)

Start Date	End Date
April 24 <sup>th</sup> , 2023	June 1 <sup>st</sup> , 2023
June 12 <sup>th</sup> , 2023	July 24 <sup>th</sup> , 2023
July 31 <sup>st</sup> , 2023	September 7 <sup>th</sup> , 2023
September 19 <sup>th</sup> , 2023	October 26 <sup>th</sup> , 2023
November 6 <sup>th</sup> , 2023	December 14 <sup>th</sup> , 2023

The following courses are offered on rolling admission; please contact the Admissions Office for schedule information.

Nutrition Coaching for the Fitness Professional - 50 hours

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

Continuing Education Courses

Gluteal Activation for Function and Performance – 3 hours

Introduction to Nutrition Coaching – 3 hours

Schedule: 1 day, 3 hours, start times vary

## Faculty and Staff

### Administration

---

Joseph Masiello, BS, CSCS, MES  
jmasiello@fpti.edu

Co-Founder / Executive Director / PDSO / SCO

Gabriel Valencia BFA, CSCS, MES  
gvalencia@fpti.edu

Co-Founder / Executive Director / DSO

Melissa Kirsch, BS  
mkirsch@fpti.edu

Director of Financial Aid Compliance and VA / DSO / SCO

Casey Holgan, BS, CSCS, MS  
cholgan@fpti.edu

Education Manager

Michael Gattinella, MES, NASM-CPT, PES  
mgattinella@fpti.edu

Student Career and Placement Coordinator

Julianna Caddell, BS  
jcaddell@fpti.edu

Registrar

### Licensed Directors

---

Joseph Masiello, BS, CSCS, MES  
jmasiello@fpti.edu

Gabriel Valencia BFA, CSCS, MES  
gvalencia@fpti.edu

Casey Holgan, BS, CSCS, MS  
cholgan@fpti.edu

**Course Instructors and Teaching Assistants**

---

Casey Holgan, BS, CSCS, MS  
cholgan@fpti.edu

Caroline Lents, J.D, NASM-CPT, MES  
clents@fpti.edu

Gregory Norman, NASM-CPT, Certified CPR Instructor  
gnorman@fpti.edu

Felix Nunez, NASM-CPT  
fnunez@fpti.edu

Michelle Hackett, NASM-CPT  
mhackett@fpti.edu

Ryan Stec, BA, NASM-CPT  
rstec@fpti.edu

Kyle Flett, BS, CSCS, NASM-CPT  
kflett@fpti.edu

Kevin Rosario, NESTA-CPT, NASM-CES, MES  
krosario@fpti.edu

Caroline Sauer, MES, NSCA-CPT  
csauer@fpti.edu

Gabriel Valencia BFA, CSCS, MES  
gvalencia@fpti.edu

Joseph Masiello, BS, CSCS, MES  
jmasiello@fpti.edu

Michael Gattinella, MES, NASM-CPT, PES  
mgattinella@fpti.edu

## Licensed Agents

---

Joseph Masiello, BS, CSCS, MES  
jmasiello@fpti.edu

Gabriel Valencia BFA, CSCS, MES  
gvalencia@fpti.edu

Melissa Kirsch, BS  
mkirsch@fpti.edu

Casey Holgan, BS, CSCS, MS  
cholgan@fpti.edu

Michael Gattinella, MES, NASM-CPT, PES  
mgattinella@fpti.edu

Caroline Lents, J.D, NASM-CPT, MES  
clents@fpti.edu

Julianna Caddell, BS  
jcaddell@fpti.edu

Dawn Slocum, BA  
dslocum@fpti.edu

Carlos Guerrero, BA  
cguerrero@fpti.edu

Conor Klump, BS  
cklump@fpti.edu

Vanessa Jules-Baptiste, FPTI  
vbaptiste@fpti.edu, BA

This page intentionally left blank.

END OF CATALOG