



# **Security Defense, Inc.**

*Training To Build A Bridge To Success*

## **STUDENT CATALOG**

July 1, 2015 – June 30, 2016

308 North Riverside Avenue

Rialto, CA 92376

Rialto, CA 92376

Telephone (909) 875-9436 Fax Number (909)875-9836

[www.SecurityDefense.org](http://www.SecurityDefense.org)

## Authorizations, Recognitions and Memberships:

- Member the City of Rialto Chamber of Commerce, since 2002.
- American Society of Industrial Services, since 2000.
- National Association of Investigative Specialist, Inc., since 2000.
- National Association of Women Business Owners, since 2004.
- We maintain close relationships with vocational schools such as: Workforce Institute of Technology and American Pacific College.

## PHILOSOPHY OF THE SCHOOL

*"THE MISSION OF SECURITY DEFENSE IS TO PROVIDE COMPREHENSIVE VOCATIONAL TRAINING IN FIELDS THAT EMPLOYERS DEMAND. WITHIN OUR SUPPORTIVE TRAINING ENVIRONMENT. SECURITY DEFENSE PROGRAMS WILL PROVIDE STUDENTS WITH THE EDUCATION NECESSARY TO SECURE SUCCESSFUL EMPLOYMENT."*

SECURITY DEFENSE demonstrates through its training environment its philosophy that its students must receive the most thorough education and supportive training environment available for the careers for which they are studying. We are dedicated to our students meeting their educational goals so that they may be employed as productive and successful employees in their chosen occupations.

The following overall objectives represent our focus and philosophy:

1. To provide training in careers of high market demand by remaining aware of current and future industry employment demands.
2. To provide excellent motivation and pragmatic training in a highly qualified and caring training program.
3. To encourage students to excel as individuals by building a supportive growth environment.
4. To develop positive attitudes of respect towards work.

**Security Defense does not have a pending petition in bankruptcy, nor is operating as a debtor in possession nor has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it with the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.).**

## **READ THIS STATEMENT BEFORE SIGNING AN ENROLLMENT AGREEMENT:**

**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the  
Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400,  
Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, (916) 431-6959 or by fax  
(916) 263-1897.

## APPROVAL DISCLOSURE STATEMENT

Security Defense's main campus located at 308 North Riverside Avenue, Suite 110, Rialto, California 92376, was granted institutional approval to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code §94909 [a][2]. The Bureau's approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. Except as provided in subdivision (b) of Section 94890, an approval to operate shall be for a term of five years. The following courses have been approved:

<u>Course Name</u>	<u>Total Clock Hours</u>	<u>Total SCU</u>
<b>Powers To Arrest – I</b>	<b>8</b>	<b>0.27</b>
<b>Security Officer – II</b>	<b>40</b>	<b>1.33</b>
<b>Security Officer -- III</b>	<b>72</b>	<b>2.40</b>
<b>Armed Security Officer - III</b>	<b>110</b>	<b>3.66</b>
<b>Basic Firearms - FQ</b>	<b>14</b>	<b>0.46</b>
<b>School Security – SB1626</b>	<b>24</b>	<b>0.46</b>
<b>Loss Prevention</b>	<b>40</b>	<b>1.33</b>

Instruction is in residence with faculty, accommodating students at an occupancy level of 30 students at any one time. California statute requires that a student, who successfully completed a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Workman's Compensation (Vocational Rehabilitation)  
Job Training & Partnership Act

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Ms. Maria Juarez, School Director.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone: (888) 370-7589, or by  
Fax at (916) 263-1897

All information in the contents of this school catalog is current and correct, and is so certified as true by:

Maria Juarez .

**Maria Juarez**  
**Executive Director**

## **OWNERSHIP**

SECURITY DEFENSE is owned by SECURITY DEFENSE, Inc., a California Corporation in accordance with Corporations Code § 907 (a) (1). The corporation is located at its campus at 308 North Riverside Avenue, Suite 110, Rialto, CA 92376. The principal officer is::

Maria Juarez, Chairman of the Board of Directors, 100% owner

## **ADMINISTRATION AND FACULTY QUALIFICATIONS**

The specific current list of faculty members, and their qualifications is presented below, minimum qualifications include a relevant degree and/or a minimum of three years experience in the field.

### ***ADMINISTRATIVE PERSONEL***

Maria Juarez

President, Executive Director, School Director

### ***FACULTY***

Maria Juarez

Curriculum Specialist / Instructor

Danny W. Lee

Instructor

Justin Smothermon

Instructor

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Telephone: (916) 431-6959

## **ADMISSIONS REQUIREMENTS**

Admissions Requirements are based largely upon the student's ability to meet the requirements of his/her chosen occupational goal. Strong motivations to learn and a desire to pursue a career are important considerations. In general, applicants must fulfill one of the following requirements to be enrolled as a regular student:

- High School graduate or equivalent GED.
- Students who do not have a high school diploma or GED, but are 18 years old or older may be admitted after passing an ATBT test that determines the student's ability to benefit from his/her program of instruction. This test will also determine interest and most suitable level of training to assess test results, prior education, motivation, work experience, placement potential and general aptitude for the chosen career field.

An applicant who has not passed the admissions requirements may appeal the decision. The School Director makes the final determination in such cases.

Applicants not accepted by the school will be refunded all registration and tuition fees paid to the school. Credit for previous training or work experience may be granted in selected circumstances. For specific admission requirements, see each program in this catalog.

## **ADMISSIONS AND REGISTRATION PROCEDURES\***

1. The applicant submits the admission application.
2. Once the application is completed, the applicant is given a tour, the catalog and relevant addenda, and an oral description of the programs.

Interested applicants are must provide High School Diploma and/or GED.

3. Spanish speaking students are also given an ESL English Proficiency Evaluation.
4. The admissions officer checks that necessary documents are included and certifies that applicants meet all requirements.
5. The admissions officer gives applicants the NOTICE OF STUDENT RIGHTS and gives applicants the date of registration, and the date of the first day of class. At this point, the student can formally be enrolled at the school and an Enrollment Agreement shall be prepared.
6. Applicants proceed to the Financial Office. Student payment plans are discussed.
7. The applicant is then given a temporary attendance card, a permit to enter class.

- \* The admission procedures for students with mental or physical handicaps are the same as those for non-handicap students. For information on special facilities for handicap students, please refer to the description of the various campus facilities.

## **PREVIOUS CREDIT UNITS EARNED**

Students enrolling in any program offered at Security Defense can have previous credit units earned considered in final summation pursuant to credit units required for graduation. In order to have previous credit units taken into account, the student or enrollee must show satisfactory proof to school official. Acceptable proof would be an official academic transcript printed on institutional letterhead, diploma or certificate. Student should make this type of request at the time of enrollment or at an early stage of the training.

Students lacking such written proof from other institutions still have the recourse of taking a challenge examination to validate sufficient knowledge to forego a particular subject. Students seeking this credit unit recognition must make a written request prior to or at the time of enrollment addressed to the School Director. These situations will be examined on a case-by-case basis and are subject to approval or denial at the discretion of the management of Security Defense. Under no circumstances will the student be able to challenge or transfer credits equivalent to more than 25% of the program.

## **PREVIOUS CREDIT AWARDED FOR EXPERIENTIAL LEARNING**

Students enrolling in any program offered at Security Defense can obtain credit for prior experiential learning or hands-on experience by employment by validating at least two years of experience in the related field.

A form for experience verification must be completed and submitted to the school for review. The learning experience must demonstrate a balance between theory and practice. The faculty evaluating the prior learning shall prepare a written report to the school director. Upon verification and discretion of the school director this credit will be granted. The amount of credit should not exceed 25% of the program. The tuition cost will be prorated to the number of credit units the student receives.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Security Defense is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Security Defense to determine if your diploma or certificate will transfer.

**DISCLOSURE:** Security Defense has not entered into an articulation or transfer agreement with any other college or university at this time.

**FOREIGN STUDENTS:** This institution does not offer F-1/M-1 student's visa. We do not provide services to admit students from other countries.

## ACADEMIC POLICIES

### ATTENDANCE

Students are expected to attend all scheduled classes in order to achieve their learning goals. Prospective employers are often concerned with an applicant's school attendance record as well as with his/her academic record. In order to satisfactorily complete each course within a program, the student must be present for a minimum of seventy percent (70%) of the duration of each course. Students exceeding the thirty percent (30%) level of absences at any given time will be placed on probation. In addition, the program must be completed within one and one-half times the length of the course as defined in the enrollment agreement.

### TARDINESS

Each student should comply with the academic calendar and schedule established by SECURITY DEFENSE. Tardiness is defined as arriving for class more than 15 (fifteen) minutes after the start of a class meeting. Each 15 minute increment of tardiness will be allocated as time being absent from class.

**For example:** If a student is 15 minutes late to class every day for 8 (eight) days in a course or module, the student's attendance will be recorded as absent for 2 (two) hours during that module.

Students should make every effort to attend each class meeting on time to avoid poor attendance patterns affect their final grade.

### ABSENCES

Students absent from class should present reasonable excuses. Except in the case of a student on an official leave of absence, students absent 21 (twenty one) consecutive calendar days will be dismissed. Any student absent for a period greater than 30 (thirty) percent of the days during the program will not be eligible for graduation unless he/she can demonstrate the absences were justified.

### MAKE UP WORK

Each student is responsible for making-up school work missed because of absences. He/she should make arrangements with the instructor to establish the terms of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines.

### DISCIPLINE

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of unprescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the school staff or other students is grounds for immediate dismissal.

### CLASS SIZE

The average class size is 30 students, depending on the size of the classroom and program. There is maximum student ratio of twenty-five students per instructor.

### RE-ENTRY

A student who has canceled or has been terminated and desires to re-enter the course of study must notify the school and follow the required Admissions' procedures. A student who was terminated for any reason must have an interview with the School Director and explain the cause why he/she should be re-instated. Final decision is taken by the School Director.



# SATISFACTORY PROGRESS

## STANDARDS:

This institution expects its students to maintain Satisfactory Academic Progress (SAP). In order to maintain SAP as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects and other required course work.
2. Maintain a cumulative average level of semester credit units earned which are at least two-thirds (2/3) of the scheduled units which should have been earned as defined by the contract period.

**For example:** A student scheduled to have completed 15 semester credit units by the end of the third month of a six month program would need to have completed at least 10 credit units in order to maintain Satisfactory Academic Progress.

3. Maintain a cumulative average attendance level of at least 28 hours per week (approximately 112 hours per month) out of a typical 160 hours per month for a full-time student. Students scheduled to attend less than 160 hours per month must maintain an average attendance level of at least thirty percent (30%) of the scheduled hours indicated on their enrollment contract.

**For example:** A student scheduled to attend 40 hours per week would have to maintain an average weekly attendance of at least 28 hours per week ( $40 \times .30 = 28$ ).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences, (15 class days/21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see below). Students who expect to be absent 15 class days/21 calendar days or more days should request a Leave of Absence from the education office.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

4. Complete the course within one and one-half (1 1/2) times the length of the course as defined in the enrollment agreement.

**For example:** If the student has contracted to complete the course within 14 weeks, he or she must complete within 21 weeks.

## EVALUATION PERIODS:

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- the point at which 25% of the course is scheduled to be completed;
- the point at which 50% of the course is scheduled to be completed;
- the point at which 75% of the course is scheduled to be completed; and
- the point at which 100% of the course is scheduled to be completed.

**Special Note:** The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement.

**For example:** A student enrolled in a 14 week, 18 semester credit unit program would be evaluated for SAP after week 3.5; week 7; week 10.5 and week 14. These dates would correspond to the point at which the student was scheduled to have completed 4.5, 9, 13.5 and 18 semester credit units.

## **GRADUATION REQUIREMENTS**

The student must comply with the following requirements in order to receive a diploma:

1. Completion of the total number of hours required by the student's program.
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the contracted period of studies.
3. Passing all components of the selected program with a minimum average of 70 points.
4. Meet all financial obligations incurred with the institution.
5. Participate in an Exit Interview with the Job Placement Department.

Students who take longer than originally scheduled to complete must do so within the Satisfactory Academic Progress Guidelines.

## **DIPLOMA**

SECURITY DEFENSE awards a Diploma to those students who have met program requirements and their responsibilities to the school. In certain cases, a student may complete his or her program, but is not eligible for graduation because his/her minimum grade point average requirement (70) has not been met. This institution also awards certificates of completion for each of its courses within its curriculum. In addition, the student receives a transcript of grades upon completion of the prescribed course of study at no additional cost. Additional transcripts will be provided upon request at a cost of \$12.00.

## **EXIT INTERVIEWS**

An Exit Interview will be scheduled with the Job Placement Department whether the student elects to participate in or waive placement privileges. These exit Interviews are essential in explaining Security Defense's extensive student tracking and Assessment System and the role each student will play in it throughout the coming year. This is a requirement for graduation.

## **ACADEMIC PROBATION:**

At SECURITY DEFENSE, students who fail to meet the SAP (Satisfactory Academic Progress) standards during a given evaluation period will be placed on academic probation for one additional evaluation period of one month (30 calendar days). Probationary students who fail to meet SAP by the conclusion of the probation may be terminated at the discretion of the institution. Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from academic probation.

## **APPEAL PROCEDURES:**

SECURITY DEFENSE offers the option to students who wish to appeal the decision that they are not making Satisfactory Academic Progress. These students must submit a written request to the SAP Review Committee. The SAP Review Committee is comprised of the Instructor and the Curriculum Specialist and the Campus Director. The letter should describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The SAP Review Committee shall evaluate the appeal within a reasonable time-frame and notify the student in writing of its decision. The decision of the committee shall be final.

## **LEAVE OF ABSENCE:**

At SECURITY DEFENSE, students who find it necessary to take a Leave of Absence (LOA) from school for personal, medical or other reasons must request such LOA's in writing. Generally, such leaves will be granted only for up to 30 days. If you believe you will need a longer LOA you must make special request to the School Director. At no time will students be allowed LOA's of longer than 60 days for non-medical reasons. LOA's for medical reasons may be granted for up to 6 months with a note from the student's physician. The Leave of Absence may not be granted for a period of time which would cause the student to take longer that one and one-half (1 ½) times the normal length of the enrollment period to complete. Should a student know in advance that a leave will be necessary, the request must be submitted prior to its beginning, and then the student should immediately call the school and make a request.

If the student fails to return to school after the Leave of Absence, the student will automatically be terminated. All insurance agencies and rehabilitation counselors will be notified.

## **CODE OF CONDUCT INFRACTIONS**

1. Incidents of an intoxicated or drugged state of behavior.
2. Possession of illegal drugs or alcohol upon school premises.
3. Possession of weapons or instruments construed as weapons upon school premises.
4. Behavior creating a safety hazard to other persons or to the facilities.
5. Defacing or destruction of school property.
6. Disrespectful or lewd behavior towards another student, school administrator or faculty member, including profanity and/or illicit sexual advancements.
7. Stealing; evidence of acting in a conspiracy or as an accomplice in a crime on school property.
8. Cheating or changing grades on tests.
9. Any other stated violation or infraction to the Code of Conduct as determined by the Director.

## **SUSPENSION AND TERMINATION**

SECURITY DEFENSE reserves the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules and regulations of the school. Students who have been suspended or terminated may be reinstated only upon approval of the School Director.

## **REQUIRED STUDY TIME**

In order to successfully complete the required course assignments, a student is expected to spend outside time studying. The amount of time will vary according to the individual student's abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time. "In general, there will be approximately two hours of study for every one hour of class."

## GRADING SYSTEM

The grading system is as follows:

GRADE	VALUE	POINTS	DEFINITION
A	4	90 -100	EXCELLENT
B	3	80 - 89	ABOVE AVERAGE
C	2	70 - 79	AVERAGE
D	1	60 - 69	BELOW AVERAGE
F	0	0 - 59	FAILURE

## STUDENT RECORDS

Student records are maintained for at least five years from the date of student's graduation, termination or withdrawal. They are retained by the school and are available for the students upon individual request.

## STUDENT GRIEVANCE POLICY

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty, or other, the normal recourse is for the student to consult with the Instructor. In the event, a satisfactory resolution is not achieved at this level, the student will be referred to School's Director. If the decision rendered is still disputed by the student, the case may be considered for further judgment by the School's President, Maria Juarez at (909) 875-9436 or by writing to her at the School Campus located at 308 North Riverside Avenue, Suite 110, Rialto, CA 92376

Finally, if the student continues to feel it necessary to dispute the judgment of the School's President, the student may contact the:

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, California 95833

Telephone: (916) 431-6959

## LICENSURE

Security Defense provides training in the security guard program, and students pursuing a security guard employment are required a state license or sometimes are required an equipment permit through the Bureau of Security and Investigative Services (BSIS). When applying for this license you will also be required to submit their fingerprints through the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) through via Live Scan.

## **STUDENT SERVICES**

- Academic counseling is provided to students on a daily basis, both by the student's own instructor and by the School Director. Personal and non-academic counseling is referred to community professionals.
- A list of nearby hospitals, restaurants, apartments and bus pass information is available from the Admissions Department.
- Students receive identification cards noting they are registered with SECURITY DEFENSE.
- The student receives a transcript of grades upon completion of the prescribed course of study at no additional cost. Additional transcripts will be provided upon request for a nominal fee.

## **NON-DISCRIMINATION POLICY AND PROCEDURES**

SECURITY DEFENSE is committed to a policy of non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to marital status, race, color, national origin, sex, sexual orientation or religious creed. The admission procedures for students with mental or physical handicaps are the same as those for non-handicap students. SECURITY DEFENSE endeavors to remove barriers and provide educational and employment opportunities for handicapped persons. This policy of non-discrimination applies to all students, employees, applicants for admission and employment and to all participants in institutionally sponsored activities.

## **FAMILY RIGHT AND PRIVACY ACT**

SECURITY DEFENSE complies with the confidentiality and student accessibility provisions of the family Right and Privacy Act of 1974 (PL 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without a) written request/release from the student, b) a court order, or c) accreditation agency requirements. However, students, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

## **DRUG AND ALCOHOL PREVENTION AWARENESS POLICY**

SECURITY DEFENSE maintains a strict policy regarding the use of drugs and alcohol. According to the provisions of federal law, information concerning use and misuse of chemicals (including drugs and alcohol) shall be available as well as resource information of all chemical dependency programs in the community. As part of our prevention awareness program, we post notices concerning this matter in a conspicuous place at the school, and this information is regularly distributed to students and staff. In addition, we periodically invite professionals in the community to conduct prevention seminars on our premises.

## **PROGRAM CHANGES**

SECURITY DEFENSE reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, staff and/or facilities with prior notice of scheduled changes. Any changes in the duration of our courses, programs or curriculum will be undertaken according to the requirements of the State of California's Bureau for Private Postsecondary and Vocational Education's approval

## CALENDAR AND HOURS OF OPERATION

### Office Hours:

Monday to Friday                      8:00 AM to 5:00 PM

### Instructional Hours:

Day Schedule                              9:00 AM to 05:00 PM

## PAYMENT SCHEDULE

Registration fee must be paid at the time of enrollment. The payment methods accepted by this institution are cash, visa, or money order. The terms of payment are either payment in advance or on a weekly basis according to the total duration of the course.

For those students paying tuition on a weekly basis, should he/she be one week late in payments, SECURITY DEFENSE will counsel the student to make payment arrangements to be approved by the School's Director. Should the student become delinquent for more than three weeks and is unwilling or unable to make any payment promises or other arrangements, the school will terminate the student immediately.

## SCHOOL HOLIDAYS

On the following days, SECURITY DEFENSE will be closed:

**New Year's Eve**  
**New Year's Day**  
**Martin Luther King's Day**  
**President's Day**  
**Good Friday**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Day**  
**the Friday following Thanksgiving**  
**Christmas Eve**  
**Christmas Day**

## **VOCATIONAL REHABILITATION DEPARTMENT**

This Department works as a liaison between the school and private or state vocational rehabilitation agencies.

Its objective is to provide assistance to those students who are being vocationally rehabilitated.

Applicants desiring to attend SECURITY DEFENSE under Vocational Rehabilitation programs should apply for these programs through their respective agencies. Upon receiving letter of approval, SECURITY DEFENSE will invoice the student's respective insurance company.

### **PLACEMENT ASSISTANCE**

SECURITY DEFENSE provides assistance and guidance for our graduates and/or active students who are seeking employment. Our main purpose is to enable the students, at the completion of the training program, to find jobs and to provide support services to keep their jobs and continue their overall professional development. Furthermore, the SECURITY DEFENSE team gladly provides the support skills, and the supportive environment to allow students to feel free to ask for additional information, and to build confidence in their skills.

SECURITY DEFENSE provides graduate students with up-to-date information about current job market surveys. These market surveys are continuously updated by our SECURITY DEFENSE Career Placement Specialist through our extensive employment network.

SECURITY DEFENSE makes no guarantee to the student that employment will be secured upon graduation.

### **HOUSING ASSISTANCE**

#### ***Housing***

SECURITY DEFENSE does not operate a dormitory or other housing facility.

Security Defense is located in Rialto, California in the county of San Bernardino which is in the heart of the Inland Empire. Housing in the city of Rialto and/or neighboring cities have apartments ranging from \$770 – \$1,100 per month, and houses for rent from \$820 - \$2,249 per month depending on size of the home. There are also a large number of realtors in the City of Rialto and in San Bernardino County that students can contact for more details and information regarding housing for lease and cost.

SECURITY DEFENSE is a small institution and does not offer or assist students in locating adequate housing near the campus.

## **STUDENT'S RIGHT TO CANCEL**

At SECURITY DEFENSE, you may cancel your enrollment contract and receive a full refund without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation Form that will be given to you on the first day of class.

If you cancel, any payment you have made will be returned to you within 30 days following the school's receipt of your cancellation notice.

To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to:

**SECURITY DEFENSE  
308 North Riverside Avenue, Suite 110  
Rialto, CA 92376**

**REMEMBER YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not attending class.

If you received any equipment from the school which the enrollment contract indicates you must return if you cancel enrollment, you must return the equipment within 10 days of the date you sign a cancellation notice or otherwise request cancellation. If you do not return the equipment within this 10-day period, the school may deduct the value of the equipment specified in the contract from the refund amount due and you may keep the equipment.



# REFUND POLICY

Even if you withdraw at the first class session, or the seventh day after enrollment, whichever is later you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course less the cost to the school of any unreturned equipment and a registration fee not to exceed \$75.00. The refund shall be calculated in the following manner and shall be made within 30 days after the date the school receives the student's written Notice of Cancellation.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

**Hypothetical Refund Example:**

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$75.00 for registration, and \$150.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,518.75 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

<p>\$2,100.00 amount paid for instruction (\$2,000 tuition plus \$100 registration)</p>	<p>- \$75 registration fee (amount school may retain)</p>	<p>x</p>	<p>300 clock hours of instruction <u>paid for but not received</u> 400 clock hours of instruction for which the student has paid</p>	<p>=</p>	<p>\$1,518.75 initial refund (deduct \$0 for documented cost of unreturned equipment)</p>	<p>=</p>	<p>*\$1,518.75 actual refund amount</p>
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\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1,668.75 (\$1,518.75 + \$150.00).

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three-week period (15 class days or 21 calendar days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you fail to submit a completed lesson required for homestudy or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

## STUDENT LOAN REPAYMENT:

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**FINANCIAL AID DISCLOSURE:** Security Defense would like to inform our applicants that we do not offer any form of financial aid. Our programs are too short to qualify for Federal Student Aid.

## **PHYSICAL FACILITIES**

Class sessions are held in the following address:

SECURITY DEFENSE  
308 North Riverside Avenue, Suite 110  
Rialto, CA 92376

The school consists of approximately 1600 square feet in the City of Rialto, in the San Bernardino County. Rialto is a fast growing city in the Inland Empire. Rialto boasts several hospitals, an airport and large commercial and industrial complexes available to the students. Public transportation and parking facilities are adjacent to the school.

### **Equipment and Materials used for instruction:**

Desk and chairs for the students  
TV's and Blue Ray DVD players\  
Book binder with security training information  
Mannequin use for baton training  
Cuff man use for handcuff training  
OC Pepper Spray simulators  
Replica guns use for firearms training  
Expandable batons use for baton training  
Numb John used for baton training  
Adult and infant mannequins use for CPR and AED training

## **LIBRARY AND OTHER LEARNING RESOURCES**

Security Defense offers a variety of different materials and aids to enhance and facilitate the student's learning experience, either in their field of choice or expand their knowledge in other subjects. In order to guide the students and make their study sessions more productive, Security Defense makes these materials available to students, faculty and staff on site. The Learning Resources Library policy outlines the acquisition, maintenance and use of these materials.

## **DEFINITION**

1. The Learning Resources Library consists of books, trade magazines, periodicals and internet access, other printed media, software, tutorials, technical and specification manuals.
2. All materials of the Learning Resources Library will be readily accessible to students, faculty and staff free of charge. However, students' requests for any materials will be honored first.

3. Learning Resources will be stored in classrooms in which the information is relevant. Computer Repair Labs will have computer assembly manuals and specifications, technical journals and other related materials. The Automotive Repair Shop will store the collection of Automobile specifications, Component Locators, diagrams, etc. on site.
4. Students are always encouraged to use any resource, faculty will be better suited to advise the students and assist them in finding the materials that will answer their questions. However, administrative and clerical staff will have a good understanding of the materials and also assist students as needed.

## **PROCEDURE FOR STUDENT ACCESS**

5. The Faculty will make sure all materials are kept in the assigned display location in the areas in which they teach. At the end of the period, instructors will make sure materials are complete.
6. Curriculum Specialists will maintain an inventory of all materials related to the subjects within their area of expertise. Instructional staff will work with Curriculum Specialists to maintain all materials in good order and make recommendations based on students' needs and interests.
7. Students, faculty and staff are expected to take reasonable care of all materials, damaged and/or missing materials must be reported to the instructor, clerical or administrative staff as soon as possible. Only the school director can determine if a charge should be assessed if there is negligence in the use or care Library Resource materials and/or media.
8. All materials will be accessible first to students and if available, to faculty and staff for use on site in all classroom and office areas. However it is forbidden to bring books and other printed media to break room or areas where food and beverages are consumed.
9. Students can make use of all materials on site by requesting them from faculty, clerical or administrative staff. If a student, faculty or staff member wishes to take any media home, it must be checked out first. Clerical and administrative staff will have access to the media check-out log. Preference will be given to students working on related subjects in class. If allowable, materials can be checked out for no more than 7 calendar days.

**Loss Prevention**  
*40 Hours / 1 Week*

**OBJECTIVE:**

The lost Prevention and Control program has been designed to prepare students for employment in Loss Prevention. This program prepares students to use specialized observation and interview techniques, and able students to prepare and complete case reports for restitution.

**PROGRAM OUTLINE**

<b><i>Module Number</i></b>	<b><i>Subject</i></b>	<b><i>Total Hours</i></b>
<i>LP 101</i>	<i>Introduction to Loss Prevention.</i>	40
<i>Total</i>		40

**Armed Security Officer - III**  
110 Hours / 3 Weeks

**OBJECTIVE:**

This Private Security program has been designed to prepare students for employment in Security and Asset Protection. This program prepares students to use Basic to advance security techniques that applies to all commodities in the business world. Students will understand the importance of security in the industry and its related work duties.

**PROGRAM OUTLINE**

<b>Module Number</b>	<b>Subject</b>	<b>Total Hours</b>
<i>SEC-001</i>	<i>Introduction to Private Security</i> Level I           8 Hours Level II          16 Hours Level III         16 hours	40
<i>SEC 002</i>	<i>Advanced Private Security</i> First Aid / CPR / AED   8 Hours Baton Techniques       12 Hours Handcuff Techniques   8 Hours Chemical Agents        8 Hours	40
<i>SEC 003</i>	<i>Job Interview Techniques</i>	8
<i>SEC 004</i>	<i>Hands-on Training</i>	16
<i>TOTAL</i>		110

**Security Officer - II**  
*40 Hours / 1 Week*

**OBJECTIVE:**

This Basic Security Guard Training has been designed to prepare students for employment in Security and Asset Protection. This program prepares students in powers to arrest, observation techniques and proper documentation. Students will understand the importance of the legal aspects and liability and conflict resolution.

**PROGRAM OUTLINE**

<b>Module Number</b>	<b>Subject</b>	<b>Total Hours</b>
<i>L-I</i>	<i>Powers to Arrest</i>	8
<i>L-II</i>	<i>Observation Techniques &amp; Proper Documentation</i>	16
<i>L-III</i>	<i>Legal Aspects &amp; Liability and Conflict Resolution</i>	16
<b>TOTAL</b>		40

**Security Officer - III**  
72 Hours / 2 Weeks

**OBJECTIVE:**

This Basic Security Guard Training has been designed to prepare students for employment in Security and Asset Protection. This program prepares students in powers to arrest, observation techniques and proper documentation. Students will understand the importance of the legal aspects and liability and conflict resolution.

**PROGRAM OUTLINE**

<b>Module Number</b>	<b>Subject</b>	<b>Total Hours</b>
<i>L-I</i>	<i>Powers to Arrest</i>	8
<i>L-II</i>	<i>Observation Techniques &amp; Proper Documentation</i>	16
<i>L-III</i>	<i>Legal Aspects &amp; Liability and Conflict Resolution</i>	16
<i>FA</i>	<i>First Aid, CPR, &amp; AED</i>	8
<i>HC</i>	<i>Use of Force &amp; Hand-Cuffs Techniques</i>	8
<i>OC</i>	<i>OC Pepper Spray</i>	8
<i>B1</i>	<i>Baton</i>	8
<b>TOTAL</b>		<b>72</b>

**Basic Firearms - FQ**

*14 Hours / 2 Days*

**OBJECTIVE:**

This introduction to firearms training is required by the State of California, Bureau of Security & Investigative Services (BSIS) for all security officers who wish to work as Armed Security Officers. This course will cover the basic proper handling and caring of firearms. State fees and Live scan is included.

**PROGRAM OUTLINE**

<i>Module Number</i>	<i>Subject</i>	<i>Total Hours</i>
<i>FA</i>	<i>Basic Firearms Training</i>	<i>14</i>
<i>TOTAL</i>		<i>14</i>



## **Powers to Arrest - I**

*8 Hours / 1 Day*

### **OBJECTIVE:**

This training program is a requirement for all new Security Guard applicants, whom after passing the background check from DOJ & FBI, applicants will be issued the State permit by the Bureau of Security & Investigative Services (BSIS). This section includes the Power to Arrest and Weapons of Mass Destruction Course.

### **PROGRAM OUTLINE**

<b><i>Module Number</i></b>	<b><i>Subject</i></b>	<b><i>Total Hours</i></b>
<i>PTA</i>	<i>Powers to Arrest</i>	4
<i>WMD</i>	<i>Weapons of Mass Destruction</i>	4
<i>TOTAL</i>		8