

Cameron College
Consumer Information Policy & Procedures
Part 1
General Information
General Information about the School

Cameron College provides general information about the institution from the Dean or the financial aid office. This policy will give students an outline regarding information about the institution.

Cameron College was reaffirmed for accreditation on February 14, 2011 for six years by the Commission of the Council on Occupational Education (COE). Six years is the maximum amount of time an institution may be accredited by COE. COE has approved all the program offerings at Cameron College. A list of the approved programs will be discussed further in this policy. The name, address, and phone number of the institution's accrediting body is listed below:

The Council on Occupational Education
7840 Roswell Road, Bldg 300, Ste 325
Atlanta, Georgia 30350
770-396-3898

Cameron College is licensed by the Proprietary Schools Division, Board of Regents, State of Louisiana. The institution is licensed annually. The institution is currently licensed from 7/1/2010 – 6/30/2011. All program offerings at Cameron College are approved. A list of the approved programs will be discussed further in this policy. The name, address, and phone number of state licensing agency is listed below:

Proprietary Schools
Board of Regents
State of Louisiana
P O Box 3677
Baton Rouge, LA 70821-3677
225-342-4253

Cameron College is also approved by the following entities:

Vocational Rehabilitation Division
Louisiana State Veterans Service Office for Veterans and Eligible
Dependent Students
U.S. Department of Education
U.S. Immigration and Naturalization Service

Should a student want to receive a copy for review of the school's accreditation, licensure, or approval, he/she would write a letter to the president of the institution requesting a copy of the accreditation, licensure, or approval. The president will provide a copy of this information to the student.

Cameron College makes available special facilities and services to disabled students. Some of the special facilities and services that the college offers are the ADA accepted ramp for wheelchair bound students, elevator for access to second and third floor classrooms, offices, and labs, each entryway is handicap accessible, and all restrooms are handicap accessible. If students have specialized needs, the school will make every effort to accommodate for these students special requests.

Cameron College offers programs of study that lead to a certificate or a diploma in a specialized field:

Advanced Phlebotomy Diploma Program
Information Processing Diploma Program
Associate in Occupational Studies Degree in Information Processing
Medical Assistant Diploma Program
Associate in Occupational Studies Degree in Medical Assistant
Medical Billing Specialist and Health Care Administration Diploma Program

Cameron College also offers short courses and seminars in special skills as well as in-service programs in both the business field and the medical field. Cameron College reviews its programs annually and updates if needed. Cameron College strives to create and offer new programs that reflect the needs of business and industry. The institution works closely with business and industry when developing new programs.

Applicants for all programs must possess a high school diploma or a GED certificate. Cameron College does not offer a qualified GED program but the admissions office will provide students with qualified GED programs in the area. In addition, all applicants are administered an assessment test by the dean or other qualified representative. The prospective student must score a minimum of a 15 to enroll in any program offered at Cameron College. The assessment is administered to ensure success in any of the programs offered at Cameron College. If the student does not score a minimum of 15 on his/her first attempt, the student may retake the test in 24 hours. The student may take the assessment test no more than a total of five (5) times. No prior business education or training is necessary for admission. The state of Louisiana has no secondary school completion credential certification for homeschoolers, therefore the institution requires a GED certificate for these students to enroll.

The institution's facilities have been specifically designed as a medical and business technology college. The building is modern and air-conditioned and was completely renovated in 2006, after Katrina. Classrooms and offices are tiled or carpeted, and a modular fluorescent lighting system is used.

Cameron College, at 2740 Canal Street, New Orleans, Louisiana, has approximately 18,000 square feet of space arranged in a three-story floor plan with classrooms, laboratories, offices, staff lounge, student lounge, restrooms, and public areas.

The facilities of Cameron College are fully accessible to the handicapped. We invite you to contact the State Vocational Rehabilitation Counselor to discuss suitable career goals.

A parking lot is provided for students and faculty.

All equipment, including computers, calculators, overhead projectors, Aversion camera/readers, webpage designing tools, project management tools, medical laboratory and instructional equipment, etc., is owned by the College.

Cameron College has qualified faculty and instructional personnel to teach the courses with the program offerings. Below is a list of current faculty and instructional personnel:

Joel Moore	Sajana Dhungana	Carla Lee
Phyllis Moore	Rose Frazier	Pamela Serigne
Larry Savery	Adam Toledo	
Russell Quarterman	Shannen Dunagan	

Cameron College offers students which are receiving federal education loans ways to obtain deferments for these loans. Below are the terms and conditions for students to receive these deferments:

Deferment and forbearance (postponing payments)

If you meet certain requirements, you may receive a deferment that allows you to temporarily stop making payments on your loan. If you cannot make your scheduled loan payments, but do not qualify for a deferment, we may give you a forbearance. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

Deferment

You may receive a deferment while you are:

- Enrolled at least half-time at an eligible school;
- In a full-time course of study in a graduate fellowship program;
- In an approved full-time rehabilitation program for individuals with disabilities;
- Unemployed (for a maximum of three years; you must be diligently seeking, but unable to find, full-time employment); or
- Experiencing an economic hardship (including Peace Corps service), as determined under the Act (for a maximum of three years).
- Serving on active duty during a war or other military operation or national emergency or performing qualifying National Guard duty during a war or other military operation or national emergency and, if you were serving on or after October 1, 2007, for the 180-day period following the demobilization date for your qualifying service.

Effective October 1, 2007, if you are a member of the National Guard or other reserve component of the U.S. Armed forces (current or retired) and you are called or ordered to active duty while you are enrolled at an eligible school or within 6 months of having been enrolled, you are also eligible for a deferment during the 13 months following the conclusion of your active duty service, or until you return to enrolled student status, whichever is earlier.

You may be eligible to receive additional deferments if, at the time you received your first Direct Loan, you had an outstanding balance on a loan made under the Federal Family Education Loan (FFEL) Program before July 1, 1993. If you meet this requirement, you may receive a deferment while you are:

- Temporarily totally disabled, or unable to work because you are required to care for a spouse or dependent who is disabled (for a maximum of three years);
- On active duty in the U.S. Armed Forces, on active duty in the National Oceanic and Atmospheric Administration (NOAA), or serving full-time as an officer in the Commissioned Corps of the Public Health Service (for a combined maximum of three years);
- Serving in the Peace Corps (for a maximum of three years);
- A full-time paid volunteer for a tax-exempt organization or an ACTION program (for a maximum of three years);
- In a medical internship or residency program (for a maximum of two years);

Teaching in a designated teacher shortage area (for a maximum of three years);

- On parental leave (for a maximum of six months); or
- A working mother entering or re-entering the workforce (for a maximum of one year).

You may receive a deferment based on your enrollment in school on at least a half-time basis if (1) you submit a deferment request form to the Direct Loan Servicing Center along with documentation of your eligibility for the deferment, or (2) the Direct Loan Servicing Center receives information from the school you are attending that indicates you are enrolled at least half-time. If the Direct Loan Servicing Center processes a deferment based on information received from your school, you will be notified of the deferment and will have the option of canceling the deferment and continuing to make payments on your loan.

For all other deferments, you (or, for a deferment based on active duty military service or qualifying National Guard duty during a war or other military operation or national emergency, a representative acting on your behalf) must submit a deferment request form to the Direct Loan Servicing Center, along with documentation of your eligibility for the deferment. In certain circumstances, you may not be required to provide documentation of your eligibility if the Direct Loan Servicing Center confirms that you have been granted the same deferment for the same period of time on a FFEL Program loan. The Direct Loan Servicing Center can provide you with a deferment request form that explains the eligibility and documentation requirements for the type of deferment you are requesting. You may also obtain deferment request forms and information on deferment eligibility requirements from the Direct Loan Servicing Center's web site.

If you are in default on your loan, you are not eligible for a deferment.

You are not responsible for paying the interest on a Direct Subsidized Loan during a period of deferment. However, you are responsible for paying the interest on a Direct Unsubsidized Loan during a period of deferment.

Forbearance

We may give you a forbearance if you are temporarily unable to make your scheduled loan payments for reasons including, but not limited to, financial hardship and illness.

We will give you a forbearance if:

- You are serving in a medical or dental internship or residency program, and you meet specific requirements;
- The total amount you owe each month for all of the student loans you received under Title IV of the Act is 20 percent or more of your total monthly gross income (for a maximum of three years);
- You are serving in a national service position for which you receive a national service award under the National and Community Service Trust Act of 1993. In some cases, the interest that accrues on a qualified loan during the service period will be paid by the Corporation for National and Community Service;
- You are performing service that would qualify you for loan forgiveness under the teacher loan forgiveness program that is available to certain Direct Loan and FFEL program borrowers;
- You qualify for partial repayment of your loans under the Student Loan Repayment Program, as administered by the Department of Defense; or
- You are called to active duty in the U.S. Armed Forces.

To request a forbearance, contact the Direct Loan Servicing Center. The Direct Loan Servicing Center can provide you with a forbearance request form that explains the eligibility and documentation requirements for the type of forbearance you are requesting. You may also obtain forbearance request forms and information on forbearance eligibility requirements from the Direct Loan Servicing Center's web site. Under certain circumstances, we may also give you a forbearance without requiring you to submit a request or documentation. These circumstances include, but are not limited to, the following:

- Periods necessary for us to determine your eligibility for a loan discharge;
- A period of up to 60 days in order for us to collect and process documentation related to your request for a deferment, forbearance, change in repayment plan, or consolidation loan (we do not capitalize the interest that is charged during this period); or
- Periods when you are involved in a military mobilization, or a local or national emergency.

You are responsible for paying the interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during a period of forbearance.

Cameron College does not have available FSA program funds for studying abroad.

Credit for instructional hours may be granted to a student for hours completed in an approved curriculum or course from another licensed or registered school or a registered program at a degree granting institution. The prospective student must request transfer of

hours upon making application for admission to the College. It is the student's responsibility to furnish the College with an official copy of the grade for these courses prior to commencement of classes. A student granted transfer hours only has to complete the number of approved hours for the curriculum in which he/she is enrolled minus the number of transfer hours granted by the College.

Cameron College currently has no established articulation agreements with other institutions.

Cameron College annually completes the Integrated Postsecondary Education Data System (IPEDS) which is a system of survey components that collects data from nearly 6,700 institutions that provide postsecondary education across the United States. During the IPEDS 2010 Report for Fall, 2009, the institution collected the following data regarding student body diversity in the categories of gender and ethnicity of enrolled, full-time students who received Federal Pell grants. Below is the information from the IPEDS 2010 report:

<u>Race/Ethnicity or gender</u>	<u>Percent</u>
American Indian or Alaska Native	0%
Asian/Native Hawaiian/Pacific Islander	0%
Black or African American	91%
Hispanic/Latino	4%
White	4%
Male	4%
Female	96%

Cameron College provides information on placement of and types of employment obtained by graduates of the school's degree or certificate programs. Below is a list of employers who have hired our graduates (not all inclusive):

Dr. Alferez's Office	Medical Center of Louisiana
Chateau de Notre Dame Nursing Home	Metro Home Health
Children's Hospital	Metro Women's Center
Covenant House	New Orleans Sewerage and Water Board
Cox Cable	New Orleans Substance Abuse
Orleans Parish Criminal Sheriff's Office	Doubletree Hotel
Evan's Family Practice	American Automotive Association
First National Bank of Commerce	Ochsner Foundation Hospital
Fuel Man	Dr. Fortino's Office
Dr. Greenberg's Office	Planned Parenthood
Good Samaritan Nursing Home	Tulane University Hospital & Clinic
Progressive Health Care	Gulf Coast Bank
St. Charles General Hospital	Judge Hansen
	St. Charles Health Care

Harrah's Casino
Heritage Manor Nursing Home
Hilton Hotel
Hyatt Regency Hotel
Attorney Jacob's Office
United States Coast Guard
Tulane Medical Center
Le Meridian Hotel
United States Marine Corps
Lafon Nursing Home
Summerfield Retirement Community

Holiday Inn
Visiting Angels
Louisiana State Civil Service
V. Tangpricha, M.D.
Touro Infirmary
Lakeland Medical Center
Dr. Edwin Lin
Jo Ellen Smith Home Health
Jo Ellen Convalescent Center
Jefferson Health Care
West Jefferson Women's Clinic

Cameron College does not offer 4-year degree programs therefore do not keep data regarding this type.

Cameron College provides retention rates of certificate or degree-seeking first-time full-time (FTFT) undergraduate students. Annually the institution completed the IPEDS as stated above. Retention rates of FTFT students for the most recent reporting period (Fall 2009) as per the 2010 IPEDS report are as follows:

Full-time retention was 88% percent of FTFT students in certificate or degree seeking programs.