



Student Catalog Addendum

This catalog addendum makes the following updates to the Learning Resource Center, Student Withdrawal, and Disclosure information in the 2024 Student Catalog.

Learning Resource Center (LRC)

This Addendum updates and replaces the Learning Resource Center (LRC) section of the Catalog with the following information.

The Learning Resource Center (LRC) offers reference sources, a collection of books and materials related to curricula. The primary function is to provide students with materials that may be used for study. Any registered student in regular attendance may utilize the library and its resources. The LRC Center hours are posted. The LRC at the School is housed in approximately a 1,900 square foot area. These materials provide the students with additional resources. In the LRC the students have access to the Internet, the Library & Information Resources Network (LIRN) Virtual Library Collection, the Alameda County Library Research Center on-line, and the Santa Clara City Library (www.library.ci.santa-clara.ca.us/). Students can access the LRC both through the LRC's physical location at the IBT campus and online via the link provided on the student dashboard in the campus learning management system. Students are introduced to the LRC and given instructions on using and accessing LRC resources during new student orientation, and are encouraged to use its resources as they progress through their programs. Directions to the location of the library are posted around the campus and are available at the front desk.

Student Withdrawal, Refund Policy, and Hypothetical Refund Example

This Addendum updates and replaces the first paragraph of the “Student Withdrawal, Refund Policy, and Hypothetical Refund Example” section of the Catalog with the following information:

Student has the right to withdraw from a course of study at any time and pay only for tuition reflective of the amount of time student was enrolled, in addition to registration fees, non-returned books and supplies fees, and other institutional charges. The student may withdraw by written notice to IBT or by student's conduct, including, but not limited to, student's lack of attendance. Written notification can be delivered to the Campus Director in person, by US mail at the School's address on page 1 of this Catalog, or by email at: campusdirector@ibt.edu. If student withdraws prior to completion of the course of study in which she/he is enrolled the School determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the course. Should the number of scheduled hours during student's enrollment in the course exceed sixty percent of the total hours in the course, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as specified on page one of student's enrollment agreement. If student withdraws from her/his course of study after the deadline for student's right to cancel student's enrollment agreement has passed *and* the student is entitled to a refund per the pro rata calculation mentioned above, the School will issue such refund to student, less a registration fee not to exceed \$250.00, within forty-five (45) days following the student's withdrawal. Students re-enrolling after a terminated enrollment will be charged tuition and fees at the then current rates.

Office of Student Assistance and Relief Disclosure

This Addendum adds the following disclosure to page 7 of the Student Catalog:

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://osar.bppe.ca.gov/>.