

Message from the President

Dear Student:

I personally welcome you to participate in American Institute of Medical Technology's post-secondary education programs.

The exciting field of Allied Health can be rewarding from an intellectual and a financial standpoint. The American Institute of Medical Technology is prepared to assist you in your career goals, whether preparing for an entry-level position or enhancing your medical knowledge with additional educational skills.

We have put together a well-educated and experienced faculty who has many years of experience in the programs offered for study. The combination of class work and practical experience in our entire program is balanced to give you the best chance to obtain your educational goal.

We look forward to being a part of your exciting future.

*Marcus Horn
President*

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10-15-18

Approval Disclosure Statement

This institution received approval from the Oklahoma Board of Private Vocational Schools at 3700 North Classen Blvd, Suite 250, Oklahoma City, Oklahoma 73118 to operate a private vocational school in Tulsa, Oklahoma. The Board determines the institution's ability to operate, approves its faculty, and insures the institution satisfies additional minimum standards under Title 70 O.S. §21-101, et seq. and 565:10 of the Oklahoma Administrative Code.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and occupational plans with school personnel before signing an agreement.

CONCERNS OR COMPLAINT PROCEDURES

Persons seeking to resolve problems or complaints must first contact the Instructor in charge. A request for further action may be made to the School President. Unresolved complaints may be directed to:

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS
3700 N. Classen Boulevard, Suite 250
Oklahoma City OK 73118
(405) 528-3370

History, Philosophy and Mission Statement

American Institute of Medical Technology (AIMT) "the School" was founded by a group of businessmen, Allied Health Industry Professionals, and individuals experienced in providing vocational education in health careers.

AIMT offers vocational educational programs that have been specifically designed to satisfy the growing need for specialized training in the medical field in the greater Tulsa, Oklahoma area. This institution provides training to all students who meet the Admission/Entrance criteria for class enrollment.

AIMT believes in providing professional and technical preparation by offering students up-to-date technology and modern methods of study, which will enable them to assume entry-level career opportunities within their chosen field of study.

AIMT is an institution of higher education offering quality programs that integrate general education, professional skills, and career-focused education. This training empowers students to develop and achieve their personal and career potentials.

AIMT recognizes the worth and dignity of all people and is sensitive to the diversity of cultural and ethnic backgrounds represented in its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. The School employs instructional methods based on adult learning theory and is committed to the development of each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation and may include group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development.

To attain its mission, AIMT strives to provide excellence in education by hiring experienced faculty and staff, maintain an updated facility that fosters educational growth in a pleasant and safe environment.

An individual is not denied admission to any programs because of race, color, national origin, handicap, religion, or sex.

Objectives:

Quality of Education: AIMT is committed to provide excellence in education by putting together a curriculum, syllabi, and lesson plans that conform to the latest developments in the field and enhance the knowledge and experience of its students.

Campus Environment: We will create an environment that simulates workplace by maintaining state-of-the-art equipment in labs and in the classrooms.

Balanced Learning: We will combine appropriate learning experiences by balancing didactic, laboratory, and clinical rotation experience to produce a well-rounded graduate.

Student Services: Each student enrolled at AIMT will be considered an individual deserving the highest level of teaching and dignity.

Ongoing Self-Improvement Strategies: Measurable student outcomes such as; GPA's, graduation and employment figures, feedback from students and program advisory boards shall be continuously monitored to improve our self-improvement strategies.

APPROVALS, AFFILIATIONS & LICENSES

AIMT is licensed by the Oklahoma Board of Private Vocational Schools, and affiliated with the Bureau of Indian Affairs, and the Department of Veterans Affairs. AIMT programs are approved by the U.S. Department of Education to participate in Federal Student Aid.

SCHOOL FACILITIES AND LOCATIONS

American Institute of Medical Technology
10820 E. 45th Street, Suite 100
Tulsa, Oklahoma 74146
TEL: (918) 496-0800

AIMT utilizes almost 9000 square feet occupied by classrooms, laboratories, administrative offices, a student lounge and computer lab, and other work areas. The School is conveniently located at a major Tulsa location at the intersection of South Garnett and the Broken Arrow Expressway. It is easily accessible by road and highways. Free parking is available to all students and staff. Each AIMT program is taught in specially built, well equipped, well-lit, neat, clean classrooms and laboratories. The student lounge has a vending machine that stocks a variety of soft drinks and a student refrigerator.

The School, the facility it occupies, and the equipment it uses complies with all Federal, State and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to handicapped persons and have a dedicated restroom in full compliance with ADA specifications.

Admission Information

ADMISSION PROCEDURES

AIMT welcomes all applicants regardless of age, race, creed, color, sex, national origin, or religion, ethnic background, or physical handicap. If student wishes to apply they must complete the interview process and pass the entrance exam.

After eligibility for admission is confirmed accepted students may enroll only after all the prerequisite documents have been received by AIMT. The enrollment is complete when signed by both the student and designated school officer.

NOTE: These admission standards are general. In addition to the above, each program has program specific acceptance requirements that are handed out to potential students by the program director at 'student orientation' or during one-on-one evaluation and acceptance. At this time the students are informed of other requirements and policies and procedures.

ADMISSION REQUIREMENTS

Evaluation and acceptance by Admissions Director, Score above a 70% on the entrance exam. Completion of the health care provider statement/medical release forms, background check, and drug screen. Submission of the following documents: High school Diploma or GED equivalent (proof required), valid driver's license and signed Social Security Card. Home school graduates must present a notarized record of high school equivalent work completed and the date of successful completion. This work should be consistent with the Oklahoma minimums for high school completion. Students are required to provide proof of shots [see list] taken and will be subject to background check and drug testing prior to enrollment.

PERSONAL HEALTH DISCLOSURE

The student should disclose any physical or emotional problem which may impact their learning or participation in the program. Failure to disclose a physical or emotional problem that will affect the learning or participating in the program prior to enrollment may result in termination. Students will be expected to participate in both scanning and being scanned as a patient for their classmates in lab. If a student is unable to participate they will need a note from their physician stating their limitations and the period of time the student will be unable to participate.

GUIDELINES FOR DRUG TESTING

AIMT wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of AIMT that students enrolling in Diagnostic Medical Sonography or Echocardiography Technology courses submit to drug testing. In addition to the initial drug test, discretionary testing may be required by the School for cause, per clinical rotation, or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the Campus President. Cost of drug testing will be paid by the student.

GUIDELINES FOR BACKGROUND CHECK

AIMT requires applicants complete a background check and drug screen before enrollment. The state and various other agencies may require criminal background checks before a student can be placed in externship or take professional licensing, certification, or registration examinations. Externship sites will not accept persons with a drug / or felony conviction. For this reason, applicants with drug and / or felony convictions or a positive drug test for substance listed within: (DRUGS TO BE TESTED) will not be admitted.

DRUGS TO BE TESTED

All students will be tested for the following drug categories: amphetamines/methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, and propoxyphene. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

CONFIRMED POSITIVE TEST

A student with a confirmed positive drug test will be ineligible to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

REFUSAL TO BE TESTED

A student's refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

ENTRANCE EXAM

All applicants for the Diagnostic Medical Sonography (DMS) Program are required to take and pass an Entrance Exam. Should the applicant fail their first try, a second attempt is allowed seven days after taking the first test. Final attempt may be taken no sooner than 30 days after failed second attempt.

FINANCIAL ABILITY

The student will be assessed on their financial ability to pay for the program. Funding sources will be recommended during this time.

AGE

The applicants must be 18-years old and beyond the age of compulsory school attendance. Student applicants falling 'within' the age of compulsory school attendance may be enrolled under the following conditions: Must meet all other criteria for program attendance. Their enrollment documents including retail installment contract MUST be co-signed by a parent or legal local guardian. He/she MUST produce a letter from the local Junior or High School official stating that the student has voluntarily agreed NOT TO pursue compulsory schooleducation.

CREDIT FOR PREVIOUS TRAINING AND/OR WORK EXPERIENCE

Credits achieved from AIMT are transferable only at the discretion of the receiving institution. AIMT will consider awarding previous training credit to student applicants who have attended an accredited post-secondary institution or training received in the military. Credit will be awarded only after official transcripts are evaluated; this must be completed prior to signing the enrollment agreement. Credit may be granted for courses successfully completed with a grade of 'C' or better. Students will not receive credit for introductory courses. AIMT will also consider granting previous training credit for 'experiential learning" (work experience). Equivalency to related course work may be determined by the submission of supporting documentation such as job description, a description of the equipment used, and verification of employment from the previous employer. AIMT will document the credit(s) awarded for either of the above reasons and list the portion of the course(s) for which the credit is awarded. Such credit(s) will be maintained in the student's permanent records and will be indicated on the school's official transcripts. The cost for credit for previous training/work experience is based on the fee per credit hour instruction of the program.

SCHOLARSHIPS

\$2,500 scholarship towards tuition, Criteria: Successful completion of an Associates or Bachelor's Degree from an accredited post-secondary institution.

CLASS SIZE

Class size for the DMS, Echo and AMA programs are 30:1. Lab size for the DMS and Echo program is 20:1

Financial Information

TUITION POLICIES

AIMT finds that to achieve and maintain the highest standards possible in instruction, related equipment, and facilities, student's registration fees must be fully paid upon enrollment. Other financial arrangements are made in advance and stated in the "Enrollment Agreement".

Any delinquency in tuition payment over thirty (30) days will place the student in jeopardy of suspension from the training program unless mutual satisfactory arrangements can be made. Should such suspension occur a \$100.00 re-registration fee will be required to re-instate.

All tuition, fees, and other financial charges must be paid in full before the School will release a diploma, certificate of completion, transcripts, provide any referral assistance, documentation, or verification of course completion to any entity, future employer, or student to obtain licensing, job or registry credentialing. Students are advised to make arrangements prior to exiting school with the financial aid office or the Campus President. A signed document needs to be instudent's

folder evidencing such an arrangement. The School also reserves the right to sell/transfer the 'Retail Payment Contract' to a third party.

The total tuition for any specific program is the same for all persons at any given time. All extra charges and costs incidental to training are disclosed to prospective students before enrollment.

Tuition is to be paid per academic year. An academic year is at least thirty (30) weeks of training and at least thirty-six (36) quarter credits. The Mid-point of an academic year is eighteen (18) quarter credits. A class hour is fifty (50) minutes of classroom instruction (minimum) with a ten-minute break (minimum).

REGISTRATION FEES

Enrollment registration fee for all applicants is \$100.00.

THREE- DAY CANCELLATION POLICY

The Oklahoma Board of Private Vocational Schools mandates that a student may cancel his/her enrollment agreement with the school without assigning any reason or any penalty or obligation until the midnight of the third business day following enrollment. **Such cancellation request MUST be made in writing or in person or by registered mail to the School President.** The School may also terminate the student's enrollment if the student fails to satisfy admission criteria or fails to pass the entrance exam.

OTHER CANCELLATION

An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.00.

EXTRA EXPENSES

Items of extra expense to the student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in tuition refund computations provided they are separately shown in the enrollment agreement and catalog. When items of major expense are separately shown for this purpose, the school must also state its policy for reasonable settlement of such charges in the event of early termination.

After the expiration of a 'no obligation' **THREE-DAY CANCELLATION** window, the following will apply:

REFUND POLICY

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

(The last date of actual attendance is used in calculating any refund amounts)

"This policy applies to students who drop out or who are dismissed from the program."

WITHIN FIRST WEEK: When students terminate their enrollment after entering school but within first week of classes, the school will retain **.10% of the contract price plus \$100, but in no event, more than \$300.**

AFTER FIRST WEEK: When students terminate their enrollment after one week but within the first **25%** of the course, the tuition retained by the school will be **25% of the contracted price plus \$100.** Students terminating their enrollment over **25% of the course but within 50%**, the tuition retained by the school will be **50% of the contract price plus \$100.** Students who have completed more than **50%** of their course, **NO** refund will be given. **NO** refund will be given for Books and supplies. Students **rejected** prior to class start will be entitled to a **full refund.** Students **denied** admission for not passing the admissions test or not fulfilling other enrollment criteria would be entitled to a **full refund** if any money were paid at the time of the commencement of the enrollment process.

Although a student completing more than 50% of the course is not entitled to any refund of tuition, in exceptional circumstance, however, the School may negotiate a fair and reasonable settlement with the student. In any case, if the amount that you have paid is more than the amount you owe for the time you attended school, then the refund will be made within thirty (30) days of withdrawal. If the amount you owe is more than the amount you have paid, then you will need to make arrangements to pay the balance.

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. AIMT will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at AIMT. It is separate and distinct from the AIMT refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. AIMT will advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

"Official" Withdrawal from the School

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School President in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from AIMT, records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, AIMT will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;

2. Two calculations are performed:
 - a. The student's ledger card and attendance record are reviewed and a R2T4 worksheet, provided by Deborah John, (Third-Party Servicer) is completed and sent to DJA who then determines the amount of refunds, if any, are due to the Title IV, HEA programs.
 - b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. AIMT will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The financial aid advisor will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

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

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School President and/or Admissions Director must complete the withdraw form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance and will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The program director will make attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 10 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. AIMT completes R2T4 worksheet and sends to (Third-Party Servicer) who then calculates what the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. AIMT Financial Aid Advisor will return to the Federal fund any unearned portion of the Title IV, HEA funds for which the school is responsible, within 45 days of the date the withdrawal determination was made and note return on the student's general ledger card.

8. AIMT will provide the student with a return 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. Supply the student with a final student Withdrawal/Termination calculation worksheet showing the outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution will complete a R2T4 worksheet, provided by DJA (Third-party Servicer) to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. DJA will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still complete a R2T4 worksheet, provided by DJA (Third-Party Servicer) to determine the amount of aid that the student has earned.

AIMT measures progress in Clock Hours and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b. If this percentage is greater than 60%, the student earns 100%.
- c. If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL

Order of Return

AIMT is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Plus Loan
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- 3rd party agencies, ie, VA, Workforce Oklahoma, Vocational Rehabilitation

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. AIMT may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with AIMT).

The institution will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew.

The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

For all other school charges, AIMT needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities in regard to return of Title IV, HEA funds

AIMT's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds

- calculation for those students; _____
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

Overpayment of Title IV, HEA Funds

Students do not receive Title IV, HEA funds until tuition is paid, per end of payment period. Therefore, student overpayments are not created. Any funds determined by the R2T4 calculation, which are not earned, are repaid by AIMT and the student is then responsible for the funds AIMT is required to return on your behalf.

Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation are repaid by AIMT and the student is then billed by the school.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that AIMT may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. AIMT may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what AIMT's refund policy is, you may ask your Schools Financial Advisor for a copy.

Return to Title IV, HEA questions

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time and without prior notice.**

SEMINAR REFUND POLICY

A full registration refund will be given if cancellation is received more than thirty (30) days prior to a scheduled Seminar. Registrations received 14-30 days prior to a program start date are non-refundable and are limited to a one-time transfer restricted to the same person for the next identical program.

Seminar. A \$150.00 transfer fee plus any change in program tuition will apply. No refunds or transfers will be allowed less than fourteen (14) days to a program start date. In the event a seminar is re-scheduled or cancelled, pre-paid attendees will be given the choice of transferring to another program or having the tuition refunded in full (if program is cancelled due to Acts of God, only transfers to another program will be offered).

THIS AGREEMENT IS NOT BINDING UNLESS THE STUDENT AND THE SCHOOL OFFICIAL HAS SIGNED DOCUMENTATION. IF YOU HAVE ANY COMPLAINTS, QUESTIONS OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

Oklahoma Board of Private Vocational Schools
 3700 North Classen Blvd., Suite 250
 Oklahoma City, Oklahoma 73118
 Telephone: (405) 528-3370

SPECIAL CIRCUMSTANCES WAIVER

In case of prolonged illness, accident, death in the family or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made.

FINANCIAL AID SERVICES

AIMT's financial aid programs stem from the belief that student aid services should facilitate and foster successful academic participation of financially needy students. It is, therefore, the goal of the financial aid office to provide students with the most current financial aid information.

THE PROCESS

The office of the student financial aid is handled by an on-campus Financial Aid Advisor and serviced by a third-party servicer Deborah John & Associates (DJA) [ECAR is amended to reflect changes]. Prior to enrolling at AIMT, all applicants are encouraged to visit the office of the Financial Aid Advisor to explore the availability of TITLE IV funding for the applicant's program of study. The Financial Aid Advisor provides all relevant information to prospective students, and requests students to file their FAFSA on-line. The Financial Aid Advisor explains to the student and their families of their obligations, before entering into any contractual agreements. There are many forms which may be required to evaluate student aid eligibility. However, once a student has enrolled in their program of interest and the online FAFSA has been completed, additional documents may be requested to complete processing of the aid request. Students are notified in person, regular mail and/or email if any additional documents are needed to process aid. ISIR's are received electronically by the institution along with notification if a student has been selected for verification by USDE. AIMT follows the verification standards and policies of the Central Processing System of verifying 30% of all students applying for Title IV funding. Each student selected for verification is required to submit all requested documentation to ensure timely disbursements of financial awards. Examples of verification documents are:

- Completed verification worksheet
- Prior year tax returns
- Income statement from employer
- W-2's and/or recent paystubs
- Divorce and/or legal separation decree
- Court ordered child support documentation

Failure to submit requested documentation may result in funding not being received. Under certain circumstances, verification documentation is not required. The award letter is sent to the School by DJA and a copy is given to the student after all awards have been explained. If the awards package includes student loans, a Master Promissory Note is completed by the student and forwarded to the proper division of the U.S Department of Education (USDE) for processing. Upon approval, funds will be requested by the Financial Aid Office coinciding with the proper disbursement dates.

All students are required to meet the **Satisfactory Grades & Attendance Policy** as set forth by the School prior to disbursements being requested and applied to the student account. In the case of a student not meeting satisfactory criteria, Title IV disbursements will not be requested and/or disbursed until the student reaches a satisfactory level. AIMT is required at different times to report the status of enrollment, grades and attendance furnishing this information to the USDE upon request.

Every student applying for Title IV must attend a mandatory Entrance Counseling session during which time information will be provided regarding Title IV funding, including the opportunity to ask questions regarding loans and grants offered at the School. Students are also required to attend a mandatory EXIT counseling session prior to completion. They will receive information regarding their lender, amounts owed and repayment terms.

During the process, the on-campus Financial Aid Advisor and the third-party servicer remain in close contact to service the student. The institution is approved for the following loans and grants:

Loans:

William D. Ford Direct Subsidized Loan
William D. Ford Direct Unsubsidized Loan
William D. Ford Direct Parent Loan (PLUS)

Grants:

Federal Pell Grant

Students are encouraged to seek outside 3rd party financial assistance to help cover tuition and expenses incurred while attending school. Examples of 3rd party agencies are:

1. Veteran's Administration Tuition Benefits
2. Workforce Oklahoma
3. Vocational Rehabilitation
4. American Indian Training/Career Offices

3rd party agencies may include but are not limited to current and/or future employers, parents' employers (Some companies offer scholarships to employees and their families), etc. The School will assist in completing the necessary paperwork to receive outside funding, but it is ultimately the student's responsibility to ensure that proper paperwork is completed and submitted in a timely manner.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan plus interest less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, and loss of eligibility to future loans.

PROFESSIONAL JUDGMENT - CRITERIA

AIMT may use a Professional Judgment Form whenever professional judgment criterion are warranted; and is used solely at the discretion of the Financial Aid Advisor. If this form is deemed necessary, additional supporting documentation may be required. Your Financial Aid Advisor will inform you of these requirements. Examples of situations requiring this document are:

Independent/Dependent student status
Reduction and/or loss of income
Unusual medical and dental expenses
Childcare and dependent care costs
Support of extended family

ACCOUNTING

1. Complete refund forms and submit to third-party servicer
2. AIMT transfers funds to GAPS account
3. Third-party servicer forwards Excess Cash notification to AIMT when refund transaction is completed

STUDENT ACCOUNTS/ACCOUNTING

Financial Aid mails a packet of withdrawal information to student and keeps a copy for the student's financial aid file.

This includes:

1. Withdrawal Letter
2. Refund calculation
3. Excess Cash notification from GAPS
4. Exit interview paperwork to be completed and sent back to the Financial Aid office
5. Post Withdrawal letter if applicable.

A hold will be placed on the student's transcript if a balance is owed.

Student Support Services

Student needs extend beyond the classroom and the educational instruction provided here. The socio-economic issues that compete for the student's attention often influence negatively on their desire and ability to learn. It is for this important reason that AIMT has created the Student Services Department. The Student Services Department offers assistance in areas such as academic counseling, tutoring programs, lodging, transportation, and professional counseling referrals to various community agencies. Students are encouraged to speak with staff/faculty (whoever they are comfortable with) for any personal issues they might have.

HOUSING

Housing information assistance is available through different community-based agencies. Listing for off-campus housing information is obtained from the Student Services Department.

PARKING

The facility has ample free parking available to students.

JOB ASSISTANCE

AIMT provides job placement assistance upon course completion. However, we do not guarantee students a job upon course completion. We believe that the training provided at AIMT qualifies a student for an entry-level position in the field of his/her study/instruction. Student Services maintains a list of referrals and some information which the students may use in their job search.

GUIDANCE

The disabilities service coordinator and program coordinator are available to the students at any time for guidance on any issues that may affect the student's performance at school, including classroom, lab, personal, and health issues. The students are given the program director's email address so that assistance is available at all times. Students are encouraged to seek out help as needed, and all matters are strictly confidential.

CAREER ADVISING/REFERRAL INFORMATION

The program director is available to the students for assistance regarding job search, interview skills, resume writing, or any other help required in the student's search for employment upon course completion.

Mental Health Services

The campus environment can be exciting and challenging. It can also be highly stressful since social and emotional concerns can interfere with effective functioning and academic performance. AIMT is committed to helping students benefit from their learning experience. One way students can do this is to talk with our Mental Health Services Coordinator. AIMT Mental Health Services offers a supportive atmosphere to aid self-understanding and the resolution of personal concerns. We encourage students to schedule an appointment to discuss personal concerns and develop new ways of resolving issues. No concern is too small.

Hours of Operation

CLASSES

DMS: Monday through Thursday	8:30 AM to 4:30PM
DMS: Clinical: Friday
ECHO: Monday, Tuesday, Thursday	5:30 PM to 9:30PM
MBC: Wednesday, Thursday	8:30 AM to 4:30PM
MBC: Monday, Tuesday, Thursday	5:00 PM to 10:00PM

BUSINESS OFFICE

Monday through Thursday	8:30 AM to 5:00PM
Friday	8:30 AM to 4:00PM

Students are encouraged to schedule time on Fridays for extra lab time, tutoring, or making up missed work. All classes are held at AIMT's campus. No distance learning is available at this time. All programs are taught in English.

School Policies

STUDENT RECORDS

All student financial aid records are maintained in a fire-proof filing cabinet at a secure place within the school premises with limited access by authorized school personnel.

Prior to graduation, every student receiving Title IV assistance is required to attend a mandatory Exit Counseling session. At this time, the Financial Aid Administrator will provide information regarding loans and grants, estimated payments, lender information, etc. We ask that each student furnish the school with changes in address and/or phone numbers at this time.

CRIME AWARENESS AND CAMPUS SECURITY

In keeping with the requirements of the **Jeanne Clery** Disclosure of Campus Security Policy and Campus Crime Statistics Act, all students enrolling at AIMT receive information on campus crime awareness, and crime statistics (documented) for the past three (3) years. The School also distributes annually to all current students and employees the campus security report in its entirety. The report contains actual campus statistics as well as all required policies, procedures, and disclosures.

DRUG AND ALCOHOL ABUSE AND AWARENESS

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free schools and Communities Act Amendments (Public Law 101-266), the School provides drug free school and workplace information to all its students during the admission process. This package includes legal sanctions under local, state, and federal law for unlawful possessions, use, or distribution of illegal drugs and the abuse of alcohol, and a list of any drug or alcohol counseling, treatment, and rehabilitation programs that are available to the students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students and their parents certain rights with respect to their education records:

The right to inspect and review the student's education records during normal hours with an appointment within thirty (30) days of the school receiving such request. The right to request the amendment of the student's educational records that the student believes is inaccurate, misleading or in violation of privacy. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without prior consent from the parents and the eligible student. The School may neither release nor disclose personally identifiable information contained in the student's educational records to outside employers, agencies, or individuals without first securing written release from the parent or eligible student, unless permitted by the act. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address that administers FERPA is:

Family Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The rights accorded to, and consent required of parents under this Act transfer from parents to the student once the student becomes eligible.

ATTENDANCE POLICY

100% attendance is expected of each student attending programs at AIMT. The School considers punctuality and consistent attendance as mandatory. Students are expected to attend classes, as they would be expected to attend their employment. Students must be attending 85% of instructional activity to maintain the minimum attendance standard. Attendance is evaluated at the completion of each module, and those whose aggregate attendance is below the minimum will be placed on official probation. Failure to rectify substandard attendance will necessitate action on the part of the Campus President, which may include suspension/dismissal of the student from the school. A Certificate of Graduation or Diploma cannot be awarded unless a student has met the minimum attendance requirements.

TARDINESS

Three (3) tardies will be documented as a full day's absence. A student is considered tardy when he or she comes to class late or leaves class early. For purposes of definition, a student shall be considered tardy when he or she is one (1) minutes late to class or he/she leaves class early.

CONDUCT

AIMT believes that in today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for and should report the following violations while on school, fieldwork, clinical, or externship property: All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification. Alteration or misuse of school documents (See Student Handbook). Theft of, or deliberate destruction, damage, misuse or abuse of, school property or the property of private individuals associated with the school. Insubordination, inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other school activities. The use of alcoholic beverages or controlled substances on the school or externship property, including the purchase, consumption, possession, or sale of such items. The use of any tobacco products in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas. Failure to comply with school officials acting within the scope of their employment responsibilities. Failure to comply with any regulation not contained in official school publications but announced as administrative policy by a school official or other person authorized by the President of the school. Bringing dangerous items such as explosives, firearms, or other weapons, either

concealed or exposed, onto the school property. Violence or threats of violence toward persons or property of students, faculty, staff, or the school. A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension or dismissal. Students dismissed for conduct violation will not be readmitted.

PERSONAL APPEARANCE

Students are required to dress in an appropriate manner while on campus and at the assigned externship location. The student should show concern for dress and be aware that what is proper-for-the-workplace is proper-for-school. Students are expected to practice good personal hygiene and maintain a neat and professional appearance at all times. Administration and faculty are responsible for enforcing the dress code. Scrubs (top and bottom) are to be worn to all classes, as well as externship, unless otherwise instructed. Students will be issued a credit toward purchase of scrubs after the first week of introductory classes. Scrubs must be either royal blue or black in color. Scrubs should be basic in style (no prints, designs). Students are responsible for the fit and condition of their scrubs. T-shirts may be worn under scrubs, but not in the place of scrubs. Casual jackets may be worn over scrubs in the classroom only (seasonal). Ball caps or hats are not to be worn inside the school or externship site. Body piercings, facial piercings, excessive ear piercings (more than single) and tattoos must not be visible. Excessive makeup, jewelry, nail polish, and perfumes are not allowed. Closed toe shoes must be worn at all times. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

Shoes should be comfortable; rubber soled and covers the entire foot. Because canvas shoes will absorb chemicals or infectious fluids, they are not allowed in lab. Leather or a synthetic, fluid-impermeable material is required.

EXTERNSHIPS

Some programs include an externship or clinical experience that is without compensation. Although the clinical or office professionals at their externship site supervise students, they must continue to maintain contact with the institution's externship coordinator on a regular basis. At the discretion of the School, the externship or clinical experience may be assigned outside the general residential area, possibly requiring relocation and additional costs to the student.

During externship or clinical training, students are expected to perform in an ethical, professional manner, and to assist the professional in all matters appropriate to the scope of practice. All externship or clinical sites are carefully selected based on an evaluation of the site personnel, facilities, geographic location, availability, and type of learning experience provided. The School maintains affiliation agreements with a variety of facilities. Students should be aware that some facilities might have special requirements that must be met. If a student has a particular interest in a facility with which the School is not affiliated, the student may bring this to the attention of the program director or clinical coordinator, so the site may be evaluated. If a student is absent from externship or clinical training, the student must inform both the site and the School. The externship or clinical facility will submit evaluations of the student's performance based on the standards set by the School. Students must satisfactorily complete the externship or clinical assignment and submit an approved verification of time completed in order to graduate. Failing the externship or clinical training or demonstrating unprofessional or unethical behavior may result in failure to graduate. A reassignment of the externship or clinical training will be evaluated on a case-by-case basis and may result in additional charges. More information will be provided to students entering the program at the time of orientation.

TERMINATION POLICY

Termination occurs within ten (10) days after the student stops attending class or upon the date of formal withdrawal from the program. If the student fails to return from a granted leave of absence, their termination date will be the date that they agreed to return to class.

If a student withdraws within the first three (3) days, books can be returned for refund provided they are in like-new condition. Students who withdraw after the first three (3) days will be charged for any books that were issued. Students

may be terminated for misconduct to include, but not limited to: Violation of safety rules, loitering, drinking of alcoholic beverages on school premises, evidence of drug use or possession, destruction of school equipment tools or materials, continued violations of school rules, unsatisfactory attendance or unsatisfactory academic progress.

APPEALS PROCEDURE - TERMINATED STUDENTS

Students terminated from school due to unsatisfactory academic performance or for any other disciplinary action/cause may submit an appeal in writing to the Campus President (within 48 hours) explaining in detail why their application for re-instatement should be considered. The student's appeal will be reviewed by no later than seven (7) calendar days from date of receipt. The student will be notified in writing of the Campus President's final decision.

CONDITIONS FOR REINSTATEMENT

To be reinstated to regular status, student must seek to correct academic deficiencies by retaking courses they have failed, or practicing previously learned skills. Once the student has met the minimum satisfactory progress standards, they may be reinstated as a regular student (pending re-entry committee recommendation (see reentry process)).

CANCELLATION, POSTPONEMENT OR SCHEDULE CHANGES

The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of thirty (30) days. Students will be duly notified and compensated if applicable. The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, with approval of the Oklahoma Board of Private Vocational Schools, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will changes diminish the competency of any program or result in tuition changes for current attending students.

NON-DISCRIMINATION POLICY

AIMT does not discriminate based on sex, age, race, national origin, creed, religion, or handicaps that would not preclude employment within a selected program area.

STUDENT GRIEVANCE PROCEDURE

If a student has a concern or problem with their program, he/she should first discuss matters with their instructor. If the situation is not course related, then it should be taken to the Student Services or Admissions Department. If the situation remains unresolved, a written statement detailing the concern must then be given to the Campus President. If an initial conference cannot resolve the problem, the Campus President may call all parties together to attempt a resolution. The student will then be notified in writing of all decisions along with an explanation of all actions taken by the school. If the problem/concern remains unresolved, students may contact:

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS

3700 N. Classen Boulevard, Suite 250
Oklahoma City OK 73118
(405) 528-3370 Tel (405) 528-3366 Fax Student Records

RECORD RETENTION

Students are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five (5) year period.

HOLIDAYS

American Institute of Medical Technology observes the following holidays each year:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Veteran's Day

President's Day
Memorial Day
Independence Day

Thanksgiving Holidays
Christmas Break

SCHOOL CALENDAR & BREAKS

Currently, DMS & Echo classes start in spring and fall [every six months]. The DMS program is divided into three (3) modules of six (6) months each. The Echo program runs from start to completion and is completed in less than eight (8) months. The School reserves the right to re-schedule or cancel class start dates depending upon enrollment.

Satisfactory Academic Progress Policy

Definition/Standards:

Satisfactory progress in attendance and academic work (SAP) is a requirement for all students enrolled at American Institute of Medical Technology. It is also required by Federal regulations for schools participating in state and Federal financial aid program to monitor SAP on students receiving funding under this source.

This institution requires students to maintain (SAP) in order to continue enrollment and this institution and to be eligible to participate in the federal governments Title IV financial aid programs. These standards will apply to all students, regardless of the source of the students funding and regardless of the enrollment status (full or less than full time).

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION [Quantitative Measure]

All students must complete their program in a period not to exceed 1.5 times the normal length of the program as measured in credit hours. For example, a student must complete a 100 credit hour program within 150 credit hours. If the student cannot complete the course within this time frame, he/she will be terminated from the program.

ATTENDANCE EVALUATION

Student attendance progress evaluation occurs during each semester and upon completion of each semester. Students must complete more than 85% attendance or higher, of the hours scheduled, in order to remain eligible for Title IV, HEA program funds and advance in the program. Students who do not meet this minimum are subject to disciplinary action and even suspension or dismissal. Students satisfying the minimum attendance requirement are able to complete the program within the maximum time.

ACADEMIC PROGRESS

[Qualitative Measure]

The Institution's SAP standards have been established to ensure the quality of educational programs offered and to ensure academic integrity and the responsible disbursement and administration of Federal Title IV Financial Aid. SAP standards are applicable to all students regardless of payment (i.e. cash pay, VA, etc.). Any student who does not meet SAP may request an appeal due to mitigating circumstances (see SAP Appeals section). SAP is not affected for students on LOA.

Students who are making SAP, as defined by this policy, are considered to be in good standing and eligible to receive Title IV, HEA Federal Financial Aid. SAP is required to remain eligible for Federal Financial Aid and Graduation.

Student Academic Progress:

Student academic progress evaluation occurs upon completion of each semester. Student's aggregate grade at the end of each semester, must meet the minimum criteria of 2.5 GPA (C letter grade) based on a 4.0 grading scale and must also complete more than 85% attendance or higher, of the hours scheduled. Students must meet both these minimum criteria standards to remain eligible for Title IV, HEA program funds and advance in the program. Grades are furnished to the student throughout the program and upon request.

Summary SAP standards by Program Above		
Program	Qualitative Measure	Quantitative Measure
Diagnostic Medical Sonography (DMS)	2.5 cumulative GPA/or higher (C letter grade)	85% attendance or higher of scheduled hours
Echocardiography Technology (ET)	2.5 cumulative GPA/or higher (C letter grade)	85% attendance or higher of scheduled hours
Medical Billing & Coding	2.5 cumulative GPA/or higher (C letter grade)	85% attendance or higher of scheduled hours

Evaluation Periods:

Status Definitions: Satisfactory Academic Progress (SAP) for Title IV, HEA eligibility is calculated at prescribed benchmarks (referred to as evaluation periods) for Semester Credit Hour programs - see chart below.

Benchmark for Satisfactory Academic Progress (SAP) Evaluations – Title IV Eligibility				
(Semester Quarter Credits) Attempted *				
Program				
Diagnostic Medical Sonography (DMS)	Midpoint of 1 st Semester – 18 credits	End of 1 st Semester – 36 credits	Midpoint of 2 nd Semester – 54 credits	End of 2 nd Semester – 72 credits
Echocardiography Technology (Echo)	Midpoint of 1 st Semester – 12 credits			
Medical Billing & Coding (MBC)	Midpoint of 1 st Semester – 39.2 credits			
*Transfer Credit (TC) if applicable	Midpoint of 1 st Semester – after TC are determined	End of 1 st Semester – after TC are determined	Midpoint of 2 nd Semester – after TC are determined	End of 2 nd Semester – after TC are determined

SAP Notifications and Evaluation Process

Academic/Attendance Progress Warning Notification

During the course of the student's enrollment, the Program Director periodically checks on the student's attendance and academics. If the Program Director determines that a student is falling behind in academics or attendance a

Progress Report Warning Notice

Notice will be sent to the student in order to communicate the importance of maintaining Satisfactory Academic and Attendance Progress and remind them of the consequences of failure to maintain SAP.

SAP Warning Notification

If a student fails to meet SAP a letter is generated by the Program Director, and then sent to the student and the Financial Aid Office stating the student has been placed on SAP Warning. If the student is receiving Title IV, HEA funds to assist in paying for school – the Financial Aid Office will notify the student that they are subject to loss of Title IV, HEA eligibility if they fail to improve their SAP benchmarks. The letters will detail the process in which an appeal may be requested.

FINANCIAL AID WARNING/PROBATION/SUSPENSION

Students who have lost eligibility for financial aid can be reinstated by improving their academic grade point average and/or attendance to the designated standards of the satisfactory progress definition, appeals process, returning from an LOA which commenced while the student was making satisfactory academic progress or satisfactorily resolving the warning.

Financial Aid Warning

Students who fail to meet minimum requirements (85% cumulative attendance or higher and 2.5 cumulative GPA/or higher (C letter grade) for attendance and academic progress at the end of the semester/payment period will be placed on a ***Financial Aid Warning the first time***. Any student on **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; **with the right to appeal**. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on **Financial Aid probation** and will be eligible to receive Title IV, HEA during this period. A student placed on **Financial Aid Probation** may receive Title IV, HEA program funds for one payment period only. Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

Appeal Procedures

Satisfactory Progress Appeals Procedures/Reinstatement

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

Students who wish to appeal determination of unsatisfactory progress or attendance must submit a letter to the Campus President within 5 business days upon notification of SAP not being met. **The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. **The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance.** The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Campus President will review the students' appeal, the students' academic records, attendance, and may call upon students' instructors to determine relevant information.

The findings and decision of the Campus President will be given to the student in writing within 10 business days of the submission of the student's appeal letter.

If the student is granted an appeal, they will then be placed on ***Financial Aid Probation***, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Academic Progress by: 1) Making up missed tests and assignments and increasing grade point average (GPA) to 2.5 or better for SAP, and 2) Have cumulative attendance of 85% or better by the end of a Warning or Probation period.

Reinstatement of Financial Aid

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

SAP Evaluation Process

At the end of each semester, the Program Director provides the Financial Aid Office with a list of students, attempted hours, completed hours, and cumulative GPA. This is what is used to determine SAP. Academic progress will be reviewed at the end of each academic year to determine future eligibility.

Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools

Students must also successfully complete and pass **85% of all courses** they attempt. Grades of A, B, C, D, F, WF, WI, and TC are all considered attempted hours. All transfer hours/credits are included in this calculation.

GRADING SYSTEM

Students are graded by objective written tests, quizzes and assignments based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills.

MISSED EXAMS/MISSED COMPETENCY

A missed test or competency (*due to absence*) must be taken the first day upon returning to school. There will be an automatic 10% deduction on missed tests and competencies. A zero will be recorded as a permanent grade on the student's record if a missed test is not taken on the day the student first returns to school, which cannot be retaken under the failed test policy. It is the responsibility of the student to take their retake or missed test in the time allowed. **There are no reminders given for deadlines.**

FAILED EXAMS

Students are allowed up to one (1) week to re-take a failed test. If the exam is not re-taken the failed grade will remain as a permanent grade on the student's record. The maximum grade possible on a failed exam which is repeated is 70% (C). There are no retakes on final exams or quizzes.

For theory classes, homework and quizzes count for 25%, tests count for 50%, and finals count for 25%. For lab courses, quizzes count for 10%, competencies count for 60%, and the final counts as 30%. For externship, evaluations count 30%, competencies count 50%, case presentations count 10%, and participation counts at 10%.

COMPETENCY GRADES

Students must re-take a failed competency at a maximum of 70%. Students that fail a single competency three (3) times are automatically dropped from the program.

AIMT utilizes the following grading system:

GRADE	PERFORMANCE	GRADE VALUE
A	Excellent	4.0 90 – 100%
B	Good	3.0 80 – 89%
C	Average	2.0 70 – 79% [minimum to graduate 2.5 GPA]
D	Below Average	1.0 60 – 69%
F	Failure	0.0 0 – 59%
W/F	Withdraw/Failing	0.0
W/I	Withdraw/Incomplete	0.0
TC	Transfer Credit	0.0

EARLY TESTING

Students are not allowed to take quizzes, test or competencies before the scheduled date unless special circumstances arise and approved by the Program Director.

TESTING WHEN TARDY

The student must be present for lab or lecture to take a test or quiz. If the student cannot be present, then the missed test or quiz must be taken the following day with the 10% deduction.

PROBATION

Students with unsatisfactory conduct or progress (academic or attendance) may be placed on probation. Students may re-establish their good standing by improving their attendance and/or their grades to satisfactory levels by the end of the probationary period. Failure to improve to satisfactory levels will result in the loss of eligibility for Title IV, HEA program funds and termination from the program. AIMT evaluates students' satisfactory progress as per the following schedule:

Evaluation Point	Minimum GPA
33% of Program Completed	2.5
66% of Program Completed	2.5
100% of Program Completed	2.5

LEAVE OF ABSENCE

A student may request in writing for personal reasons, a leave of absence. The leave of absence must be approved by the Campus President in writing. A leave of absence may be given for up to sixty (60) days or until the re-start of a specific class or module as determined by the administration. Students who fail to return from the leave of absence on scheduled date will be dropped from the class. Veterans Affairs will be notified immediately if a veteran student is granted leave of absence.

INCOMPLETE

An Incomplete (I) grade is given when required tests and course work have not been completed by the end of the course. If a student receives an unsatisfactory grade on a course, he/she must repeat it when it is next offered. The same course may not be repeated more than once. Failure to comply within the time limit will result in the incomplete grade reverting to a grade of "F" for that course work.

Students must contact their instructor to make-up any incomplete course work.

Incomplete externship hours must be completed within a reasonable time from the scheduled end date of the externship. Due to availability of sites and length of hours required, additional time may be granted on an individual basis for all students. Note: For Student Academic Progress (SAP) purposes, AIMT does not offer any remedial courses and there are no non-punitive (pass/fail) grades.

WITHDRAWAL

Students who withdraw or are terminated from a course or program of study are charged according to the refund policy on the enrollment agreement. All courses not completed at the time of withdrawal will be assigned grades of "W" and the student will be deemed to have failed the course. Failing grades count in credits attempted.

FAILED COURSE

Students who fail a course are allowed to repeat the course provided they are able to complete the program within 1.5 times the published program length. Repeating a course is at the student's expense. Eligible students may use financial aid to cover the expense. Students repeating a course must complete all class work and tests. Both the original earned grade and the repeated course earned grade are recorded on the official transcript. To successfully repeat a failed course a student must earn a minimum grade of 75% (C) for the repeated course.

RE-ENTRY PROCESS

All withdrawn, terminated or leave of absence students must submit in writing a letter to the Re-entry Committee requesting re-entry into the program. The letter needs to explain the reason for termination, withdrawal or leave of absence, the actions that have been taken to correct the reason for the leave and what actions have been taken to keep this from reoccurring. You may be required to meet with the re-entry committee prior to readmission and require 3rd party documentation of the fitness to return.

READMISSION/RE-ENROLLMENT

All withdrawn or terminated students who re-enter must have all monies previously owed to the school satisfied. The student will be responsible for the following fees: enrollment fee, tuition fee minus any money received, and any other published fees as necessary. Applicable credits attempted in the prior enrollment (with President's approval) may be included in the credits used to determine if the student can complete the program within 1.5 half times the length of the program. For a repeated course, the most recent grade is counted in the student GPA.

MAKE-UP POLICY

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see all missed work is made up. There is no make – up for lost didactic classroom/lecture) time. A test

may be taken for make-up but does not cover for lost time. Lost hours put a student in jeopardy of dropping below the 85% attendance policy of the school; students that fall into this category may be put on probation.

SUSPENSION OR DROP APPEALS PROCEDURES

Students who wish to appeal determination of unsatisfactory progress or attendance must submit a letter to the Campus President. The letter should describe all circumstances the student feels deserves further consideration. The Campus President will review the students' appeal, the students' academic records, attendance, and may call upon students' instructors to determine relevant information. The findings and decision of the Campus President will be given to the student in writing.

GRADUATION REQUIREMENTS

The candidates for graduation must:

Complete with a passing grade all requirements for their program of study within the maximum time frame permitted and attain a minimum GPA of 2.5, have maintained a minimum of 85% attendance during the program time frame. All financial obligations and the tuition must be paid in full or arrangements made with the financial aid department. Upon completion of the requirements listed above, the candidate is eligible to participate in graduation exercises.

GRADUATING WITH HONORS

Honors are determined for the commencement program and ceremony for diploma programs based on the cumulative GPA, the overall attendance, and the successful completion of the SPI exam at the conclusion of the third MOD. Honors listed on the diploma include the final GPA earned and, on the transcript, includes final GPA and final attendance. Students who fulfill the degree requirements with cumulative grade point averages (GPAs) of at least 3.80 and maintain an overall attendance of 95% receive the distinction summa cum laude. Students with cumulative GPAs between 3.60 and 3.79 and maintain an overall attendance of 90% receive the distinction magna cum laude. Students with a cumulative GPA between 3.40 and 3.59 and maintain an overall attendance of 90% receive the distinction cum laude. All honors candidates must successfully take and pass the Sonography Principles and Instrumentations exam (SPI) prior to graduating.

DEFINITION OF A UNIT OF CREDIT

The institution measures its programs in quarter credit hours. One quarter credit hour equals:

10 Lecture clock hours

20 Lab clock hours

30 Externship clock hours

PROGRAMS OFFERED

Diagnostic Medical Sonography (DMS)

Echocardiography Technology (Echo)

Medical Billing & Coding (MBC)

*Students graduating from these programs are qualified to set for the following certification or registry exams:

RDMS - Registered Diagnostic Medical Sonography

(Note: depending on his/her educational background, some graduates may be required to work for one (1) year before taking American Registry of Diagnostic Medical Sonography exams.)

ET - Registered Diagnostic Medical Sonography

SPI - Ultrasound Physics & Instrumentation (Seminar)

Physics Registry

	Clock Hours	Date	SPI	Cost
Tulsa, OK	18	TBA	Physics I	\$200
Tulsa, OK	18	TBA	Physics II	\$200
Tulsa, OK	24	TBA	Physics Registry Review	\$200

These AIMT seminars will give the information needed to pass the physics registry exam. **Physics 1 & 2 seminars** cover all the basic information and provides the needed CME's required for the physics registry exam.

*The **Physics Registry Review seminar** can be taken separately and includes mock registry review questions & exams. This seminar also provides important test taking skills and information and provides the 12 CME's needed for the ARDMS SPI exam. All Seminars will be held at our Tulsa Campus. Courses will include course review materials.*

Diagnostic Medical Sonography Program

Diagnostic Medical Sonography					
<p>This Diagnostic Medical Sonography program is designed to provide entry-level training to persons with at least a High School or equivalent education who wish to embark on a career as a sonographer. A sonographer explains the sonographic procedure to the patient, prepares him/her for the examination, and then administers it. As part of the sonogram, the sonographer obtains images in real time, performs the necessary measurements on anatomy being imaged, and then provides this information to the interpreting physician who made the best possible diagnosis based on the findings. This program prepares the student to take the registry for RDMS credentials and to perform sonograms. This specialized technical knowledge and training will provide the student the best foundation for entry-level employment in the field of sonography. It may be noted that AIMT only undertakes to assist its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate. Depending on his/her educational background, some graduates may be required to work for one year before taking the RDMS exams. There are two (2) class starts per year, one in the spring and one in the fall. All courses are offered only in a residential format and taught in the English language.</p>					
Course Number	Subject/Phase	Lecture	Lab	Ext	Total-Qtr/Clk hrs
DMS 190	Introduction to Sonography	1/10			1/10
DMS 191	Test Taking Skills	1/10			1/10
DMS 192	Algebra	2/20			2/20
DMS 193	Oral & Written Communication	3/30			3/30
DMS 200	Human Anatomy/Physiology	10/100			10/100
DMS 201	Medical Terminology	6/60			6/60
DMS 202	Issues in Health Care	8/80	1/20		9/100
DMS 203	Abdominal Sonography	12/120			12/120
DMS 204	Abdominal Clinical Skills		5/100		5/100
DMS 205	Small Parts Sonography	6/60			6/60
DMS 206	Small Parts Clinical Skills		3/60		3/60
DMS 207	Ultrasound Physics	8/80			8/80
DMS 208	OB/GYN Sonography	20/200			20/200
DMS 209	OB/GYN Clinical Skills		4/80		4/80
DMS 210	Vascular Sonography	8/80			8/80
DMS 211	Vascular Clinical Skills		5/100		5/100
DMS 212	Externship (clinical rotations)			34/1020	34/1020
	Total Quarter Credit Hours	85/850	18/360	34/1020	137/2230
	Clock Hours	850	360	1020	2230
	Weeks	46		26	72

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Conversion Rate: One Quarter Credit Hour Equals 10 didactic or 20 lab or 30 externship hours (In compliance with ABHES requirements)

DMS Course Description

DMS - 190 Introduction to Sonography

This course provides the new student with a basic knowledge of the history and evolution of sonography, a description of career opportunities for sonographers, and an introduction to the vocabulary, scan planes, and landmarks used in sonography.

DMS - 191 Test Taking Skills

This course is designed to arm the students with strategies for time management, study skills, and methods for taking tests that will help them to obtain optimal scores on exams in the DMS program as well as the ARDMS registry exams.

DMS - 192 Algebra

This course is designed to teach the students how to manipulate equations, solve for single variables, manipulate and convert metric units, and manipulate formulas to solve for the missing value. This course is targeted to the skills needed by sonographers to pass the physics component of the ARDMS registry exams.

DMS - 193 Oral and Written Communication

This course will help develop the student's skills in effective communication for personal, business, and professional use. The course will teach students how to present summary findings to the interpreting physician. This includes written communication, nonverbal communication, listening skills, small group communication, oral presentations, resume preparation, and interviewing skills.

DMS - 200 Human Anatomy / Physiology

This course covers normal gross anatomy and physiology as well as common pathologic conditions. All aspects are covered including cardiovascular, respiratory, genitourinary, endocrine, musculoskeletal, digestive, hepatobiliary, integumentary, lymphatic and nervous systems.

DMS - 201 Medical Terminology

This course will give the students an understanding of the various meanings and origins of medical words, prefixes, suffixes, and diagnostic and symptomatic vocabulary. It will also cover medical abbreviations.

DMS - 202 Issues in Healthcare

This course covers the issues in medical ethics as they apply to Allied Health workers. It also covers HIPAA legislation, nursing procedures, treating patients, families, and coworkers with dignity, and other business issues in sonography.

DMS - 203 Abdomen

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic condition seen in sonographic procedures are covered. This course will cover the liver, pancreas, gallbladder, biliary tract, spleen, urinary tract, adrenal glands, abdominal wall, retroperitoneal cavity, abdominal vessels, and intestines.

DMS - 204 Abdomen Clinical Skills

This is a lab class involving developing hands-on scanning skills for the abdominal sonography protocols.

DMS - 205 Small Parts

The sonographic appearance and anatomy of the thyroid and parathyroid glands, the male and female breast, the male scrotum and its contents, and various joints and tendons will be covered in this course. The increasing role of sonography

in the areas of breast imaging and musculoskeletal imaging will be emphasized. Scanning protocols and common pathologic conditions will be discussed.

DMS - 206 Small Parts Clinical Skills

This is a lab class involving developing hands-on scanning skills for the small parts sonography protocols.

DMS - 207 Ultrasound Physics & Instrumentation

This course provides the students with knowledge for the understanding of the physical concepts of diagnostic ultrasound including definition of sound, sources of sound, wave motion, frequency, and wavelength of sound. Also covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, Doppler physics, and color flow Doppler imaging.

DMS - 208 OB/GYN

This course will cover the normal anatomy and sonographic appearance of the pregnant and non-pregnant uterus, ovaries, placenta, and fetus at all stages of pregnancy. Trans abdominal and trans vaginal imaging will be discussed. Dating and clinical stages of pregnancy, complications, and possible pathologies will also be covered. The role of Color Doppler in evaluating the fetus and placenta will also be discussed. Sonographic scanning protocols and scanning techniques will be covered for evaluating both the non-pregnant pelvis and fetus at all stages. Multiple gestations, fetal anomalies, infertility, and oncology will be given specific attention.

DMS - 209 OB/GYN Clinical Skills

This is a lab class involving developing hands-on scanning skills for the OB/GYN sonography protocols.

DMS - 210 Vascular Technology

The gross anatomy of the venous and arterial systems of the upper and lower limbs, abdomen, and extra-cranial head and neck is reviewed, and pathologic processes are discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols.

DMS - 211 Vascular Technology Clinical Skills

This is a lab class involving developing hands-on scanning skills for the vascular technology protocols.

DMS - 212 Externship

During this phase, the student will be placed in an externship at a hospital, imaging clinic, or doctor's office for a period of (52 weeks) 12 months, where the objective is, that the student should perform a minimum of 600 procedures in all modalities, under the supervision of a physician or a registered sonographer looking over his/her shoulder. This fulfills one of the ARDMS exam pre-requisites and allows the student to observe abnormal pathology on real patients.

Echocardiography Program

Echocardiography Technology					
<p>This Echocardiography Technology program is designed to provide advanced training to sonographers, medical doctors, EKG Technicians, and other qualified health care professionals who have the desire to cross-train to expand their technical skills. An echocardiographer explains the echocardiography procedure to the patients, and prepares him/her for the examination and then administers it. As part of the echocardiogram the technician obtains images in real time, performs the necessary measurements on the heart and its valves, and then provides this information to the cardiologist who makes the best possible diagnosis based on the findings. This program prepares the student to take the registry for the RDCS credential and to perform echocardiograms. This specialized technical knowledge and training will provide the student with the best foundation for employment in the field of echocardiography. It may be noted that AIMT undertakes to assist its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate. There are two class starts per year, one spring and one fall. All courses are offered only in a residential format and taught in the English language.</p>					
Course Number	Subject/Phase	Lecture	Lab	Externship	Total
Echo 800	Patient Care	1			1
Echo 801	Anatomy, Physiology & Pathology	6.5			6.5
Echo 802	Diagnostic Echocardiography	6.5	1		7.5
Echo 803	Echo Physics & Instrumentation	1	1		2
Echo 804	Echocardiography Scanning Lab		5		5
Echo 805	Stress Echocardiography	1			1
Echo 806	Externship			10	10
	Total Quarter Credit Hours	16	7	10	33
	Clock Hours	160	140	300	600
	Weeks	14	10	9	33

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Conversion Rate: One Quarter Credit Hour Equals 10 didactic or 20 lab or 30 externship hours (In compliance with ABHES requirements)

Echo Course Description

Echo - 800 Patient Care

This course covers techniques of patient care that pertain to the practice of Echocardiography including observing vital signs, patient positioning, and heart rhythm monitoring.

Echo - 801 Anatomy, Physiology & related pathology

This course covers the gross anatomy and physiology of the heart. Detailed knowledge of the structures including heart chambers and great vessels will be covered. Dynamic motion of the heart's valves and walls including blood supply to the cardiac muscle and how it relates to the echocardiogram is the foundation of this course. Pathology of the heart including acquired heart muscle disease, pulmonary heart disease, valvular heart disease, endocarditis, valvular regurgitation, and diseases of the myocardium and pericardium as well as cardiac masses will be covered in this course.

Echo - 802 Diagnostic Echocardiography

This class will cover the pathology and scanning techniques to evaluate valvular diseases. Topics covered include aortic, mitral, and pulmonary valve stenosis and insufficiency. Use of Doppler in the study of blood flow, electromechanical events during cardiac cycle, pressure and blood flow velocity properties in the heart chamber, ischemic heart disease; the most common congenital conditions in the adults and aorta pathophysiology. The heart's conduction system and its blood supply are also covered as well as studies that relate to pacemakers and their implantation. Also covered are the diseases of the embryo and fetus, developing aging and rheumatic. In the lab settings, students will learn and experiment with Real time, M Mode, Color Flow, Pulsed Wave Doppler, and Continuous Wave Doppler.

Echo - 803 Echo Physics & Instrumentation

This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection, and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, and display monitor. Image pre and post processing, and temporal and spatial resolution are also covered. It will also include an overview of the hemodynamics of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as Color Doppler, Power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bioeffects, and safety are considered. Imaging performance evaluation of the AIUM phantom is discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course.

Echo - 804 Echocardiography Scanning Lab

This lab will cover topics relating to the techniques required to perform echocardiographic exams using ultrasound technology. It will include evaluation of the heart valves and chambers in the traditional views using 2D, M-Mode, PW and CW modalities and related hemodynamic information derived from valvular scanning to valve function and disease.

Echo - 805 Stress Echo

This course covers topics relating to the techniques required to perform stress echocardiographic exams using ultrasound technology. It includes evaluation of the heart and its valves in the traditional views using 2D pre and post exercise. Also discusses EKG and its application in the interpretation of stress echoes. Students will learn the concepts of stress echo and evaluation. Stress echoes are to be performed in a hospital setting under the supervision of a cardiologist or cardiac nurse assistant, therefore, no lab is associated with this course.

Echo - 806 Externship

Student will complete their 300 externship hours in a hospital or clinic setting under the direct supervision of a registered echocardiographer. This experience is meant to help the student apply their skills to a "real patient" setting.

Medical Billing and Coding

Medical Billing and Coding					
<p>This Medical Billing and Coding program is designed to provide entry-level training to persons with at least a High School or equivalent education who wish to embark on a career in billing or coding. As a Medical Billing and Coding professional, you are the expert on patient data that doctors, nurses, and other providers rely on to perform their jobs. By maintaining, collecting, and analyzing health information, your work makes an important contribution to the delivery of quality care. This program prepares the student to take one of the following credentialing exams: CMRS, CPC or the CCS. Graduates from this program will have learned medical terminology and medical office procedures such as insurance filing, billing and reimbursements. In addition, the student will be able to use medical coding including ICD-9 and CPT codes, HCPCS coding and insurance companies. This program also reinforces the importance of professionalism. It may be noted that AIMT only undertakes to assist its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate. All courses are offered only in a residential format and taught in the English language.</p>					
Course Number	Subject/Phase	Lecture 10-1	Lab 20-1	Ext 30-1	Total-Qtr/Clk hrs
MBC101	Introduction to Transcription	7/70	1/20		8/90
MBC112	Medical Office Administration & Practices	7/70	1/20		8/90
MBC130	Insurance Coding I	7/70	1/20		8/90
MBC192	Introduction to Mathematics	1/21			21
MBC193	Oral & Written Communication	1/21			21
MBC200	Anatomy and Physiology	1/90			90
MBC201	Medical Terminology	1/90			90
MBC202	Health Care Information & Confidentiality	1/22			22
MBC230	Insurance Coding II	7/70	1/20		8/90
MBC240	Reimbursement Methodologies	7/70	1/20		8/90
MBC330	Insurance Coding III	7/70	1/20		8/90
	Total Quarter Credit Hours	66	6		72
	Clock Hours	664	120		784
	Weeks	56			56

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Conversion Rate: One Quarter Credit Hour Equals 10 didactic hours (In compliance with ABHES requirements)

MBC Course Description

MBC101– Introduction to Transcription

Students begin developing hands-on skills for medical transcription. The course will focus on beginning transcription listening and typing skills within a medical context.

MBC112 – Medical Office Administration & Practices

This course teaches the concepts of a medical office and how to effectively manage the information that is accumulated in it. Students will learn the manual and electronic aspect of medical information and office practices by various methods. Students will have different simulations utilizing software specifically designed to manage patient medical information. Students will also learn general keyboarding skills that will provide them with the ability to format multiple documents.

MBC130 – Insurance Coding I

This course offers students a comprehensive overview of insurance coding. Students learn about coding in all applicable health care areas, emphasizing the application of the related skills with accuracy and completeness. Areas of study include clinical vocabularies and classification systems.

MBC192 – Introduction to Mathematics

Mathematics is brought to life for the 21st Century. This course focuses on mathematics applications and problem-solving strategies as they relate to mathematical principles and concepts. These concepts include but are not exclusive to properties of real numbers, fundamental operations of rational numbers, fractions, decimals, and percentages, numerical and graphical descriptions of data, basic probability and logical thinking.

MBC193 – Oral and Written Communication

This course will help develop the student's skills in effective communication for personal, business, and professional use. The course will teach students how to present summary findings to the interpreting physician. This includes written communication, nonverbal communication, listening skills, small group communication, oral presentations, resume preparation, and interviewing skills

MBC200 – Anatomy & Physiology

This course covers normal gross anatomy and physiology as well as common pathologic conditions. All aspects are covered including cardiovascular, respiratory, genitourinary, endocrine, musculoskeletal, digestive, hepatobiliary, integumentary, lymphatic and nervous systems

MBC201 – Medical Terminology

Through the material and practice of this course, students learn and interact with medical terminology appropriate to a number of body systems and medical contexts. Students study the source of medical terminology in order to understand on a fundamental level how medical terminology functions and how to create and contextualize medical terms.

MBC202 – Health Care Information and Confidentiality

Students in this course explore privacy standards, confidentiality, case laws, risk management, and medical staff credentialing as well as accreditation standards. This course will acquaint students with workplace practices in the hospital, physician's office, lab and other settings that may affect privacy and confidentiality, and the risks of breaching confidentiality through various means such as electronic, paper records, verbal disclosure, and improper use of information. Case scenarios will illustrate the potential situations where privacy and confidentiality may be breached.

MBC230 – Insurance Coding II

This course continues the practices of ICD-9 and CPT Coding for medical insurance coding students. Students will perform coding exercises that involve multiple specialty areas such as: Medicine, Pathology and Laboratory. Continuation of course MBC130.

MBC240 – Reimbursement Methodologies

This course provides an overview of US health insurance and reimbursement. Explored are federal health care legislation and regulation, national diagnosis and procedure coding systems, prospective payment systems, claims reimbursement, prospective payment systems, third party payers, claims completion, billing procedures, utilization review, charge masters and managed care.

MBC330 – Insurance Coding III

This course focuses on coding complex medical services such as medical visits, diagnostic testing and interpreting treatments, surgeries, and anesthesia. It is a continuation of courses MBC130 & MBC230 but reviews more advanced coding concepts by simulating the professional coding experience, providing a more in-depth understanding of physician based medical coding, enhancing critical thinking and helping students pull the right information from documents.

Occupational Outcomes

Diagnostic Medical Sonography Program

Ultrasound Technician
Diagnostic Medical Sonographer

Echocardiography Technology Program

Diagnostic Cardiac Sonographer
Echo Technician

Medical Billing and Coding

Administrative Medical Assistant
Medical Insurance Coder

Tuition Fee Schedule

Program Title	Tuition	Registration	Books/Supplies	Total
Diagnostic Medical Sonography	\$27,900	\$200	\$1,900	\$30,000
Echocardiography Technician	\$7,250	\$200	\$550	\$8,000
Medical Billing and Coding	\$10,300	\$100	\$2,600	\$13,000

NOTE:

Tuition fees include scrubs. Shoes are not included.

Clinical rotation sites may require proof of the following immunizations: TB, Hepatitis B, Varicella, MMR, and Tetanus, which the student will be required to provide proof vaccination or get the immunization.

BLS CPR card (Basic Life Support for Healthcare Provider approved by the American Heart Association), Background & Drug testing is at student's expense [approximate cost \$50]

Non-compliance of these requirements may delay his/her externship phase.

Ownership, Legal Control & Administration

American Institute of Medical Technology is incorporated as an L.L.C. and domiciled in the State of Oklahoma. It is operated by a Board of directors and headed by the President.

OWNERSHIP

Stockholders of the American Institute of Medical Technology are:

Burt B. Holmes
David Monaghan
Marcus Horn

BOARD OF DIRECTORS

Burt B. Holmes
David Monaghan
Marcus Horn, BSB

In order to achieve excellence in training, our administrative and educational staff are dedicated and qualified to perform the task designated to them as they oversee the fulfillment of our students' goals.

CORPORATE OFFICERS

Burt B. Holmes	CEO
Marcus Horn, BSB	President
David Monaghan BS, MS	Vice-President/Chief Financial Officer

ADMINISTRATIVE DEPARTMENT

Marcus Horn, BSB	President
Dr. Angela D. Christy-Lovell	Medical Director
Karen Spurgeon	Financial Aid Director
Angela Teague	Admissions Director
Jennifer Brooks	Executive Administrative Assistant/Registrar/Student Services

EDUCATION DEPARTMENT

Gail LeBlanc, MS, RT, RDMS	Co-Program Director – Diagnostic Medical Sonography
Lynda Head, RT, RDMS, RVS	Co-Program Director – Diagnostic Medical Sonography
Anna Lewis, BS, MS, RMA	Director of Education – Sonography/Echocardiography/MHSC
Sandra McConnell, RCS	Clinical Coordinator – Diagnostic Medical Sonography/Echocardiography
Shawna Collier, RDMS, AB, RVT	Diagnostic Medical Sonography Instructor – Lab
Marie Honeycutt, RDCS, RVT	Echocardiography - Diagnostic Medical Sonography Instructor
Nicole Parkenson, RDMS, AB, OB/GYN, RVT	Diagnostic Medical Sonography – Lab Instructor
Amanda Johnson, RCS	Echocardiography Technology – Lab Instructor

ADVISORY BOARD

AIMT has invited distinguished persons to be the members of its school advisory board. Members include representatives of the Tulsa medical and business community, clinical instructors, and past AIMT graduates. The panel is appointed to this honorary position for a period of three (3) years. Because of their expertise in the programs and courses taught at AIMT, their guidance and assistance in terms of curriculum development and upgrades and teaching methodology is considered very valuable to the school and students. The advisory board meets formally once a year. However, board members are available for one-on-one consultation any time requested at their convenience.

ACCREDITATION

American Institute of Medical Technology has an institutional accreditation from the Accrediting Bureau of Health Education Schools – ABHES.

AIMT was initially accredited by ABHES in 2005.

Accrediting Bureau of Health Education School (ABHES)

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Catalog Certification

All information contained in this catalog is certified true and correct in content and policy by the Campus President of AIMT. American Institute of Medical Technology reserves the right to make changes in course content, organization, policy, tuition, and curriculum as circumstances dictate, subsequent to publication.

It is understood that approval must be obtained from the Oklahoma Board of Private Vocational Schools if any changes are made to the catalog. This catalog has addenda that list current faculty members.

I certify this catalog true and correct in content and policy.

Signature

Date