



**Leadership Institute** *of Seattle*

SELF | GROUP | SYSTEMS

## **Certificate Program Policies and Procedures**

### **Licensure**

This school is licensed under Chapter 28C.10 RCW through the Workforce Training and Education Coordinating Board for the state of Washington.

### **Accreditation/Registry**

Part of our long-term vision is to offer a master's degree program that supports our mission statement. LIOS is in the process of submitting an application with the Washington Student Achievement Council for authorization to offer a master's degree program in Applied Behavioral Sciences. Currently, we are planning to offer this degree program in 2023.

### **Educational Credential**

Upon completion of the program, students will be awarded a certificate in the Leadership Institute of Seattle Applied Behavioral Sciences Certificate Program. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

### **Attendance Requirements**

The Leadership Institute of Seattle records the attendance for each module of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director to determine next steps. Any known conflicts that may prevent a student from attending all or part of a module should be immediately communicated to the school so reasonable accommodations/plans can be put in place.

### **Make-up Work**

Lessons and/or assignments missed due to absences must be made-up before the start of the next program module. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the academic requirements of the program. Without completing all assignments, the school may withhold the final certificate until the assignments are completed.

## **Withdrawing from School**

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## **Religious Accommodation**

The Leadership Institute of Seattle will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. Students shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

## **Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.

6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

## **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time.
3. Not maintaining the minimum student evaluation rating.
4. Not meeting financial responsibilities to the school.

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy. The student may, at any time and for any reason, contact the Workforce Board at 360-709-4600 with a concern or complaint.

## **Re-entry Policy**

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

## **Credit for Previous Training**

The Leadership Institute of Seattle will not grant credit for previous training due to the unique nature of the program except in rare occasions. Any such request must be in writing to the school director.

## **Student Grievance-Complaint/Appeal Process**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

Inquiries or complaints regarding this private vocational school may be made to:

**Workforce Training and Education Coordinating Board**  
**128 – 10th Avenue Southwest**  
**Olympia, Washington 98501**  
**360-709-4600**  
**[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)**

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address.
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student.
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeal. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

## **Cancellation and Refund Policy (Compliance with WAC 490-105-130)**

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to \$50.00 if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>School may keep this percentage of tuition:</b>
Module 1	20%
Module 1 & 2	40%
Module 1 - 3	60%
Module 4 or More	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
- When the school receives notice of the student's intention to discontinue the training program; or,
  - When the student is terminated for a violation of a published school policy which provides for termination; or,
  - When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

## **Student Records**

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board.

Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school at the administration office address. Student records are available for review by the student at any time.

## **Placement Assistance:**

The Leadership Institute of Seattle does not currently offer placement assistance.

## **Financial Aid:**

The Leadership Institute of Seattle does not currently offer financial aid.

At this time the Leadership Institute of Seattle is not authorized to offer Federal Financial Aid. Accreditation through the Northwest Commission of Colleges and Universities is part of the long-term business plan of the institute and will be pursued once we are eligible to apply.