

**ESI**  
**Security International, Ltd.**  
**743 Court, Suite 200-A**  
**Grand Junction, Colorado 81506**

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**Approved and Regulated by the Colorado Department of Higher  
Education, Private Occupational School Board**

**ESI is approved by the Colorado Office of Veterans Education and  
Training (COVET) for Veterans Education and Training Benefits**

Table of Contents	
Introduction	3-5
Officers and Faculty	6-7
Certificate Programs	8
Continuing Education Courses	9
Tuition	10
Training Dates	11-12
Academic Standards	12-15
Administrative Procedures	16-23
Student Complaints	23
Student Grievance Procedure	23
Refund Policy	24-27

## **Mission Statement**

**Executive Security International, Ltd. exists to raise the standard in Executive Protection, PSD Protective Operations, Corporate Security and Tactical Medicine through intelligence based training.**

## **History**

**In 1980, after a decade as a director of the Aspen Academy of Martial Arts and protection work for celebrities, Bob Duggan created training programs under the egis of Executive Security International, Ltd (ESI). In 1981, ESI was founded as a closely held Colorado Corporation, and the school was approved and regulated by the Colorado Department of Higher Education under the Private Occupational Education Act to offer a 600-hour combined Distance Education and Resident Training Program. In 2012, ESI's home delivery Distance Education courses were taken ON-LINE.**

**In 1989, ESI received approval for its Intelligence and Investigation Program, which was further expanded in 1996 to become the highly regarded Protective Intelligence Program. In 2005, ESI introduced a series of 28-Day Residency Programs that included Executive Protection and PSD Protective Operations. The 28-Day Tactical 1st Responder Medical and the Corporate Crisis Management Programs followed soon afterwards. The Residencies cover the theory and practical training components in full time format where students complete all of the training in classroom or practical field training. In 2011, ESI's four week Tactical 1st Responder Medical Program was approved.**

**In 2012, Bob Duggan created a new educational platform, The International Security Institute, (ISI) for a broad curriculum in the many facets of corporate security and threat management. The International Security Institute is a wholly owned sub-division of ESI.**

**The industry knows who we are, and they will want to know who you are when they see ESI on your resume. Conducting training since 1980, ESI is an intelligence based Executive Protection, and Corporate Security Training Academy that offers 2000 hours of peer reviewed curriculum from which the student can choose to suit their career goals.**

**ESI combines its core training in intelligence and protection into an integrated curriculum. The Residency formats require full time attendance of training in Colorado while a student in the On-line program may enroll at any time in nine independent study courses completed ON-LINE, plus 15-Days of Resident Training in Colorado. This program is approved certifications and ESI Credentials.**

**ESI TRAINS TO A STANDARD!** Whether its corporate America, dignitary protection, the celebrity industry, threat assessment, or security, the people that do the hiring know this and they know our graduates are prepared to hit the ground running putting you at the top of the call back list. Our teaching standards are what distinguish ESI from any other security training organization. Training to a standard means that students receive an ESI Credential based on performance not for presence in a classroom. All aspects of training at ESI are evaluated by passing team and individual testing in hard and soft skills. Regardless of background, the student is expected to demonstrate comprehension and competence in the skill-sets taught in practical exercises and ESI's signature teaching philosophy.

**We hold ourselves to the highest of standards so that you can carry your credential with pride knowing it represents the over 35 years of training as recognized by the Colorado Department of Education. All ESI Certificate programs are approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational School Board. ESI offers Credentials in the following specialties: Certified Protection Specialist C.P.S. <sup>TM</sup>, Certified PSD Protection Specialist, C.P.S.D.S., Certified Corporate Security Specialist, C.C.S.M.S., and Certified Security Specialist, C.S.S. Students enroll in ESI's programs from all over the world, and with the exception of the U.S. Secret Service or State Department, no other training organization teaches protection specialist to such a high standard.**

**The officers of the school are Bob Duggan, President;  
Fonda Delcamp, Vice President/Secretary.**

**Board Members:**

Pete Dordal

Brandon Delcamp

Barry Wilson

Elijah Shaw

Rodrigo Munoz

Tim Gillis

Meb West

Desmond Duggan

**Faculty:**

Bob Duggan, Executive Protection, Behavioral Intelligence

Barry Wilson, Executive Protection, Corporate Security Management, Symbolic Language

Filippo Marino, Corporate Security Management, Corporate Security and Protective Services

Rich Roth, Corporate Security Management, Technical Surveillance Countermeasures

Christian Reece, Executive Protection, PSD Protective Operations

Greg Nelson, Corporate Crisis Management

Lee Lamer, Executive Protection

Larry Lamer, Executive Protection

Keith Buckner, Executive Protection, PSD Protective Operations, Designated Defensive Marksmanship

Tony Pagni, Executive Protection, PSD Protective Operations

Bruce Carleton, PSD Protective Operations

Mac Segal, Covert Protection

## **Programs/Courses Offered**

### Diploma/Certificate Programs:

#### **Executive Protection, 300 Hours**

Occupational Objective: The graduate should be able to acquire an entry-level position in Executive Protection

#### **SD Protective Operations, 300 Hours**

Occupational Objective: The graduate should be able to acquire an entry-level position in PSD Protective Operations

#### **Corporate Security Management, 280 Hours**

Occupational Objective: The graduate should be able to acquire an entry-level position in Corporate Security Management

#### **Designated Defensive Marksmanship, 210 Hours**

Occupational Objective: The graduate should be able to acquire an entry-level position as a Designated Defensive Marksman

#### **Executive Protection**

##### **Distance Education option, 450 Hours**

Occupational Objective: The graduate should be able to acquire an entry-level position in Executive Protection

#### **Security Specialist, 580 hours**

Occupational Objective: The graduate should be able to acquire an entry-level position in Executive Protection and or Corporate Security Management

## **Continuing Education Courses**

Symbolic Language, 48 hours

Objective: Continuing education for Security professionals to hone their symbolic language recognition skills

Technical Surveillance Countermeasures, 48 hours

Objective: Continuing education for Security professionals to hone their Technical Surveillance Countermeasures skills

Deception Detection, 48 hours

Objective: Continuing education for Security professionals to hone their Deception Detection skills

Protective/ Evasive Driving, 30 hours

Objective: Continuing education for Security professionals to hone their evasive driving skills

Corporate Security and Protective Services, 48 hours

Objective: Continuing education for Security professionals to gain more knowledge in the area of Corporate Security and protective services

Covert Protection, 48 hours

Objective: Continuing education for Security professionals to learn how to conduct a protection detail in a covert methodology

Celebrity Protection/Behavioral Intelligence, 50 hours

Objective: Continuing education for Security professionals to learn how to conduct a protection detail with a concentration in celebrity protection as well as the ability to use behavioral intelligence in a crowd



## Surveillance/Surveillance Detection, 42 Hours

Objective: Continuing education for Security professionals in the art of Surveillance and Surveillance Detection

### Program/Course Cost

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees+</u>	<u>Books/Supplies +</u>	
<u>Equipment</u>					
Executive Protection:	\$8900	\$0	\$8900	N/A	N/A
Corporate Security Management	\$7500	\$0	\$7500	N/A	N/A
PSD Protective Operations	\$9900	\$0	\$9900	N/A	N/A
Designated Defensive Marksmanship	\$10800	\$0	\$10800	N/A	N/A
Security Specialist	\$6800	\$0	\$6800	N/A	N/A
Executive Protection (Distance Education Option)	\$5400	\$0	\$5400	N/A	N/A

### Continuing Education Course Cost

Symbolic Language	\$2500	\$0	\$2500	N/A	N/A
Technical Surveillance Ctrms	\$2500	\$0	\$2500	N/A	N/A
Deception Detection	\$2500	\$0	\$2500	N/A	N/A
Corporate Security/Protective Svcs	\$2500	\$0	\$2500	N/A	N/A
Protective/Evasive Driving	\$3500	\$0	\$3500	N/A	N/A
Celebrity Protection	\$1250	\$0	\$1250	N/A	N/A
Covert Protection	\$2500	\$0	\$2500	N/A	N/A
Surveillance/Surveillance Detection	\$2500	\$0	\$2500	N/A	N/A

## **Training Schedule**

**Executive Protection:24 thru APRIL 21, 2019**

**Executive Protection AUGUST 41, 2019**

**Executive Protection OCTOBER 13 thru10, 2019**

**Corporate Security Management APRIL 28 thru MAY 25, 2019**

**Corporate Security Management SEPTEMBER 8 thru OCTOBER 5, 2019**

**PSD Protective Operations SEPTEMBER 8 thru OCTOBER 5, 2019**

**Designated Defensive Marksmanship OCTOBER 13 thru NOVEMBER 2, 2019**

**Protection/Evasive Driving NOT SCHEDULED FOR 2019**

**Covert Protection APRIL 22 thru 25, 2019**

**Covert Protection SEPTEMBER 2 thru 6, 2019**

**Covert Protection NOVEMBER 11 thru 15, 2019**

**Surveillance/Surveillance Detection MARCH 18 thru 22, 2019**

**Surveillance/Surveillance Detection JULY 29 thru AUGUST 2, 2019**

**Surveillance/Surveillance Detection OCTOBER 7 thru 11, 2019**

#### **ACADEMIC STANDARDS ESI CERTIFICATES AND CREDENTIALS**

**ESI offers a number of Certificate and Credential Programs. The student may select either a full time resident classroom instruction format or the combined-line Education/15 Day Resident Training version, which permits the student to enter into an independent study of correspondent courses that are completed-line and then attend 15-Day Resident Training in Executive Protection. The Residency Program is a classroom-practical training that is made up of four Modules: 28-Day Executive Protection, 28-Day PSD Protective Operations, 28-Day Corporate Security Management, 21-Day Designated Defensive Marksmanship. The Modules can be taken sequentially or separately.**

**ESI offers to graduates of all State of Colorado Department of Private Occupational Schools approved programs a Certificate of Completion for completing either format of the Residency Modules or one of the combined-line Education/ Resident Training programs. The ESI Identification Credential is not required by the State of Colorado Department of Private Occupational Schools, but is well known and respected in the security industry as the standard for academic and practical training in high risk, executive protection, protective intelligence and Corporate Security.**

**ESI's Combined-line Education/Resident Training Certificate and Credential Programs: Executive Protection Program and Security Specialist Program -- offer flexible formats. Each requires a core of five specialized-line Education courses, and, depending on the program, four to thirteen elective-line Education courses, as well as a Resident Training component. Thus, the student has the opportunity to customize his or her training according to their needs.**

### **CERTIFICATES OF COMPLETION**

**A Certificate of Completion is awarded for all Certificates programs as well as Continuing Education courses for fulfilling the requirement of each Program or course. The Certificate has no Grade Point Average requirement.**

### **THE ESI CREDENTIAL**

#### **CERTIFIED EXECUTIVE PROTECTION & SECURITY PROGRAMS**

**ESI awards an ESI Identification Credential for completion of any Core Program whether-line Ed/Resident Training or full time Residency with a Grade Point Average of 80% or above. Completion of the Residency Program with less than 80% will be awarded a Certificate of Completion. Completion of lessons with a 90% GPA will be awarded "With Honors" designation on the Credential.**

#### **CERTIFIED SECURITY SPECIALIST, CSS**

**CSS Identification Credential two formats:**

**The awarded for completing 18-line Education Courses containing 108 lessons and 15 Days of Resident Training in Executive Protection with an accumulative Grade Point Average of 80%. Completion of the program with less than 80% will be awarded aof Completion. A GPA of 90% is awarded aCredential with Honors.**

**Alternatively, the Credential can be attained by completing classroom and practical exercises in two 28-Day Residencies with a GPA of 80% or above. A GPA of 90% is awarded a Credential with Honors. The two Residency Core Programs are, Executive Protection and Corporate Security Management.**

**CERTIFIED PROTECTION SPECIALIST, CPS™**

**CPS™ Identification Credential is attained by completion of 600 Clock Hours of lessons consisting of nine On-line Education courses containing 54 Lessons, and 15 Days in Resident Training or 28-Days of classroom and practical exercises in the Executive Protection Residency Program with a combined Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a of Completion. While there is no time limit placed upon completion of lessons in On-line Ed curriculum, after nine months no refunds will be due. There is no extra cost associated with completing the Credential Program.**

**CORPORATE SECURITY MANAGEMENT, CCMS**

**CCMS Identification Credential attained by completion of the 28-Day of classroom and practical exercises in the Corporate Crisis Program with a total Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a of Completion. The Crisis Program is only offered in Residency format. There is no extra cost associated with completing the Credential Program.**

**CERTIFIED PSD PROTECTIVE OPERATIONS SPECIALIST, CPSOS**

**CPSOS Identification Credential attained by completion of 28-Days of classroom and practical exercises in the Protective Operations Residency Program a combined Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a Certificate of Completion. There is no extra cost associated with completing the Credential Program.**

**CERTIFIED DESIGNATED DEFENSIVE MARKSMANSHIP SPECIALIST,  
CDDMS**

**CDDMS Identification Credential attained by completion of 21-Days of classroom and practical exercises in the Defensive Marksmanship Program a combined Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a Certificate of Completion. There is no extra cost associated with completing the Credential Program.**

## **ADMINISTRATIVE PROCEDURES**

### **ENTRANCE REQUIREMENTS**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment.

### **ENROLLMENT**

Prospective students may enroll anytime. Late enrollments will be accepted only one day into the course, depending on length of the course.

### **POSTPONEMENT OF START DATE**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **STANDARDS OF ACADEMIC PROGRESS**

### **GRADE AVERAGE**

**GPA in Residency Program is derived by accumulative scores of open book lesson tests, special written team and individual assignments and practical skills testing from each course and averaged for a grade in the Module. The GPA of the three Modules are averaged to attain the Certified Security Specialist Credential.**

**The GPA for the combined-line Ed/Resident Training is derived by combining On-line Education (value 40%) and Resident Training (value 60%). If a student scores under 80% in any Resident Training class, a re-examination can be scheduled for a later date. Instructors will grade students on performance and adherence to ESI standards of safety and conduct. Each student is given an evaluation of his test scores at the completion of the program. In return, students are asked to evaluate instructors and classes.**

### **GRADING SYSTEM**

**All Residency Program courses are graded by open book lesson/test method for each course within a Module of the program. Special written Team and Individual assignments are required in some courses. The Certificate of Completion students need only pass the course within a Module with a Pass or Fail Grade with failure calculated at 70% or less. Each course undertaken within each Module will be included in the computing of the GPA. A GPA minimum of 71% will be required at the end of each Module to enter the second and third Module. If the student scores 70% or less in any course, a re-examination can be scheduled for a later date. If the student drops below 60% in the first half of the program, he or she will be terminated from the training. If the student achieves a cumulative GPA of 80% or better in each Module, the student is awarded an ESI Credential, and a GPA of 90% is awarded an ESI Credential "With Honors".**

**The-line testing. The will complete the online test and receive a grade on the test immediately upon submission for grading. Certificate of Completion students need only pass the single lesson contained in each course with a Passing Grade. The ESI Certificate of Completion is awarded after completion of both-line Education and Resident Training. Every student will be required to maintain a minimum composite On-line Education grade score of 60% to qualify for a Pass Grade. If the student scores under 70% in any course, a re-examination can be scheduled for a later date. If the student drops below 60% in the first half of the program, he or she will be terminated from the training.**

**The Identification Credential contains 54 Lessons in the Program and several courses require special assignments to be completed as part of the testing score. For students who pursue the Extra Credit, an ESI transcript of Grade Point**



**Average is mailed to the student upon completion of all lessons, tests and special assignments.**

**During Resident Training, instructors administer either a written or practical test at the end of shooting, medical, protective detail operations, and stalking problem classes. Each student who scores a composite 80% or better in the practical examinations and who satisfactorily completes Residency Program or the-line Education /Resident Training will be given an ESI Identification Credential as a qualified PSD PROTECTIVE OPERATIONS SPECIALIST, SECURITY SPECIALIST, PROTECTION SPECIALIST, or CORPORATE CRISIS MANAGEMENT SPECIALIST.**

### **GRADING**

**Certificate of Completion students are graded in-line Education courses with open book Pass or Fail grade. Resident Training contains a number of Skill Based Tests.**

**Students who pursue the Identification Credential are graded by calculating Grade Point Average of both 54 and 108 Lessons of-line Education and Resident Training. The grade for each course is found by counting the average of the lesson examination grades. Letter grades are converted to percentage points for the purpose of computing the Grade Point Average for each semester.**

**Grades are as follows:**

**Students who officially withdraw from a course are given a grade of I (Incomplete).**

### **STUDENT HONORS**

**Students who have maintained a Cumulative Grade Point Average of 3.5 (90%) or better and completed all other requirements for graduation will receive their Credential with honors.**

### **CREDIT FOR PREVIOUS TRAINING**

**The School may request that the applicant to take a proficiency test in a course the student desires to be given credit, and the minimum passing score is 77% or better. A lower score will mean that the student will not receive academic credit for the**

**course. Granting of credit for academic or work experience does not impact stated Refund Policy.**

**ESI is approved by the Colorado Office of Veterans Education and Training (COVET) for Veterans Education and Training Benefits.**

#### **SPECIAL CREDIT FOR MILITARY VETERANS:**

**Credit for Previous Education and Training Acceptance Policy. Executive Security International, Ltd. (ESI) will evaluate previous education and training and when applicable credit will be given.**

#### **CONTINUING EDUCATION**

**ESI's-line Education courses are approved and regulated by the State of Colorado Division of Private Occupational Board.**

#### **RECORDS AND TRANSFER OF CREDIT**

**Permanent records of grades and scores are maintained on school premises and copies are available for a nominal fee. Credit given by other post-secondary institutions for training completed at Executive Security International is at the discretion of each institution, which has the privilege of extending or withholding transfer credit, based on their educational standards and curriculum.**

**The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.**

#### **ONLINE EDUCATION-RESIDENT TRAINING**

**The nine-line Education Courses in the Executive Protection Program must be completed in nine months, or eighteen months for the Security Specialist Program after which time the student will not be entitled to a refund. All Residency Programs are conducted entirely in classroom settings at ESI's training facility in a 28/15-Day format. Whether the student completes a Core Program in combined-line Ed-Resident Training or full time Residency, the Certificates and Credentials are equivalent. Further, applicant understands that Tuition does not cover additional required books, food, lodging, or gun rental during Resident Training or transportation to the training sites. In Residency classroom instruction requires attendance of 96% or 26 days of the 28-Day Executive Protection, PSD Protective Operations and Corporate Crisis Management.**

**Non completion of-line Education courses for thirty days without official Withdrawal will determine the point at which the student ceases to make satisfactory progress, and will be placed on academic probation for twelve months.**

**If no further progress is made, the student will be terminated from the program. A terminated or cancelled student is eligible for Tuition Refund stated below or re-enrollment with full credit for tuition paid and academic grade.**

### **GENERAL INFORMATION**

**All information regarding Admissions, Withdrawal, Termination, and Refund Policy is identical with ESI's Certificate Programs.**

### **ACCREDITATION AND AUTHORIZATION**

**Executive Security International, Ltd. (ESI) is a state approved academy for approved Certificate Programs of combined Resident Training and Distance Education by correspondence as well as full time Residency study. ESI is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.**

### **RE-ENROLLMENT**

**Students who cancel or terminate a Certificate Program may re-enroll with full credit for tuition paid towards their chosen program and for academic courses completed for a period of five years. After six years, ESI is not obligated to preserve records and may not be able to validate claims of tuition paid and lessons completed. In such cases, the administration will make a good faith effort to reconstitute records, but cannot guarantee success.**

### **STANDARDS OF CONDUCT**

**ESI reserves the right to terminate a student's enrollment in-line Education program for any of the following reasons:**

- 1. Falsifying information.**
- 2. Cheating.**
- 3. Failing the final examination.**
- 4. Failure to maintain minimum academic progress.**
- 5. Failure to complete the program.**

### **RESIDENCY PROGRAM**

#### **SUSPENSION, TERMINATION AND INCOMPLETE GRADES**

**The Residency Program requires attendance of every day of classroom instruction. A student is suspended from the program after three days of absence from classroom instruction during any Module. The student may officially Withdraw from a Module course with a grade of Incomplete for twelve months before the**

**Incomplete is converted into Zero Credit for the course. Zero (0) Grade will be averaged with completed courses in order calculate GPA for a Module.**

### **STUDENT PEER REVIEW CODE OF CONDUCT**

**The Peer Review Code of Conduct was developed by students and administration. In 2011, this committee resolved that the award of a Certificate of Completion and the ESI Credential is conditional based completion of the program and tests performance, as well as observation of the following Code of Conduct:**

- 1. Computers are required tools at ESI, and their use in class is for the purpose of class related research and following of lecture notes. Personal use of Facebook and other unrelated Internet browsing is grounds for dismissal from the class.**
- 2. Personal Texting during class is prohibited. Time for texting is provided for during breaks.**
- 3. Daily attendance in all sessions is required. Failure to have a legitimate excuse can result in disciplinary action, including termination from the program.**
- 4. Repeated tardiness to class is subject to disciplinary action.**
- 5. All students are required to participate fully in Team activity.**
- 6. With the approval of Administration, Teams have the authority to fire or dismiss a delinquent member from their team. This action could deny the student eligibility of the ESI Credential.**
- 7. Cheating, copying or plagiarizing of another Teammate's work can result in drastic reduction of grade for both parties.**
- 8. Being disrespectful towards staff or students constitutes grounds for expulsion.**
- 9. Disruptive behavior is prohibited and grounds for disciplinary action, including expulsion.**
- 10. ESI has a "Dress Code" and students are expected to wear the uniform as directed.**
- 11. Students are required to follow directives given by staff and instructors.**
- 12. Any behavior that embarrasses ESI constitutes grounds for expulsion from the school.**
- 13. Carrying a concealed firearm is strictly prohibited and grounds for termination.**

14. All weapons must be checked into the school for safe storage.
15. Students are expected to maintain room cleanliness.
16. Falsification of information can result in termination from the school.
17. Students are required to abide by ESI's policy with regard to alcohol and drug abuse. Violation of school policy is grounds for termination.
18. Smoking is permitted outside conference rooms on breaks only.
19. Students are responsible for Hotel expenses and damages. Certificates and Credentials can be withheld until these expenses are paid.
20. Students are responsible for loss or damage to equipment and vehicles.
21. Drivers of ESI vehicles are responsible for traffic or parking tickets.

### **PLACEMENT**

Executive Security International, Ltd. does not guarantee placement

### **ENROLLMENT PROCEDURES**

- Fill out ESI ENROLLMENT FORM.
- Submit copy of your high school diploma or equivalence (GED).
- Students under the age of 18 will be required to have release forms signed by a parent or guardian. Students must be 18 years of age to attend Resident Training.
- Prior to attendance of Resident Training for Executive Protection or PSD Protective Security Detail, applicant must submit letter from his or her local police agency indicating a no felony conviction record or the applicant submit a copy of a current Conceal Carry Permit, Private Detective License from state of residence, or current Military Identification Card.
- Appropriate deposit fee accompany enrollment application

### **TUITION**

The Tuition is set forth in the Enrollment Form. ESI may alter the price of its programs at its discretion. On-line/Resident Training program is divided into two phases; the student is encouraged to complete the academic phase before the next

**phase is begun. Due to class scheduling, this may not be possible. The school will allow students to attend Resident Training and complete On-line Education afterwards.**

**The student may cancel his/her enrollment at any point within the program, within any phase of the training by notifying in writing the ESI National Office in Grand Junction, Colorado of their decision to cancel.**

**ESI offers two types of financing: Private Financing by SALLIE MAE, a company that is Federally supported and deals directly with the student. ESI acts only as a referral source. ESI also offers a no-interest financing arrangement for payment of On-line Education courses as a last resort. However, this form of financing requires that courses are shipped to the students at the rate of payments. If the student desires to move at an accelerated pace by receiving all nine courses at once, the student must either seek private financing or pay cash in full.**

### **TRAINING LOCATION AND REQUIRED EQUIPMENT**

**Training is conducted at 718 Horizon Dr. Grand Junction, Co. A laptop computer is required for all courses. Firearms are required for the Executive Protection, PSD and Designated Defensive Marksmanship course. If the student does not have their own firearm, one can be rented from the school at an additional cost. Shooting portions of the program will be conducted at the William Jarvis Shooting Range 3287 Reeder Mesa Rd. Whitewater, Co 81527.**

### **STUDENT COMPLAINTS AND PROCEDURES**

**Complaints can be filed-line at [higher.ed.colorado.gov/dpost](http://higher.ed.colorado.gov/dpost) the Division of Private Occupational Schools. There is a two (2) year time limitation on the Division taking action on a student's complaint. Division of Private Occupational Schools, 303-862-3001**

### **REFUND POLICY FOR VETERANS ENROLLED IN RESIDENCY COURSES**

**For Veterans who are eligible to pay for the tuition from VA Educational Benefit plans are protected by this Refund Agreement until the student has completed 100% of the training program.**

**A \$500 non-refundable surety deposit is required upon enrollment into one of the residency programs. The fee will be returned to the Veteran, when the school receives payment from the VA. If the Veteran decides to not attend the refundable surety deposit will be retained by the school. This deposit can be used for a future class for the time period of 3 years, after which time a new deposit will be required.**

**In the case of students after commencement of classes, the school will retain a portion of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the first date of recorded attendance.**

**REFUND TABLE FOR VETERAN STUDENTS**

**entitled upon withdrawal/Termination**

**10% of Program Completed**

**90% Refunded**

**20% of Program Completed**

**80% Refunded**

**30% of Program Completed**

**70% Refunded**

**40% of Program Completed**

**60% Refunded**

**50% of Program Completed**

**50% Refunded**

**60% of Program Completed**

**40% Refunded**

**70% of Program Completed**

**30% Refunded**

**80% of Program Completed**

**20% Refunded**

**90% of Program Completed**

**10% Refunded**

**100% of Program Completed**

**0% Refunded**

**The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.**

**The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.**

**The student will receive a full refund of tuition and fees paid if the school discontinues a course or program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.**

**Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.**

#### **REFUND POLICY - FOR STUDENTS ENROLLED IN COMBINED ON-LINE ED/RESIDENT TRAINING PROGRAM**

**When the student attends Resident Training, ESI's Tuition Payment Policy is not to execute a charge to the student until he or she has completed 11 days of training. Whether the student pays by Credit Card or Cash, ESI will not charge the card or deposit currency until the student has completed 75% of the course. In the event that the student decides to cancel prior to completion, Refund Policy will apply according the percentage of the course completed, but the Refund will be paid immediately.**

**For the mandatory resident portion of the course, the following applies as a minimum policy: After the student attends the first resident class session, if the student requests cancellation in writing or is terminated, the school shall be entitled to a tuition charge which shall not exceed the following:**

- **Up to and including completion of the first 10 percent of the resident training in terms of days, 10 percent of the tuition, plus a cancellation charge of \$100.**



- **After completing more than 10 percent of the resident training and up to and including completion of 25 percent of the resident training in terms of days, 25 percent of the tuition, plus a cancellation charge of \$100.**
- **After completing more than 25 percent of the resident training and up to and including completion of 50 percent of the resident training in terms of days, 50 percent of the tuition, plus a cancellation charge of \$100.**
- **If a student should cancel after completion of 50% to 75% of the training in terms of days, the student will be responsible for 75% of the contract price for resident school tuition. Cancellation charges will not be levied on the student.**
- **If a student should cancel after completion of 75% or more of the training in terms of days, the student will be responsible for the total contract price and all other fees charged. No refund will be due after completion of 75% of the course.**

**Refunds due will be paid within 30 days of termination. Termination from program requires that the student notify the school in writing of his or her intention to discontinue the program.**

**This Tuition Protection Agreement limits the student's obligation to only a fraction of the tuition until the student has actually finished at least 75% of the training program. Food and Housing is a separate cost consideration. ESI reserves the right to make changes in the training program when necessary. However, these changes will never involve any added tuition cost to the student for the length of the contract. of a starting date for Resident Training, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and: b) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.**

**To protect the integrity of our program, ESI reserves the right to discontinue a student's training if that student fails to maintain ESI's standards of conduct or**

**achievement level. In such a case, refunds will be made according to the Tuition Protection Agreement.**

#### **REFUND POLICY -ONLINE EDUCATION SECTION**

**Anmay be cancelled by an applicant student within five (5) calendar days after midnight of the day on which the enrollment agreement is signed. An applicant student requesting cancellation in whatever manner within this time must be given a refund of all money paid to the school or its representatives.**

**From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the time the student request cancellation up to 30 days from the date of course assignment, the student shall be given a refund of all monies paid to ESI, less a registration fee of \$100.**

**If the student is not accepted by the school, a full refund will be paid. If ESI fails to provide the educational service subscribed to by the student, a full refund will be paid within 30 days of termination of the course discontinuation. Credit for previous training or work experience will not alter the refund policy. Refund policy will apply to academic equivalency credit which will depend upon the percentage of courses received and paid for by the student.**

**After the student is enrolled and until he or she has received 75% of the-line Education Program, the school will follow a refund policy based upon the percentage of courses received by the student. The student has 30 days from shipping date to reject the course in writing and thereby cancel from the program. The student has 30 days to complete each course that consist of one lesson for Certificate Programs. After nine months, no refunds are due. If the student requests cancellation, the school will be entitled to a charge which shall not exceed the following:**

- Up to and including receipt of the first 10 percent of the program, 10 percent of the tuition, plus a cancellation charge of \$100.**
- After receipt of more than 10 percent of the program and up to and including receipt of 25 percent of the program, 25 percent of the tuition, plus a cancellation charge of \$100.**

- After receipt of more than 25 percent of the and up to and including receipt of 50 percent of the program, 50 percent of the tuition, plus a cancellation charge of \$100.
- After receipt of more than 50 percent of the and up to and including receipt of 75 percent of the program, 75 percent of the tuition. No cancellation charge will be levied on the student after he or she has received 75% of the course.
- A student who has received 75 percent of his program and shall not be entitled to any refund and shall be obligated for the full price of the-line Education portion of the program.

**This Tuition Protection Agreement limits your obligation to only a fraction of the tuition until you have actually received at least 75% of the program.**

**ESI reserves the right to make changes in the training program when necessary. However, these changes will never involve any added tuition cost to the student for the length of the contract. The student's contract price is guaranteed for one year from the date of your signature on the Enrollment Agreement.**

**To protect the integrity of our program, ESI reserves the right to discontinue the student's training if the student fails to maintain ESI's standards of conduct or achievement. In such a case, refunds will be made according to the Tuition Protection Agreement.**

**Complaints can be filed-line at [www.highered.colorado.gov/dpost](http://www.highered.colorado.gov/dpost) the Division of Private Occupational Schools. There is a two (2) year time limitation on the Division taking action on a student's complaint. Division of Private Occupational Schools, 303-862-3001**

\\* MERGEFORMAT

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>Rating</b>	<b>Equivalent</b>
<b>90-100</b>	<b>A</b>	<b>Excellent</b>	<b>4.0</b>

<b>80-89</b>	<b>B</b>	<b>Good</b>	<b>3.0</b>
<b>70-79</b>	<b>C</b>	<b>Average</b>	<b>2.0</b>
<b>60-69</b>	<b>D</b>	<b>Passing</b>	<b>1.0</b>
<b>Below 60</b>	<b>F</b>	<b>Failure</b>	<b>0</b>