

WyoTech – Laramie
2016-2018 Catalog, Volume I, Version X
Addendum Effective 06/29/2017

■ **ADDENDUM:** The language below was added to the Entitlement Agencies section of the catalog.

- WyoTech Laramie is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WyoTech Laramie to advertise and recruit for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

■ **ADDENDUM:** The language below was added to the Administrative Policies section of the catalog.

DISPUTE RESOLUTION POLICY

1. You may choose to initiate the terms of the following dispute resolution policy in lieu of or prior to initiating a legal claim in a court of competent jurisdiction against the School. As set forth below, if you are not satisfied with the outcome of the internal dispute resolution process, you may, but are not required to, seek resolution of your complaint through arbitration or before a court of competent jurisdiction. **IN THE EVENT THAT YOU ELECT TO BRING A CLAIM IN COURT, YOU AGREE TO WAIVE YOUR RIGHTS TO A JURY TRIAL AND THAT THE CLAIM SHALL BE SUBMITTED TO A JUDGE ONLY AND NOT TO A JURY.**
2. The School maintains an internal dispute resolution procedure to resolve any claims you may have against the School. You may initiate this internal dispute resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to respond to your complaint and resolve the dispute within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the President of the School. If you file a claim after you withdraw or graduate from the School, you may initiate the internal dispute resolution process by filing a written complaint directly with the President of the School. Whether you initiate the internal dispute resolution process with your academic adviser or with the School's President, you may further appeal the School President's decision to the Provost of Zenith Education Group.
3. If you are not satisfied with the outcome of the internal dispute resolution process described in paragraph two (2), you have the option of submitting your claim to arbitration administered by the American Arbitration Association ("AAA") in accordance with its Consumer Arbitration Rules at a location within the area covered by the federal district court in which you reside.
4. If you initiate arbitration, you may choose to have the School pay half the cost of the consumer filing fee set by AAA, arbitrator's compensation, and facilities fee ("Filing Fee"). In exchange for the School agreeing to pay one-half of the Filing Fee, you agree that once you initiate arbitration by submitting a claim to AAA you waive your right to bring a lawsuit against the school in a court of competent jurisdiction. The decision of the arbitrators shall be binding, and you agree not to appeal any arbitration decision to any court. If you are the prevailing party, the School will reimburse you for the portion of the Filing Fee that you advanced. You will not be responsible for reimbursing the School for the Filing Fee it advanced if the School is the prevailing party.
5. Alternatively, you may decide to pay the entire Filing Fee. If you pay the Filing Fee, you will not waive your right to bring a lawsuit against the school in a court of competent jurisdiction if you are not satisfied with the outcome of the arbitration. If you are the prevailing party, the School will reimburse you for the Filing Fee.
6. You will not be responsible for any Filing Fee under either paragraph 4 or 5 if you demonstrate hardship and, if represented, your attorney does not advance costs. In exchange for the School agreeing to pay the Filing Fee, you agree that once you initiate arbitration by submitting a claim to AAA you waive your right to bring a lawsuit against the school in a court of competent jurisdiction. The decision of the arbitrators shall be binding, and you agree not to appeal any arbitration decision to any court.
7. If, upon completion of the internal dispute resolution process you desire to initiate arbitration, you should first contact the School's President, who will provide you with a copy of the AAA Consumer Rules. Information about the arbitration process and the Consumer Rules also can be obtained at www.adr.org or 1-800-778-7879. You shall then contact the AAA, which will provide the appropriate forms and detailed instructions. You shall disclose this document to the AAA.

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8. Except as specifically required by law of the state in which this is executed or as may be specifically ordered by the arbitrator, the internal dispute resolution process and any subsequent arbitration process shall remain strictly confidential by the parties, their representatives and the AAA. This agreement to maintain the confidentiality of the arbitration process does not extend to the fact that an arbitration claim has been filed by you, as well as any decisions, final rulings, and award resulting from the arbitration, and/or any information exchanged by the parties, with the exception of personally identifiable information (except that a person may reveal his or her own personally identifiable information).
9. All statutes of limitations applicable to any dispute apply to any arbitration between you and the School.
10. Please note that nothing in this policy prohibits you from also filing a complaint with any state or federal regulatory or enforcement agency, including the U.S. Department of Education, or accrediting agency. Such a complaint may be filed at any time and nothing in this Agreement precludes you from notifying any state or federal regulatory or enforcement agency regarding the internal dispute resolution process and any resulting arbitration.
11. The School will provide you with a full copy of your student files upon written request without the need to initiate arbitration and at no charge.

TEXAS STUDENTS ONLY: This provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule. "Grievance procedure" refers specifically to the TWC Student Complaint Policy and information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.

■ **ADDENDUM:** The following 2018 winter schedule has been added to the catalog.

Scheduled Break..... Saturday, December 23, 2017 - Monday, January 1, 2018

Winter Schedule 2018

*January Registration..... Tuesday, January 2, 2018
Course Session..... Saturday, February 3, 2018
Course Session..... Tuesday, January 2, 2018 - Friday, February 9, 2018
Finals and Course End Friday, February 9, 2018
*February Registration..... Monday, February 12, 2018
Course Session..... Monday, February 12, 2018 - Friday, March 23, 2018
Finals and Graduation..... Friday, March 23, 2018