



Self-Paced Fitness Certification Courses



Course Catalog
2017-2018

The information in this catalog is intended for informational purposes only and does not constitute a legal contract between ISSA and any person or entity.

The current catalog can be found online: <http://www.issaonline.edu/ces/pdf/ISSA-CES-Catalog.pdf>

ISSA reserves the right to change any of the regulations, subjects or curricula, or portions thereof, contained in this catalog without prior notice.

The catalog is updated on an annual basis. Revisions may be made on a quarterly basis.
[vocCat_17-0701] Effective Jul 1, 2017 through Jun 30, 2018 unless superseded by a revision.

Archived catalogs can be obtained by contacting registrar@issaonline.edu.



ABOUT

History of ISSA

In 1988, the most powerful team of fitness experts ever assembled joined together under the leadership of Sal A. Arria, DC, MSS, and Frederick C. Hatfield, PhD, MSS, to stem the tide of physical decline. Culled from the elite ranks of research, coaching, sports medicine, and sports and fitness science, these individuals decided to draw a line in the sand and turn the tide toward a more fit and healthy world.

Together, they formed the International Sports Sciences Association with the mission of transforming fitness, worldwide. Since that initial gathering in 1988, the International Sports Sciences Association has catapulted to the forefront of the fitness community. ISSA is now recognized as the World Leader in Fitness Education and Certification, having educated over 180,000 health and fitness professionals to date. ISSA acts as a teaching institution for fitness trainers, athletic trainers, coaches, physicians, physical therapists, chiropractors, and professionals in multiple fields of health care. We have set new standards in assessment, nutritional planning, fitness instruction, sports medicine practice, and post-rehabilitation training.

This foundation in educational excellence provides the gateway for the ISSA College of Exercise Science to offer an AS in Exercise Science with an Emphasis in Personal Training. By offering an undergraduate degree, our students will have the benefit of the fitness-related training and credentials they need for career advancement, professional development, or personal growth through the convenience and affordability of distance education.

ISSA is dedicated to our student's success. All ISSA students and graduates have access to educational and professional support dedicated to providing each student with the tools they need to succeed in today's competitive job market.

Institutional Profile

Mission

The International Sports Sciences Association believes that the health and fitness of our society can be significantly improved by our students' success as health, sports and fitness professionals. Our efforts to stem the tide of poor health and physical decline are multiplied exponentially as our graduates and members disseminate the ISSA principles and methods to their clients, peers and associates. Our mission is to inspire each and every student to positively impact the quality of life of each individual with whom they come in contact.

As a distance education institution and certifying agency, ISSA is unconditionally committed to providing the highest quality distance education programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of Creating a Stronger, Healthier World.



Vision

ISSA seeks to be recognized as the world leader...

... in providing accessible, quality, advanced fitness education and personal training certification to the motivated, non-traditional learner/professional who seeks to be a leader in the emerging fitness industry-a fast-growing market sector of the global economy...

... for providing new levels of access to motivated, non-traditional students who have not had the opportunity for advanced fitness education and personal trainer certification for reasons of time, money, or geography...

... for innovative use of technology that creates new standards in assessment and achievement of academic excellence...

... for understanding and meeting the changing needs of its students, their clients, and their communities...

... for excellence in student and alumni services and support.

After more than two decades of successfully fulfilling our initial mission of setting and developing standards within the fitness industry, our goals currently focus on providing expanded access to the highest quality fitness education programs available. As an accredited and state licensed fitness training provider, ISSA seeks to raise the bar for fitness instructor certification in any industry that has not historically been regulated on a city, state or federal level: we want to expand the vision of our industry and give students access not only to vocational certificates but the ability to earn a degree.

As the world's leader in fitness education, the ISSA delivers comprehensive cognitive and practical distance education for fitness professionals, grounded in industry research, using both traditional and innovative modalities. ISSA upholds Basic Exercise Standards and Guidelines for safe fitness practices.

In view of our leadership role as fitness educators, we are also unconditionally committed to advancing our industry as a whole and to developing greater access to career opportunities for those who share our vision of helping others live a healthier life. Our overall objective is to provide a continuum of education from certificate to associate degree and beyond in order to bring greater accountability and quality to our profession as a whole.

Core Values

- Students first
- Professional advocacy
- Meeting fitness and health care staffing needs
- Excellence and innovation in education
- Visionary leadership
- Change agents
- Professionalism
- Teamwork
- Commitment to a healthy and productive lifestyle
- Professional autonomy
- High integrity and ethical standards



Institutional Goals

- To serve ISSA fitness professionals by developing programs that are beneficial and of interest to the fitness industry
- To enhance professional development of fitness professionals by facilitating opportunities for learning and individual growth
- To establish standards and guidelines for the delivery of quality and professional fitness services and business practices, as well as the development of ethics standards for ISSA fitness professionals
- To collaborate with public and private industries on the development of programs and services to increase the awareness of fitness education and its benefits to individuals and communities
- To network with other industry organizations to advance fitness education, careers and professional practices by initiating and disseminating research findings.

Institutional Objectives

To provide educational opportunity to a wide range of students from across the globe who are interested in personal growth, career advancement, or higher education in the health and fitness industry.

- To graduate qualified fitness professionals who are prepared for positions in the fitness industry.
- To recruit and retain effective and qualified staff and faculty, committed to distance education.
- To provide students with the skills, support systems, and information they need to succeed in the fitness industry and higher education.
- To tie student assessment to strategic planning.
- To provide relevant and up-to-date curriculum, deliverable through online means.
- To investigate, research, and implement relevant technology as beneficial to the delivery of online education.

Institutional Outcomes

To turn our vision into a reality and to accomplish our mission, the ISSA strives for the following outcomes:

Trainer/Client

- To administer policies and programs built upon the best interests of public health and well-being.

Students

- To produce academically sound students who become inspirational leaders in the fitness profession.
- To nurture students' abilities to be lifelong learners.
- To promote the use of professional behaviors in the work environment.
- To provide the foundation for autonomous judgment in professional endeavors as employees or business owners.

Learning and Teaching

- To support faculty scholarship, teaching excellence, and service to the ISSA, community, and professional spheres.
- To support faculty leadership in the development of contemporary curricula.
- To promote student learning by utilizing best instructional practices.

Culture

- To focus on helping one student at a time.
- To focus on student success in daily studies, preparation, and testing.
- To promote an organizational culture that respects open communication, job ownership, and teamwork between all divisions: Public, Education and Professional.
- To promote the impact of a healthy, active, and productive lifestyle on all people and society at large.
- To expect ethical behavior and integrity in all staff actions.
- To support professional advocacy in working with external constituencies.

Quality

- To focus on regular quality improvements to enhance institutional effectiveness.

Growth and Innovation

- To seek and embrace innovations that enhance educational outcomes.
- To responsibly grow the ISSA based on society's need for our programs, allocating resources and personnel to support the improved health and well-being of our society as a whole.
- To provide visionary educational models that address student learning needs.

Stewardship

- To manage all school operations ethically, economically, safely, and efficiently.

Program Philosophy

Fundamental to the program is the belief that online course delivery is a highly effective methodology for an Associate's Degree in Exercise Science. Most of the tasks completed involve working with knowledge, information, and digital systems, all of which can be comprehended as a result of properly designed online courses.

Also central to the program is a keen awareness of student need. Because many students face demanding personal schedules, they need to be able to access all course content "on-demand." Consequently, the program strives to provide the flexibility and primary benefits of asynchronous education.

Further principles upon which the program is founded are as follows:

- Course content should be available on-demand and allow students to repeat and review content to reinforce comprehension.
- Technology should maximize the interconnectivity between the digital learning material and the human learner.

- Course content should involve a synergistic approach, incorporating textual, auditory, and visual content to address different learning styles.
- Courses should facilitate community learning as research shows a strong correlation between group participation and course completion.
- Students should be encouraged to engage in thoughtful dialog with other students. Knowledge which is passed along is often retained longer than knowledge which is simply absorbed.
- The courses should allow students to take advantage of the “courage” which relative anonymity provides in an educational context. Educational research has found that this feature is one of the greatest advantages of distance education. Students are much more willing to make a forum post than they would be to vocalize in a physical classroom.
- Students should be in control of their participation. With the ability to thoroughly consider all forum communications before sending, students maximize their ability to participate in group discussions confidently.
- Courses should allow anonymity, when desired. With direct email access to instructional support, privacy can be maximized.
- Course content should be structured to provide direct focus on key job tasks. Information is so readily available that education has become more of a matter of focus and direction than of providing information.
- Course content should be highly practical, as the target student market is specifically focused on acquiring valuable skills.
- Finally, because distance education is a changing field, the uses of technology in online education should continue to develop.

Accreditation and Approval

ISSA is accredited by the Distance Education Accrediting Commission (DEAC).

Distance Education Accrediting Commission
 1101 17th Street, N.W., Suite 808
 Washington, D.C. 20036
 (202) 234-5100
www.deac.org

ISSA has had continuous accreditation by the DEAC since 2009.

A student or any member of the public may file a complaint about this institution with the DEAC by calling (202) 234-5100 or mailing to Distance Education Accrediting Commission 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036.

ISSA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecond-

ary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

The International Sports Sciences Association is authorized by:
The Indiana Board for Proprietary Education
101. W. Ohio St., Suite 670
Indianapolis, IN 46204-1984

The International Sports Sciences Association is registered as a Private Institution with the Kansas Board of Regents. In addition to contacting DEAC and BPPE, Kansas residents may also contact the Kansas Board of Regents to assist with any complaints at: Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66612, (785) 430-4240

http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

This institution is currently seeking registration with:
The Maryland Higher Education Commission
6 N. Liberty Street, 10th floor Baltimore, MD 21201

The International Sports Sciences Association is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Dr., Suite 350
St. Paul, MN 55108
www.ohe.state.mn.us – 651-642-0533

Bankruptcy Notice

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Student Information Disclosure

Prospective and current students can locate important information about ISSA on the Consumer Information Disclosure page on our institution's website at <http://www.issaonline.edu/consumer-information-disclosure/index.html>. This page includes links to helpful information/disclosures, and is designed to provide open, pertinent information for both prospective and current students. The presentation of this information complies with the Higher Education Opportunity Act of 2008 that reauthorized the Higher Education Act of 1965, as amended (HEA), which requires colleges and universities to publicly disclose various aspects of their policies and procedures. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. School Performance Fact Sheets can be found for each program on our institution's website at <http://www.issaonline.edu/legal/school-performance-fact-sheet.cfm>.

Key Staff and Faculty

Sal A. Arria, President and CEO

Sabeen Sadiq, Vice President of Academic Affairs

Alex Hoffmann, Academic Dean

Hours of Operation

9:00 am to 4:00 pm Pacific Time
Monday through Friday

CONTACT INFORMATION

International Sports Sciences Association
1015 Mark Avenue
Carpinteria, CA 93013

1.800.892.4772 (toll-free)
1.805.745.8111 (international)
1.805.566.6489 (fax)

support@issaonline.edu
www.ISSAonline.edu

Students who have a grievance may contact ISSA Management by phone at 1.800.892.4772 (1.805.745.8111) or by mail to ISSA Management, 1015 Mark Ave, Carpinteria, CA 93013.



Admissions

Students enrolling into ISSA's self-paced certificate courses must be 18 years of age or older, and submit evidence of a high school diploma (or equivalent) and a government-issued photo ID. The ISSA offers open enrollment for all of its self-paced certificate courses. ISSA courses and programs are 100% distance education with no residency requirement. This institution does not accept ability-to-benefit students.

Enrollment options

Call

1.800.892.4772 (toll-free) | 1.805.745.8111 (international)

It will just take a few minutes to process your application over the phone. Our courteous staff is always available to assist you.

Log On

www.ISSAonline.edu

Enroll online on our secure website. Access study materials, online resources, and technical support as soon as you enroll!

Mail application to

ISSA

1015 Mark Avenue

Carpinteria, CA 93013

Your course materials will arrive within 5 business days of application processing.

Fax application to

(805) 745-8119

We will process your application as soon as we receive it. Your course materials will arrive within 5 business days of application processing.

International Students

International students over the age of 18 who possess a high school diploma or equivalent and who are proficient in English are welcome to enroll. ISSA programs are offered in English. English language services are **not** provided. Courses are 100% distance education with no residency requirements. Visa services are **not** offered and ISSA **cannot** vouch for student residency status.

Required Admission Documents

Enrolling students must submit a copy of a government-issued photo ID. Students enrolling in ISSA courses for professional or academic purposes must submit documentation of high school completion (or equivalent) before the end of the enrollment period. Acceptable documentation includes a high school transcript or diploma, GED score, college transcript showing the successful completion of college-level coursework, or Military DD Form 214. If the student wishes to continue on to the degree program, documentation must be official (i.e., issued from the originating institution directly to ISSA).

Course Format for Self-Paced Courses

All ISSA courses and programs are 100% distance education with no residency requirement.

Course materials for self-paced certificate courses are shipped upon enrollment. In addition, students can access online course materials for self-paced courses as soon as they enroll.

Students complete the course at their own pace and submit completed coursework by mail or online. ISSA provides all students with unlimited access to our Educational Support team for assistance understanding the material and preparing for the final examination.

Educational Support Team

Cameron Baker, BS, Master Trainer *Personal Training*
BS Kinesiology, Westmont College; Master Trainer, ISSA

Andrew Bertolero, BS, Elite Trainer *Personal Training*
BS Mathematical Sciences Major, Exercise and Sports Studies Minor, University of California, Santa Barbara; Elite Trainer, ISSA

Patrick Gamboa, MBA, BS, Master Trainer *Personal Training*
MBA, California Lutheran University; BS Kinesiology, California State University, Fullerton; Master Trainer, ISSA

David Garcia, Master Trainer *Personal Training*
Master Trainer, ISSA

Attendance

ISSA courses and programs are 100% distance education with no residency requirement. Attendance for self-paced courses is measured by quiz completion. Quizzes must be completed by the end of the enrollment period.

Grading

Self-paced courses are graded as pass (P) or no pass (NP).

A Pass (P) is earned by completing all course quizzes and earning a minimum of 75% on all sections of the final examination.

All quizzes are recorded and all exams are graded within three business days of receipt by the grading department. If a student chooses to take their quizzes online they will be recorded instantly.

Quizzes

Completion of all quizzes is a course requirement; however, quiz grades do not affect your final score. You will be unable to access your final exam until you have completed all course quizzes.

Final Exams

A passing score of 75% or better is required on each section of the exam. If a student receives less than 75% on a section of the exam, s/he will have the opportunity to resubmit the section one time free of charge.

The Professional Division awards certification when all sections of the examination have been completed with a 75% or better, the student has submitted documentation of high school completion (or equivalent) and adult CPR/AED/First Aid, and all fees are paid in full. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

Leave of Absence

A student who finds it necessary to leave ISSA and who plans to return may submit a request for a leave of absence. The student must be within the active enrollment period to be eligible to request a leave of absence.

Conduct

ISSA has been in the fitness industry from the very beginning. We know the professional characteristics that are necessary for industry success. We hold you to these same high standards because we believe you can develop the required characteristics of successful trainers.

ISSA's programs are designed to prepare graduates to succeed in a professional setting. As part of that development, students and professional members are required to conduct themselves in an orderly, considerate, respectful, and professional manner at all times. Displayed conduct includes, but is not limited to, the content of an online profile, participation in ISSA's online forums, interaction with ISSA faculty and staff via email or phone, misrepresentation of ISSA credentials or affiliation, and reported conduct by employers or clients. Acceptable conduct also includes adherence to the policies described in this catalog. Violation of these conditions is grounds for dismissal, cancellation of professional membership, and/or revocation of certification.

Dismissal

The policy of the ISSA is to grade every examination and pass or fail the student based on his or her own merits. As the term "Independent" implies, the student should be free from the influence, guidance or control of another or others. The student should be self-reliant when completing the examination. Acceptable answers should demonstrate critical thinking and a thorough understanding of the material. Although we encourage extracurricular research to augment the information and concepts presented in the course; the student who is submitting the final examination must do the work.

It is the policy of ISSA not to accept identical examinations or plagiarized work. Students may receive one warning. Any further occurrences will result immediate dismissal from the ISSA.

Any student caught soliciting another person to take an exam will be immediately dismissed from the ISSA.

Student Services

ISSA is committed to providing comprehensive Educational and Business Support for its members while they study and after they are certified. In addition, ISSA offers numerous fitness, health, and business Continuing Education Courses, enabling certified trainers to constantly advance their store of knowledge.

Educational Support

ISSA's Educational Support team is available, free of charge, while students study and after they become certified. ISSA's member services provide that all academic and training-related questions are personally addressed by our highly-qualified Educational Support team.

Professional Support

ISSA Professional Support enables ISSA fitness professionals, both novice and veteran, to operate more successfully as trainers. Whether the goal is to start your own business, own a franchise, get help with a unique client, or seek advice for your personal fitness aims, ISSA Professional Support enables trainers to reach their professional objectives.

Student Records

The following describes the retention and maintenance of student records.

- Enrollment documents for applicants who do not enter (whether accepted or rejected): 1 year after application
- Admissions documents for applicants who enroll: 5 years after graduation or date of last attendance
- Academic records: permanent

Transfer and Award of Academic Credit

ISSA does not accept transfer credit for its certificate programs. ISSA does accept transfer credit for its degree program. If you are interested in the Associate's Degree, please visit www.issaonline.edu/ces to download the degree catalog.

Articulation Agreements

ISSA holds articulation agreements with:

- American College of Healthcare Sciences USA (ACHS), Portland, OR and
- Waldorf College, Forest City, IA

American College of Healthcare Sciences USA (ACHS)

ACHS accepts ISSA certification courses (PTR) with a grade of B or higher for transfer credit. The student must successfully complete all admission requirements and enroll as a new student at ACHS within five years following completion at ISSA to receive transfer credit under this agreement. Upon enrolling at ACHS and submitting official ISSA transcripts, the ACHS Registrar will note the appropriate award of credit to the student's transcript without additional charge. This credit will be recorded as "Transfer Credit" on the academic transcript and will be excluded when calculating the stu-

dent's grade point average. There will be no cost to the student for Transfer Credit obtained in this manner. Please be aware that the administrative fee structure at ACHS is subject to change.

Waldorf College

Waldorf will evaluate the ISSA's courses submitted by applicants for credit transfer consideration. A maximum of 32 semester hours in the Associate's Degree program, or 84 semester hours in the Bachelor's Degree programs may be transferred into Waldorf, providing they are relevant and in alignment with the applicable degree program. Acceptance of courses and credits from the ISSA and other accredited institutions are evaluated by the Registrar according to the nature and quality of the coursework. A minimum GPA of 2.0 from the transferring institution is required for admission into Waldorf.

Under this agreement, students of the ISSA entering Waldorf's On Campus programs will have the standard application fee waived and receive a \$500 scholarship toward the first year's tuition.

Students entering Waldorf's On Campus Programs with less than 50 semester hours of credit transfer will be required to reside on campus.

Articulation agreements are subject to change. Confirm the terms of these agreements with the articulating institution before you enroll.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your (credits or degree, diploma, or certificate) will transfer.

Tuition Payment Options

Please see the program descriptions located at the end of this catalog for cost details.

We accept payments by:

- Check, cash, money order, credit/debit card (Visa, MasterCard, American Express, Discover).
- Tuition Assistance (military, VA and employer)

Enrollment cannot be processed until payment or third-party authorization of payment is received.

Third Party Billing Agreements

ISSA will bill employers who pay tuition for their employees. The employer is required to pay tuition at the time of enrollment.

Financial Hardship

If you anticipate being late with a payment, please contact us to arrange for an extension. Continued failure to meet your financial obligations may result in suspension of your student status.

Late Fees and Returned Checks

Returned-check fee is \$25.

Failure to meet your financial obligations may result in suspension of your student status and/or transfer of your account to collections. An outstanding balance on account will prevent you from registering for future courses, receiving your certificate/degree, or obtaining academic transcripts.

Financial Aid

ISSA is approved for students to receive funding from:

- Military Tuition Assistance — *degree program only*
- VA (Self-paced courses qualify for reimbursement; associate's degree program qualifies for upfront payment. Contact the Military Team for details.)
- Workforce Investment Act (WIA) funds (ISSA is on the Eligible Training Provider List (ETPL) for California)

In addition, many corporations and private organizations offer scholarships and funding for education at an accredited college.

As of the printing of this catalog, ISSA does not participate in federal or state financial aid programs.

ISSA does not assist students in securing private loans. If a student obtains a private loan on his or her own, the student must be aware that he or she will have to repay the full amount of the loan plus interest.

Tuition Assistance Grade Reporting

ISSA will report grades as required by employers, the VA, and military branches that issue tuition assistance. Students using VA benefits, Military TA, and/or MYCAA to assist with tuition are advised to contact their Education Office/VA Office to determine the grading standards required to maintain assistance. Standards may include maintaining a specified GPA, receiving a grade within a specified time period following the end of the course, removing incomplete grades within a specified time, or limits on allowed incompletes.

State of California Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You *must pay* the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are *not eligible* for protection from the STRF and you are *not required to pay* the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and S&H**s.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Claims require a social security number or a taxpayer identification number

ISSA Refund Policy

Student's Right to Cancel

Refunds, if applicable and requested, will be made within 30 days of request via the original payment method.

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less

of the scheduled days in the current payment period in their program through the last day of attendance. After the end of the cancellation period, the institution may retain any non-refundable fees as applicable (e.g. STRF).

REFUND CALCULATION

Undergraduate courses (courses with published start and end dates):

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the term. Medical documentation required.

Self-paced certificate courses:

1. The first completed quiz is considered the first class.
2. Cancellation before 60% completion of course quizzes will result in a prorated refund computed on the number of quizzes completed to the total quizzes in the course.
3. Cancellation after completing 60% of the course quizzes will result in no refund.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the enrollment period. Medical documentation required.
5. Beyond the conclusion of the original 4-month enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

Iowa students are entitled to a 100% refund of tuition through the first day of class.

Students who have received federal student aid funds and cancel up through the 60% point are entitled to a refund of moneys not paid from federal student aid program funds, if applicable.

Loan recipients are still responsible for repaying the balance of a received loan.

If a student obtains a loan, the student must repay the full amount of the loan plus interest. If the student is entitled to receive a refund and intends to apply the refund to payment of the loan, it is the student's responsibility to do so.

ISSA accepts cancellation in any manner. However, California state statutes require that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Please return materials and textbooks to 1015 Mark Ave, Carpinteria, CA 93013.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion, detailed under the refund calculation for self-paced certificate courses.

ISSA reserves the right to cancel a student's enrollment for violations of student conduct, including, but not limited to, a student's lack of attendance.



ISSA Certificate Programs

Master Trainer Certificate

Master Trainer Certificate

900 Clock Hours Required

Occupational Objective

ISSA's Master Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and special populations.

Outline - Required

General Personal Training: foundational exercise science, assessment, programming, nutrition, and sports medicine

Fitness Nutrition: scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support

Outline - Choose Four

Corrective Exercise: movement and motor learning, understanding client motivation, corrective exercise programming fundamentals, single joint and multi-joint movement analysis, restoring structural alignment and stability, restore mobility, soft tissue assessments and correctives

Exercise Therapy: therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming

Senior Fitness: biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies

Strength and Conditioning: foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury

Youth Fitness: exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment

Group Fitness: group-related strength, endurance, flexibility, body composition and nutrition; group programming and workout design; equipment and exercises; marketing and managing your business

Methods of Study

- **Degree Track:** Requirements are completed as professor-led undergraduate distance education courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Guided Study:** Requirements are completed as guided correspondence courses through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Self-Paced Study:** Requirements are completed as independent correspondence study through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science.

Program Requirements (900 hours)

Required

Certified Fitness Trainer (150 hours): PTR251, PTR231, or PTR211

Specialist in Fitness Nutrition (150 hours): PTR259, PTR239, or PTR219

Choose Four

Corrective Exercise Specialist (150 hours): PTR258, PTR238, PTR218

Specialist in Exercise Therapy (150 hours): PTR253, PTR233, or PTR213

Specialist in Senior Fitness (150 hours): PTR256, PTR236, or PTR216

Specialist in Strength and Conditioning (150 hours): PTR255, PTR235, or PTR215

Youth Fitness Trainer (150 hours): PTR254, PTR234, or PTR214

Group Fitness Trainer (150 hours): PTR257, PTR237, or PTR217

ISSA Professional Division - ISSA Master Trainer™ Certification

In order to obtain the ISSA Master Trainer™ Certification through the ISSA Professional Division, candidates must earn a minimum of 75% in all courses.† If enrollment is not continuous, the ISSA Professional Division may require completion of subject competency exam(s). ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Elite Trainer Certificate

Elite Trainer Certificate

450 Clock Hours Required

Occupational Objective

ISSA's Elite Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and special populations.

Outline - Required

General Personal Training: foundational exercise science, assessment, programming, nutrition, and sports medicine

Fitness Nutrition: scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support

Outline - Choose One

Corrective Exercise: movement and motor learning, understanding client motivation, corrective exercise programming fundamentals, single joint and multi-joint movement analysis, restoring structural alignment and stability, restore mobility, soft tissue assessments and correctives

Exercise Therapy: therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming

Senior Fitness: biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies

Strength and Conditioning: foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury

Youth Fitness: exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment

Group Fitness: group-related strength, endurance, flexibility, body composition and nutrition; group programming and workout design; equipment and exercises; marketing and managing your business

Methods of Study

- **Degree Track:** Requirements are completed as professor-led undergraduate distance education courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Guided Study:** Requirements are completed as guided correspondence courses through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Self-Paced Study:** Requirements are completed as independent correspondence study through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.

* The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science.

Program Requirements (450 hours)

Required

Certified Fitness Trainer (150 hours): PTR251, PTR231, or PTR211

Specialist in Fitness Nutrition (150 hours): PTR259, PTR239, or PTR219

Choose One

Corrective Exercise Specialist (150 hours): PTR258, PTR238, PTR218

Specialist in Exercise Therapy (150 hours): PTR253, PTR233, or PTR213

Specialist in Senior Fitness (150 hours): PTR256, PTR236, or PTR216

Specialist in Strength and Conditioning (150 hours): PTR255, PTR235, or PTR215

Youth Fitness Trainer (150 hours): PTR254, PTR234, or PTR214

Group Fitness Trainer (150 hours): PTR257, PTR237, or PTR217

ISSA Professional Division - ISSA Elite Trainer™ Certification

In order to obtain the ISSA Elite Trainer™ Certification through the ISSA Professional Division, candidates must earn a minimum of 75% in all courses.† If enrollment is not continuous, the ISSA Professional Division may require completion of subject competency exam(s). ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Certified Fitness Trainer Certificate

Certified Fitness Trainer Certificate

150 Clock Credits Required

Occupational Objective

The Certified Fitness Trainer program is designed to equip graduates with the practical day-to-day skills necessary, as well as the theoretical knowledge needed to excel as a personal trainer serving the general public. Along with the necessary exercise science foundation, the program covers client assessment, program design, basic nutrition, and sports medicine along with business and marketing skills.

Outline

Outline
 Anatomy and Physiology
 Kinesiology and Biomechanics
 Strength Training
 Cardiovascular Training
 Flexibility
 Body Composition
 Program Development
 Basic Nutrition
 Injury and Disease

ISSA Professional Division - ISSA Certified Fitness Trainer Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Certified Fitness Trainer course (150 hours)

This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR251	Certified Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR231	Certified Fitness Trainer - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR211	Certified Fitness Trainer - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Corrective Exercise Specialist Certificate

Corrective Exercise Specialist Certificate **150 Clock Credits Required**

Occupational Objective
 This program provides graduates with the knowledge necessary to work with individuals who have acute and chronic movement dysfunctions. Graduates develop the skill set to identify the complex factors associated with poor movement patterns that lead to injury and suboptimal human performance; and in turn correct them with the latest evidence based interventions to restore performance, improve performance, and reduce injury risk.

Outline
 Nervous system
 Joint actions
 Movement and motor learning
 Preparing for your client
 Understanding client motivation
 Identifying performance goals
 Corrective exercise programming fundamentals
 Single joint and multi-joint movement analysis
 Restore structural alignment and stability
 Restore mobility
 Soft tissue assessments and correctives

ISSA Professional Division - ISSA Corrective Exercise Specialist Certification
 Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Corrective Exercise Specialist certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Corrective Exercise Specialist course (150 hours)

This course covers the skills necessary to use evidence based corrective exercise interventions to restore physical performance, improve physical performance, and reduce injury risk for those with movement dysfunctions. Students learn to identify the complex factors associated with poor movement patterns and correct them with the simplest methods possible.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR258	Corrective Exercise Specialist - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR238	Corrective Exercise Specialist - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR218	Corrective Exercise Specialist - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Exercise Therapy Certificate

Specialist in Exercise Therapy Certificate

150 Clock Credits Required

Occupational Objective

This program provides graduates with the knowledge necessary to work with clients that need supervised exercise therapy programs specifically designed around chronic conditions. Graduates develop skills necessary to design exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.

Outline

Therapeutic Exercise
 Understanding the Disabled
 Functional Fitness
 Exercise Therapy
 Muscles and Movement
 Contraindicated Exercises
 Chronic Conditions
 Programming for Ambulation, Aquatics, Balance, Perceptual Motor Skills, Cardiovascular Fitness, Flexibility, Range of Motion, Muscular Strength, Muscular Endurance, and Posture

ISSA Professional Division - ISSA Specialist in Exercise Therapy Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Exercise Therapy course (150 hours)

This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR253	Specialist in Exercise Therapy - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR233	Specialist in Exercise Therapy - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR213	Specialist in Exercise Therapy - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Fitness Nutrition Certificate

Specialist in Fitness Nutrition Certificate	150 Clock Credits Required
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Occupational Objective

ISSA's Specialist in Fitness Nutrition program blends nutritional science and practice in order to allow program graduates to successfully guide clients toward a better body through proper nutrition. In addition to the fundamentals of nutritional science, the curriculum includes a comprehensive approach to establishing a nutritional practice that includes how to prepare, collect and evaluate preliminary information, offer nutrition and supplement suggestions, set goals, monitor outcomes, make adjustments, and provide continuing ongoing support, all within the professional's defined scope of practice.

Outline

Scope of Practice
 Good Nutrition
 Cell Structure and Function
 Digestion and Absorption
 Energy Transformation and Balance
 Aerobic and Anaerobic Metabolism
 Macronutrients and Micronutrients
 Water and Fluid Balance
 Special Populations
 Preparing for Your Client
 Collecting and Evaluating Client Information
 Nutrition Strategies
 Supplementation
 Outcome-Based Nutrition Coaching
 Providing Continuing Education and Support

ISSA Professional Division - ISSA Specialist in Fitness Nutrition Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Fitness Nutrition certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Fitness Nutrition course (150 hours)

Students learn the science behind proper nutrition and the art of applying the science as a nutrition coach. Topics include the anatomy and physiology of digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Fitness Nutrition certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR259	Specialist in Fitness Nutrition - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR239	Specialist in Fitness Nutrition - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR219	Specialist in Fitness Nutrition - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Group Fitness Certificate

Specialist in Group Fitness Certificate	150 Clock Credits Required
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Occupational Objective

This program provides graduates with the knowledge necessary to design and implement strength training classes for groups. Graduates develop skills necessary to design strength training classes for multiple participants and acquire knowledge surrounding programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing for groups classes.

Outline

- Musculo-Skeletal System
- Kinesiology and Biomechanics
- Physiology and the Training Effect
- Strength, Endurance, and Cardiovascular Fitness
- Flexibility
- Body Composition and Performance Nutrition for Groups
- Periodizing Your Planning
- Considerations in Program Design
- Designing Your Group Workouts
- Equipment and Exercises
- Workout Programming
- Marketing and Managing Your Business

ISSA Professional Division - ISSA Specialist in Group Fitness Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Group Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Group Fitness course (150 hours)

Specialist in Group Fitness shows you how to use your knowledge and experience as an ISSA certified fitness trainer to design and lead safe and effective group training sessions. The course begins with the scientific foundations for group training design, including training-essential anatomy, physiology, and biomechanics, as well as how training elicits various physical adaptations. Material then advances to the practical application of these concepts as they apply to group training program design and implementation. Advanced concepts include programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing your classes.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR257	Specialist in Group Fitness - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR237	Specialist in Group Fitness - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR217	Specialist in Group Fitness - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Senior Fitness Certificate

Specialist in Senior Fitness Certificate	150 Clock Credits Required
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Occupational Objective

Graduates of the Specialist in Senior Fitness program gain the skills and knowledge necessary to plan and implement fitness programs for seniors. Graduates acquire knowledge surrounding aging and exercise, exercise programming for older adults, strength and flexibility, motivation, and exercise considerations for chronic conditions common to the geriatric population.

Outline

Biomarkers of Aging
 Physiology of Aging
 Chronic Conditions
 Sensory Disorders
 Program Design for Older Adults
 Motivating and Teaching

ISSA Professional Division - ISSA Specialist in Senior Fitness Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Senior Fitness course (150 hours)

Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR256	Specialist in Senior Fitness - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR236	Specialist in Senior Fitness - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR216	Specialist in Senior Fitness - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Strength and Conditioning Certificate

Specialist in Strength and Conditioning Certificate	150 Clock Credits Required
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Occupational Objective

This program is designed to prepare graduates to develop training programs that allow athletes to expand the capacity of their bodies to perform the most difficult athletic feats while remaining strong and free from injury. Along with the scientific foundations of strength conditioning, graduates learn the principles of athletic assessment, programming for specific sports, seasonal periodization, athletic nutrition, and sports psychology.

Outline

Anatomy
 Physiology
 Assessment
 Principles of Training and Adaptation
 Endurance Training
 Strength Development
 Sport Specific Training
 Nutrition
 Psychology
 Injury

ISSA Professional Division - ISSA Specialist in Strength and Conditioning Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Strength and Conditioning course (150 hours)

Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR255	Specialist in Strength and Conditioning - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR235	Specialist in Strength and Conditioning - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR215	Specialist in Strength and Conditioning - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624

Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Youth Fitness Trainer Certificate

Youth Fitness Trainer Certificate	150 Clock Credits Required
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Occupational Objective

This program provides graduates with the knowledge and skills needed to work with youth in a training capacity. Along with basic pediatric and adolescent exercise science, graduates learn the specific training principles and restrictions appropriate for kids and teens, as well as how to design safe and comprehensive fitness programs for young people.

Outline

Exercise Physiology for Children and Teens
 Designing Training Programs for Children
 The Psychology of the Young Athlete
 Sports Nutrition
 Children and Athletic Injuries
 Fitness Assessments

ISSA Professional Division - ISSA Youth Fitness Trainer Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Youth Fitness Trainer course (150 hours)

Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR254	Youth Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR234	Youth Fitness Trainer - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR214	Youth Fitness Trainer - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.



Application and Enrollment Agreement

Enrollment is easy!

For fastest processing and current discounts, enroll online at issaonline.edu. Our online server is completely secure, and you can access your study materials, online resources, and educational support as soon as you submit your enrollment application! You can also call us at 800.892.4772. It will take just a few minutes to process your application over the phone. Our courteous staff is always available to assist you. To enroll by mail, complete the following pages and mail to ISSA, ATTN: Student Processing, 1015 Mark Avenue, Carpinteria, CA 93013. You can also fax this application (all pages) to 805.745.8119, ATTN: Student Processing. As soon as we process your enrollment, your course materials will be rushed to your door.

1. Step One: Complete your student record information

Last Name		First Name		Middle Name	
Date of Birth		Name as you would like it to appear on your diploma			
Street Address (Please note: because we ship via FedEx, we cannot ship to a PO Box)					
City			State		ZIP
Phone (day)		Phone (eve)		Email address	
High School (or equivalent) Graduation Year and Location			Gender	How did you hear about ISSA?	

2. Step Two: Choose your program of study

Program Title

List the courses that you wish to take to fill the program requirements. Use the information provided in the program listings of the course catalog to complete the boxes below. If you are unsure of which course(s) to choose, just give us a call at 1.800.892.4772 (1.805.745.8111 international). We're here to help!

Course#	Course Title	Hours	Length	Cost/Credit	Tuition	S&H**	Total

3. Step Three: Select your method of payment

Tuition _____	<input type="checkbox"/> Money Order	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit/Debit
Shipping & Handling _____	Card Number		CVV
Registration Fee: \$0.00 (non-refundable)	Name on Card		Expiration
Student Tuition Recovery Fund Fee: \$0.00 (non-refundable)	I authorize ISSA to charge my credit card for the total amount.		Signature
Total _____*			

* Total includes \$95 non-refundable deposit on tuition if student cancels more than 7 days after start date.

4. Step Four: Review, initial, sign

Review the School Performance Fact Sheet and Enrollment Agreement on the following pages. You will need to initial each page; initial, date, and sign the indicated areas on the Fact Sheet, and sign the Enrollment Agreement. All pages must be returned to ISSA to complete your enrollment.

Enrollment Agreement

Prerequisites: Enrolling students affirm that they are at least 18 years of age and have a high school diploma or equivalent.

Students enrolling for professional or academic reasons must supply documentation of high school (or equivalent) prior to completion of the first course.

Limited English Speakers: If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

All instruction takes place at: International Sports Sciences Association, 1015 Mark Ave, Carpinteria, CA 93013.

Service: ISSA agrees to provide current, accredited, distance education content and instruction, as well as reasonable educational and student services including, but not limited to: course registration, assessment, maintenance of student records, and transcripts. Instruction is provided online through www.issatrainee.com.

Students who have a grievance may contact ISSA Management by phone at 1.800.892.4772 (1.805.745.8111) or by mail to ISSA Management, 1015 Mark Ave, Carpinteria, CA 93013.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

Tuition: Your program tuition includes online learning system access, course content, and instructional support.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or miti-

gate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Undergraduate Courses — Proctored Final Examination:

Each undergraduate course ends with a closed-book, one-hour, proctored examination. Students can opt for online proctoring through ProctorU at a cost of \$22.50 or they may find an approved third-party proctor at their own expense. These costs are separate from tuition and are not collected by ISSA.

Course Materials and Textbooks: *Self-paced certificate courses:* Hard-copy course materials for students enrolled in self-paced certificate courses are included in tuition. Shipping and handling (S&H) costs for self-paced courses are separate from tuition costs. S&H to the contiguous US totals \$25 per course. Students assume increased S&H costs incurred for special shipping arrangements, if requested. Students outside the contiguous US assume payment of applicable custom duties, difference in exchange rates, and increased S&H costs. Beyond 7 days following enrollment, S&H is non-refundable.

Undergraduate courses: All students taking undergraduate courses for credit have unrestricted access to an electronic version of the course textbook. The book is embedded in the course as a provision of ISSA Library Services and is available seven days prior to the start of class and throughout the term at no charge. Students who wish to purchase hardcopy textbooks can purchase books from a vendor of their choosing. Textbooks are listed in the course syllabus, which is made available to students seven days prior to the start of class.

Course Access: Self-paced online course access is available upon enrollment and hard copy materials are sent from the institution within one business day. Undergraduate online course access and textbooks are available seven days prior to the course start date.

Enrollment Period:

Associate's Degree Program: Students enrolled in the Associate's Degree Program must maintain continuous enrollment. A student will be considered enrolled if registered for a course, currently active in a course, completing a previously "Incomplete" course, or on an approved Leave of Absence. Enrollment in the institution will continue for 90 days beyond the end of a course, or the close of a quarter. Any student who goes beyond the 90-day period and fails to register in new coursework will be considered inactive. Inactive students who wish to resume study will be subject to all terms and conditions of enrollment at the time of resumed study. If the cohort is full at the time the student wishes to resume, the student must wait until an open position becomes available. Active students have priority over inactive students for registration, aid processing, and other administrative action.

Self-paced Certificate Programs: You are allowed up to 4 months from the date of enrollment to complete your program. If you fail to complete the program requirements within 4 months, you may request a 2-month extension, free of charge. If you fail to complete the requirements during your first extension period, you may request a final 2-month extension for a non-refundable fee of \$99. Completion of the program beyond the final extension period requires re-enrollment.

Course Completion: Undergraduate courses:

Students are expected to complete assignments by posted due dates and courses by the published course end date. If circumstances prevent students from completing work within the prescribed timeframe, students may request an extension and the course will remain open for at least two weeks following the close of a 5-week course and five weeks following the close of a 10-week course. Extended courses are recorded on the transcript as "incomplete" (I) until work has been graded or the extension expires, whichever comes first. Extension requests must be made after the published final withdrawal date and prior to the end of the session. Factors such as reason for extension and course performance will be evaluated for approval.

Self-paced certificate courses: Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, as well as submit a copy of a CPR/AED/First Aid card within the defined enrollment period.

Self-paced certificate retaking: There is no limit to the number of times you can retake self-paced course quizzes. Retaking quizzes online is free of charge. If you request additional answer sheets to submit repeated quiz answers by mail, you will be required to pay a non-refundable \$10 administrative fee plus shipping and handling costs.

Home Study/Online Examinations: If you fail any portion of your Self-paced Home Study/Online Examination, you will be offered the opportunity to resubmit that portion of the examination, free of charge. (This is known as your second attempt at the examination.) Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a non-refundable \$50 administrative fee.

Self-paced Seminar Examinations: If you fail your Self-paced Seminar Examination, you may

Enrollment Agreement cont.

submit the Self-paced Home Study or Online examination one time free of charge. If you wish to retest at a seminar, you may reenroll in another seminar for \$149. Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a non-refundable \$50 administrative fee. This administrative fee is in addition to seminar fees, if applicable (i.e., if you choose to retest for the third, fourth, fifth time, etc. at another seminar, you will be subject to both the \$50 administrative fee and the \$149 seminar fee).

STUDENT'S RIGHT TO CANCEL

Refunds, if applicable and requested, will be made within 30 days of request via the original payment method.

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. After the end of the cancellation period, the institution may retain any non-refundable fees as applicable (e.g. STRF).

Cancellation of this agreement can occur up to 7 days after start date: _____

Refund Calculation

Undergraduate courses (courses with published start and end dates):

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the term. Medical documentation required.

Self-paced certificate courses:

1. The first completed quiz is considered the first class.
2. Cancellation before 60% completion of course quizzes will result in a prorated refund computed on the number of quizzes completed to the total quizzes in the course.
3. Cancellation after completing 60% of the course quizzes will result in no refund.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the enrollment period. Medical documentation required.
5. Beyond the conclusion of the original 4-month enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

Iowa students are entitled to a 100% refund of tuition through the first day of class.

Students who have received federal student aid funds and cancel up through the 60% point are entitled to a refund of moneys not paid from federal student aid program funds, if applicable.

Loan recipients are still responsible for repaying the balance of a received loan.

If a student obtains a loan, the student must repay the full amount of the loan plus interest. If the student is entitled to receive a refund and

intends to apply the refund to payment of the loan, it is the student's responsibility to do so.

ISSA accepts cancellation in any manner. However, California state statutes require that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Please return materials and textbooks to 1015 Mark Ave, Carpinteria, CA 93013.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion, detailed under the refund calculation for self-paced certificate courses.

ISSA reserves the right to cancel a student's enrollment for violations of student conduct, including, but not limited to, a student's lack of attendance.

Undergraduate Drop/Add: Students may drop and add undergraduate courses during the first week of a session. Students joining a course after the official start date will still be expected to complete assignments by the published due date. If the course dropped is of a greater credit value than the course added, the student may request a refund for the difference. The terms outlined in the Cancellation Policy (Student's Right to Cancel) shall apply.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your (credits or degree, diploma, or certificate) will transfer.

Graduation: Associate's Degree: To earn an Associate's Degree, students must earn 90 quarter credits in accepted coursework. Students must earn a minimum of 30 credits through structured undergraduate ISSA courses. (Self-paced ISSA courses can satisfy core curriculum, but are not counted toward the 30-credit undergraduate minimum.) Transferred coursework is evaluated based on quality, comparability, and appropriateness, and must be approved by the Registrar. A minimum 2.0 institutional grade point average (GPA) and a minimum 2.0 core GPA are required. All fees must be paid in full. Upon successful completion of program requirements, submission of the Graduation Application and non-refundable \$100 Graduation Fee, and fulfillment of all financial obligations, you will be awarded a diploma.

Self-paced certificate courses: Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study

or online examination, and submit proof of high school completion (or equivalent) and current adult CPR/AED/First Aid. All fees must be paid in full. Upon successful completion of your program and financial obligation, the ISSA Professional Division will issue certification. Students who successfully complete the program before reaching 18 years of age will not receive certification until they turn 18. ISSA certification is valid for 2 years and is renewable by completing 20 approved Continuing Education Units (CEUs), and submitting a \$99 processing fee and updated CPR/AED/First Aid documentation.

ISSA cannot, in any way, guarantee employment after the student has successfully completed the program of study.

Professional Conduct: ISSA reserves the right to cancel professional membership and revoke certification for violations of professional conduct.

Transcripts: Transcripts for ISSA coursework can be requested at any time during enrollment. Outstanding financial obligations must be paid before transcripts are released. A \$10 processing fee shall apply to transcript requests.

Privacy: ISSA protects the privacy of student education records by complying with the Family Educational Rights and Privacy Act (FERPA). With discretion, we do make student directory information available to other organizations whose products and services we think may be of interest to you. If you wish not to be contacted by these organizations, please send us a note with your name and address to ISSA, 1015 Mark Ave, Carpinteria, CA 93013.

Payment: Any payment that is dishonored (NSF returned checks or check drafts, etc.) will be assessed a non-refundable \$20 fee. If a payment option is established between an ISSA enrollment representative and the student, subsequent monthly payment(s) will be due in 30-day increments after the initial payment has been processed and deducted electronically from the checking/credit card account of record unless other payment arrangements have been made. Payment Plan payments cannot be made by money order. A payment is considered late if not made by the designated due date(s). A non-refundable \$20 late fee will be assessed for a payment not received or processed within 15 days after the scheduled due date. If a payment is not received by the 90th day after the scheduled payment due date, the student account will be placed on Default Status and assessed a non-refundable \$30 default fee. Accounts placed on Default Status may incur the following actions: 1) Denied access to the ISSA Members Website, 2) Denied access to the Learning Management System, 3) Withheld ISSA grades until account is paid in full.

Loans: Students who obtain loans to pay for an educational program must repay the full amount of the loan plus interest, less the amount of any refund. If a student defaults on a loan (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Enrollment Agreement cont.

NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

Copyright: Course enrollees agree that all Information within ISSA courses, course texts, accompanying workbooks, and websites, etc. are protected by intellectual property rights, including copyrights, trademarks and other proprietary rights, which rights are valid and protected in all media existing now or later developed, and contractually agree not to create derivative works based on the Information and not to use the Information for the purpose of enhancing competing works. Course enrollees are granted a limited license to use, search, display, or print

the Information contained on ISSA websites for their own personal non-commercial use only, provided the Information is not modified and a copy of this agreement is attached to any copies that are made. Any other use of the Information is strictly prohibited. None of the Information may be otherwise reproduced, republished or re-disseminated in any manner or form without the prior written consent of the ISSA. All rights, including copyright, in any information which are linked to but not hosted on the Site continue to be owned by their respective owners. Note that by using ISSAtrainer.com and ISSAclass.com, you signify your agreement to this and future Copyright Notices. Your continued use of ISSAtrainer.com and ISSAclass.com subsequent to changes to this Copyright Notice will mean that you accept the changes.

All costs and fees described in this agreement are in US dollars.

Distance Education Programs Only: The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the

institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an online distance education program, the course session will be held online using www.issatrainee.com system. Please go to www.issatrainee.com for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

Period covered by the enrollment agreement: _____

Program start date: _____

Scheduled completion date: _____

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Initial _____
Date _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial _____
Date _____

ESTIMATED DUE FOR THE ENTIRE PROGRAM: \$ _____

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: \$ _____

CHARGES DUE UPON ENROLLMENT: \$ _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. Contract becomes valid and legally binding when signed by the student and accepted by the institution.				
Signature		Last 4 of SSN (four digits only)		Date
Print Name		Date of Birth (MM/DD/YYYY)		Primary Phone Number
Address for Books (PO Boxes not accepted)	City	State	ZIP	Country
Guarantor Agreement (for the enrollment of students under 18 years of age): For good and valuable consideration, I hereby unconditionally guarantee to ISSA the prompt payment when due of all student tuition, fees, and other payments as described in this Enrollment Agreement. I hereby confirm that the student is of mandatory school age and I have established with school authorities that this program will not interfere with any requirements of his or her ability to complete his or her regular schoolwork. I have received, read, understood, and agree to be bound by the terms and conditions on both sides of this agreement.				
Print Name	Signature			Date
Authorized Employee of the Institution	Signature			Date

International Sports Sciences Association

Since 1988, ISSA has educated and provided personal training certification to over 180,000 people with the desire to help others feel better, look better, and improve the quality of their lives.

As a distance education institution and certifying agency, ISSA is unconditionally committed to providing the highest quality personal trainer certification programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of creating a stronger, healthier world.



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Carpinteria, CA 93013
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www.ISSAonline.edu