



KEEP SMART BOOKS ACADEMY

108 CORONADO COURT UNIT B

FORT COLLINS, CO 80525

970-460-4382

CATALOG

V.1

October 2022

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

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Introduction

Keep Smart Books Academy, located in Fort Collins, Colorado, is the premier choice to obtain a certificate in bookkeeping and payroll training in the Rocky Mountain Region. We are a mission-based school with the mission of helping help both individuals and businesses by offering in-depth bookkeeping and payroll training based on real-life business experience. Our teaching approach will be unique and off the beaten path as well as taught by individuals who have first-hand knowledge of real-life bookkeeping and payroll work. Individuals can learn these critical skills to enter a career in bookkeeping, accounting, or payroll. Others can be taught to level-up their career knowledge to gain more understanding in bookkeeping, accounting, or payroll.

Your Keep Smart Books Academy experience will include:

Instructors who have real-life experience and know what and how to train

A hands-on approach to learning via a live QuickBooks Online file

Methods of instruction that include all learning types (kinesthetic, tactile, visual and auditory)

Keep Smart Books Academy (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors

Keep Smart Books Academy, LLC is owned and operated by Rebecca Ezzell

Faculty Members:

B. Ezzell, Director, Director of Education/Instructor

S. Orner, Instructor

S. Davis, Instructor

H. Creed, Instructor

T. Mateer, Instructor

Programs/Courses Offered (Certificate Programs)

Course 110 - Intro to Bookkeeping and Payroll

Classroom or Online

52 Hours

Course 110

Occupational Objective: The graduate should be able to acquire an entry-level position in bookkeeping and/or payroll processing

Program/Course Costs

	<u>Tuition</u>	<u>Registration</u>	<u>+ Required Books/Supplies*</u>	<u>= Total Cost</u>
Course 110:	\$3,500	\$99	\$115.00	\$3,714

(*Non-refundable, Subject to Cost Change & includes sales tax)

Scholarships may be available. Please request more information.

See [Educational Services](#) for more additional details on all Programs/Courses offered.

Most students find that our in-house payments options are the best fit for them. You can pay all of your fees and tuition by personal check, credit cards or cash. The course requires an application fee to reserve your spot in class. The tuition payment for Course 110 can be made every two weeks while you are in school. Please see payment schedule under class schedule.

Class Schedule

Course 110 Intro to Bookkeeping and Payroll

13 Weeks (Max Class size – 12)

Classroom: Monday & Wednesday @ 9-11 AM

Online/synchronous Class: Monday & Wednesday @ 6-8 PM

Instructor Office Hours: Monday & Wednesday @ 11 AM & @ 5 PM

Keep Smart Books Academy has adopted the following payment schedule for tuition of this course. The first payment of \$990 (tuition & fees) is due 3 days prior to the first class. Three (3) additional payments of \$875 are due every two (2) weeks thereafter until paid in full.

See [Educational Services](#) for more additional details on all Programs/Courses offered.

School Closure Dates

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email to provide closure information. Classes are not held on the following holidays:

New Year's Eve & New Year's Day	March 13 – March 17, 2023
October 31, 2023	October 16 - October 20, 2023
Memorial Day	November 20 – November 24, 2023
Labor Day	Christmas Eve & Christmas Day
July 3 – July 7, 2023	

Start Dates

Course 110 **Intro to Bookkeeping & Payroll**

January 23, 2023 – April 6, 2023

August 21, 2023 – November 29, 2023

Entrance Requirements

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

Prospective students for courses 110 must be at least 16 years old and have a desire to learn bookkeeping and payroll. An introductory phone call or in-person visit with each prospective student is required. Students enrolling in the online/synchronous course 110 must have a computer and internet connection.

All students must be proficient in typing, 10-key, and Microsoft Excel.

Enrollment

Prospective students may enroll at any time for courses by submitting an enrollment agreement, application fee and initial/full payment up to 3 days prior to the course beginning. Late enrollments to course 110 will not be accepted.

Postponement of Start Date

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

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

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

Placement Assistance

Keep Smart Books Academy offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting or advising in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 90% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceeds 90%. Re-admittance to the course can be discussed between the student and the school faculty and administration. A true desire to engage in the course needs to be displayed by the student. A majority vote by school administration will decide if a student is able to be readmitted to the course.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. Students may join the next available course.

Progress and Probation Policy

Progress evaluations will be given to students during the course of the class through quizzes, mid-term exam, and the submittal of sample company financials. If tutoring is requested by the student, arrangements must be made directly with the instructor. Grades will be reported to the students each week and students will have the option to request additional tutoring, if needed. If tutoring is requested by the student, arrangements must be made directly with the instructor. Additional fees may apply for tutoring assistance outside of instructor office hours. Upon the event of a student having a grade of 75% or lower, students should communicate with their instructor to discuss tutoring to raise their grade. A student will be given a three-week probation period to increase their grade to 76% or higher to continue the course. If no improvement has been made within three weeks, the student may be dismissed from the course.

Grading System

96 – 100 = A	Mastered
86 – 95 = B	Developing
76 – 85 = C	Beginner
66 – 75 = D	No Evidence
Under 66 = U	No Evidence

Progress reports with grades will be issued to students throughout the course via Google Classroom.

Academic Honesty

Students must not plagiarize or cheat. They must produce their own work and cite sources appropriately. Disciplinary consequences will be enforced for academic dishonesty.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on School property. Any violation of School policies may result in permanent dismissal from School.

Dress Code

The Dress Code will promote common-sense attire to ensure safety and professionalism. The Dress Code shall be enforced uniformly, fairly, and consistently for all students and prohibits students from wearing apparel that is deemed disruptive to the classroom environment. Students may dress casually but must be clean and present a professional appearance at all times. Appropriate attire must not be overly tight or overly loose and completely cover shoulders, chest, back, midriff, and legs down to 3in. above the knee. Appropriate dress-code attire must be worn under any "see through" item. Undergarments shall not be visible. Sweaters, sweatshirts, and hoodies worn with the hood down. Shoes and sandals are permitted (slippers are not included). You are encouraged to wear layers as the classroom temperature varies throughout the seasons and time of day. Blankets and costumes are not appropriate clothing for School. Instructors can ask students to change their attire if it is distracting or vulgar.

All personal items left on School property will be placed in a Lost and Found Bin. If items are not retrieved within 3 weeks after the term has ended, items will be donated to a local charity.

Dismissal

Any student may be dismissed for violations of rules and regulations of the School, as set forth in School publications. A student also may be dismissed from classes if they do not engage in

classroom discussion, neglects assignments, or has a grade of 75% or lower. The director, after consultation with all parties involved, makes the final dismissal decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to School standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The School is located at 108 Coronado Court, Unit B, Fort Collins, CO 80525. Students will learn from a variety of methods including direct instruction, presentations, PowerPoints, worksheets, textbooks, and on-the-job software such as QuickBooks and Microsoft Office. We will also use mock business paperwork during instruction. Our in-person classroom is furnished with computers, monitors, keyboards.

Educational Services

Course	Occupational Objective	Tuition, Registration & Materials	Length	# of Classes	Type & Certificate
110 Intro to Bookkeeping & Payroll	This course will use a unique learning style that offers applicable training on performing bookkeeping and payroll procedures. Throughout this course, students will perform bookkeeping and payroll for a sample company similar to their preferred industry. With completion of this course, students will learn the skills necessary to be an entry level bookkeeper or payroll assistant. This course will cover accounting transactions which include: <ul style="list-style-type: none"> • Payroll • Inventory • Accounts Payable/Accounts Receivable • Creating financial statements • Reconciling accounts 	Tuition: \$3,500 Registration: \$99 Books: \$89.00 Supplies: \$26 Total: \$3,714 Optional Book(s): \$58 - \$82	13 Weeks, 2 classes per week @ 2 hours per class 52 hours of training	26	In-Classroom or Online & Synchronous Certificate - Yes

Previous Credits

No previous credits are accepted or needed at the Keep Smart Books Academy. To enroll in the Advanced Bookkeeping & Payroll Course, you must have taken the Intro to Bookkeeping and Payroll course or pass the exam for Intro to Bookkeeping and Payroll course with an 86% or higher.

Keep Smart Books Academy does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Student Grievance Procedure

Attempting to resolve any issue with the School first is highly recommended. You can contact your instructor or the Director to discuss your grievances.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://highered.colorado.gov/dpos>, 303-862-3001.

Refund Policy

Students not accepted to the School are entitled to all monies paid. Students who cancel this contract by notifying the School within three (3) business days are entitled to a full refund of all tuition paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the School will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of course	90% less cancellation charge
After 10% but within first 25% of course	75% less cancellation charge
After 25% but within first 50% of course	50% less cancellation charge
After 50% but within first 75% of course	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the School receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published School policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the School

determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition paid if the School discontinues a Program/ Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.