

APPENDIX I

PROCEDURES TO EVALUATE THE VALIDITY OF A STUDENT'S HIGH SCHOOL DIPLOMA

Before a student enrolls, one of the documents that need to be collected is the proof of high school completion.

Usually, the student will provide a copy of his high school diploma which will be reviewed by the admissions office. In most cases, this diploma will be from a well-known high school with the proper signatures included. Since we have a personal relationship with the vast majority of these high schools, it will be very obvious if the diploma is valid.

In the event that the diploma is from an unknown high school or the reviewer feels that there is something unusual or suspect in the document, the admissions office will contact the high school and verify that the student attended and graduated there.

The result of this phone call will, in the vast majority of cases, be a confirmation of the student's completion at the school. In the event of this confirmation not being forthcoming, this negative outcome will be relayed to the student. If the student cannot resolve the matter to our satisfaction, the student will not be admitted.