



ACADEMIC CATALOG

2026 - 2027

CROCUS INSTITUTE MISSION

Crocus Institute's mission is to be the leading provider of career training, producing expertly prepared graduates, resulting in gainful employment in the healthcare career of their choice.

CROCUS INSTITUTE OBJECTIVES

Crocus Institute will support an innovative, clinical thinking, and well rounded healthcare occupational education program by using state of the art instructional materials to help achieve the highest student learning outcomes.

Crocus Institute will provide employers with well prepared graduates for their current and future workforce by meeting regularly with stakeholders in Healthcare Facilities and continually improving our practices to achieve the market driven needs of the employers.

Crocus Institute will provide healthcare career training in accordance with the highest professional standards by having the Director of Education monitor classes on a regular basis to observe the quality of the program.

Crocus Institute will develop in its students a solid foundation of technical skills and professional behaviors by conducting seminars and other live events to reinforce our curriculum.

Crocus Institute has acquired the necessary equipment and we have leased modern facilities to meet our short term objectives.

Crocus Institute is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Complaints against this school may be registered with the Illinois Board of Higher Education.

**Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
(217) 782-2551
www.IBHE.org**

Medical Assistant Program

DESCRIPTION OF PROGRAM

The Medical Assistant program prepares graduates to provide a blend of administrative and clinical services to physicians and other medical personnel.

Duties of Medical Assistants include receiving patients, gathering medical histories, transcribing and maintaining medical records, handling correspondence and manuscripts and assuming responsibility for automated and manual office procedures. In addition, Medical Assistants prepare examination rooms, assist with examinations and treatments, check vital signs, perform routine lab tests, draw blood, take electrocardiograms, give injections and sterilize equipment. The Medical Assistant program addresses both clinical and administrative topics, and includes an externship following completion of all required coursework.

PROGRAM OBJECTIVES

The majority of employment opportunities in the Medical Assistant Profession encourage candidates to have completed a formal Medical Assistant Program. The Crocus Institute Medical Assistant Program will satisfy this request and we also provide our graduates with enhanced skills and abilities learned through the clinical externship experience.

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections and sterilization. Students will also learn proper techniques in minor surgical procedures and preparation of patients for diagnostic tests.

In addition students will develop administrative skills such as patient scheduling, obtaining and maintaining patient records, insurance billing and office information management. The Crocus Institute Medical Assisting Program is designed to prepare you to sit for the national credential in Medical Assisting CCMA from NHA or NCMA form NCCT.

EMPLOYMENT OBJECTIVE

Entry Level Medical Assistant

LABOR MARKET STATISTICS

Most medical assistants work in physicians' offices, hospitals, outpatient clinics and other healthcare facilities. According to the Bureau of Labor Statistics, the number of jobs in the US for Medical Assistants is expected to increase by 18% between 2020 and 2030. Average Salary, according to the Bureau of Labor Statistics for Medical Assistants in the US is between \$17 to \$25 per hour.

A medical assistant position could be the beginning of your educational growth into the fast growing nursing field. LPN, Rn and BSN could be your next steps. Or other allied health programs like Ultrasound Technician, might be the best growth area for you. Crocus Institute welcomes you on your journey for a healthcare career.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION

- Must be 17 years of age or older
- Must have earned a High School Diploma or GED
- Must have proof of vaccination from Measles, Mumps, Rubella, Tdap, Chicken Pox, and Covid-19 or documented exemption, which must be submitted before the first day of class.
- Students are required to complete a Drug Screening
- Students are required to complete a Background Check, which must be received before the first day of class.
- Students are required to complete a 2 Step TB Test
- A letter from your doctor stating your ability to perform a clinical externship.
- Proof of Health Insurance Coverage
- Must have a current CPR Card for Healthcare Providers, which must be received prior to starting the clinical externship.

LENGTH OF THE PROGRAM

Classes are offered Monday through Friday. Evening classes are held from 6:00 pm to 9:00 pm, 3 hours per day, 15 hours per week. Morning Classes are held from 9:00 am to 12:00, 3 hours per day, 15 hours per week. The classroom program runs for 12 months (720 Clock Hours) followed by 6 weeks (160 Clock Hours) of a clinical externship.

CLINICAL EXTERNSHIP HOURS

Crocus Institute has affiliation agreements with some of the finest medical facilities in your neighborhood, providing you with a fantastic clinical training experience. Clinical externship hours may differ from your regular classroom hourly schedule. Clinical externship schedules may involve weekday, Saturday or other hours as determined by the staffing needs of the clinical externship site. The clinical externship is an unpaid hands-on experience. Students cannot work more than 40 hours per week and are responsible for their own transportation and meals.

ADMISSION PROCESS

Prospective students are invited to the Crocus Institute campus for an individual informational tour. Friends and family are also invited to attend, to assist and support the prospective student with their decision to attend a Medical Assistant Program. Prospective students will learn about the future demand and career prospects for the Medical Assistant. Class schedules and tuition costs, including payment plans will be discussed. If the prospective student has a high school diploma or a GED and is interested in attending Crocus Institute, then the enrollment process can begin.

SCHOOL HOLIDAYS

SCHOOL HOLIDAYS

2026

SCHOOL HOLIDAYS	
New Year's Day	January 1, 2026
Birthday of Martin Luther King, Jr.	January 19, 2026
Washington's Birthday	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth Independence Day	June 19, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Veterans Day	November 11, 2026
Thanksgiving Day	November 26, 2026
Christmas Day	December 25, 2026

Winter Break – from December 25, 2025 to January 1, 2026

Spring Break – April 20 – 24, 2026
Summer Break – July 20 – 24, 2026
Fall Break – November 23 – 27, 2026

2027

SCHOOL HOLIDAYS	
New Year's Day	January 1, 2027
Birthday of Martin Luther King, Jr.	January 18, 2027
Washington's Birthday	February 15, 2027
Memorial Day	May 31, 2027
Juneteenth Independence Day	June 18, 2027
Independence Day	July 4, 2027
Labor Day	September 6, 2027
Columbus Day	October 11, 2027
Veterans Day	November 11, 2027
Thanksgiving Day	November 25, 2027
Christmas Day	December 25, 2027

Winter Break – from December 24, 2026 to January 1, 2027
Spring Break – April 19 – 24, 2027
Summer Break – July 19 – 24, 2027
Fall Break – November 22 – 27, 2027

TUITION & FEES: Medical Assistant

NON-REFUNDABLE REGISTRATION FEE	\$ 150.00
TUITION:	\$ 13,800.00
BOOKS & EBOOKS:	\$ 300.00
LAB FEES:	\$ 200.00
UNIFORMS:	\$ 100.00
EQUIPMENT & SUPPLIES:	\$ 300.00
TOTAL COST FOR <u>MEDICAL ASSISTANT PROGRAM / COURSE</u>	\$ 14,850.00

OTHER ESTIMATED COSTS

(Not Included In Tuition & Fees)

Immunizations and Hepatitis B Vaccine	\$ ****
COVID 19 Vaccinations	\$ ****
2 Step TB Test	\$ 75.00
Drug Screening	\$ 45.00
Background Check	\$ 45.00
CPR Healthcare Provider Certification	\$ 75.00
Health Insurance Policy	\$ ****
Liability Insurance	\$ 42.00
Medical Assistant Credential (CMA) Exam Fee	\$ 125.00

****** Cost may vary with each individuals circumstances**

FINANCIAL AID

Crocus Institute offers several interest free payment plan options. Crocus Institute does not participate in Title IV Federal Financial Aid programs.

STUDENT PAYMENT METHOD

- Tuition payments can be made with cash, check, debit or credit card.
- Crocus offers several interest free payment plans tailored for each student.
- Crocus coordinates with incumbent worker training programs.
- Crocus works with students in regard to their employer's tuition reimbursement program

TUITION REFUND POLICY

Should the student's enrollment be terminated or should the student cancel or withdraw for any reason, all refunds will be made according to the following refund schedule.

TUITION REIMBURSEMENT SCHEDULE

CANCELLATION AND REFUND POLICY

Cancellation Before Start of Classes

- Applicants not accepted by the school shall receive a full refund of all tuition and fees paid within thirty (30) calendar days after the determination of nonacceptance is made.
- Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150.00 or 50% of the cost of tuition, whichever is less.
- Deposits or down payments shall become part of the tuition.
- Notification of cancellation should be made in writing and delivered to the Director of Education. The school shall mail a written acknowledgment of a student's cancellation or withdrawal to the student within fifteen (15) calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the fifteen (15) calendar days.
- All student refunds shall be made by the school within thirty (30) calendar days from the date of receipt of the student's cancellation.
- When notice of cancellation is given before midnight of the fifth (5th) business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.
- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without any fees or tuition charges within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities.
- If the school cancels or discontinues a program, the student shall have all tuition, fees and other charges refunded.

Cancellation After the Start of Classes

- The school shall refund all monies paid to it in any of the following circumstances:
 - (a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog
 - (b) the school cancels or discontinues the course of instruction in which the student has enrolled
 - (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

- The school must refund any book and materials fees when:
 - (a) the book and materials are returned to the school unmarked
 - (b) the student has provided the school with a notice of cancellation.
- For all students attending Crocus Institute, the following schedule of tuition adjustment will be applied to the amount of the contract, based on the enrollment period.
 - Whether the student has officially withdrawn by notifying the school or has unofficially withdrawn by ceasing attendance in class, the date of termination or withdrawal is the last date of recorded attendance.
 - All student refunds shall be made by the school within thirty (30) calendar days from the date of the institution's determination that the student withdrew or was terminated.
 - When notice of cancellation is given after midnight of the fifth (5th) business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
 - When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the program of instruction, the school may retain the registration fee plus an amount not to exceed 10% of the program tuition, or \$300.00, whichever is less, plus the cost of any books or materials provided by the school.
 - A school may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in this section, that refund policy must be filed with the Superintendent.
 - A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth (5th) business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
 - A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than fifteen (15) school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
 - When notice of cancellation is given after completion of 5% -10.09% of the payment period, the school may retain 10% of the tuition and other charges.
 - When notice of cancellation is given after completion of 10.1%-20.09% of the payment period, the school may retain 20% of the tuition and other charges.
 - When notice of cancellation is given after completion of 20.1%-30.09% of the payment period, the school may retain 30% of the tuition and other charges.
 - When notice of cancellation is given after completion of 30.1%-40.09% of the payment period, the school may retain 40% of the tuition and other charges.
 - When notice of cancellation is given after completion of 40.1%-50.09% of the payment period, the school may retain 50% of the tuition and other charges.
 - When notice of cancellation is given after completion of 50.1%-60.09% of the payment period, the school may retain 60% of the tuition and other charges.
 - When notice of cancellation is given after completion of 60.1% of the payment period, the school may retain 100% of the tuition and other charges.

Withdrawal dates are determined by the student's last date of attendance. Both the official and unofficial withdrawal date for a student is their last date of attendance at Crocus Institute. The Date of Determination is the date that Crocus Institute determines that a student has withdrawn from training. Crocus Institute determines that a student has withdrawn no later than 14 days after the student's last date of attendance.

**Percentage of Program Completed
Based on Scheduled Hours**

**Total Tuition School Shall
Receive or Retain**

Prior to First Day of Class	\$ 150.00 Non Refundable Registration Fee
First Day of Class to 4.9%	\$ 300.00 plus \$150.00 Reg Fee
5% to 10.09%	10% of the Tuition plus \$150.00 Reg Fee
10.1% to 20.09%	20% of the Tuition plus \$150.00 Reg Fee
20.01% to 30.09%	30% of the Tuition plus \$150.00 Reg Fee
30.01% to 40.09%	40% of the Tuition plus \$150.00 Reg Fee
40.01% to 50.09%	50% of the Tuition plus \$150.00 Reg Fee
50.01% to 60.09%	60% of the Tuition plus \$150.00 Reg Fee
60.01% and Over	100% of the Tuition plus \$150.00 Reg Fee

The cost of any books or materials provided by Crocus Institute to the student are non-refundable, unless returned in new and unopened condition.

CANCELLATION POLICY

The student has the right to cancel in accordance with the pro-rata refund policy shown above. Cancellation notice must be submitted in writing and delivered to Crocus Institute, 553 N North Court, Suite 175, Palatine, IL 60067.

WITHDRAWAL PROCEDURE

The student has the right to withdraw in accordance with the pro-rata refund policy shown above. Withdrawal notice must be submitted in writing and delivered to Crocus Institute, 553 N North Court, Suite 175, Palatine, IL 60067.

STUDENTS RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 5:00 PM of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

ACADEMIC CALENDAR

Medical Assistant 2026/2027

Cohort # 1

Starting 09/01/2026 and
Ending 05/03/2027

Cohort # 2

Starting 09/01/2026 and
Ending 05/03/2027

Cohort # 3

Starting 01/04/2027 and
Ending 09/01/2027

Cohort # 4

Starting 01/04/2027 and
Ending 09/01/2027

Cohort # 5

Starting 04/01/2027 and
Ending 12/02/2027

Cohort # 6

Starting 04/01/2027 and
Ending 12/02/2027

INSTITUTIONAL DISCLOSURE REPORTING TABLE

The Crocus Institute Institutional Disclosure Reporting Table is located on the last page of this catalog.

ARTICULATION AGREEMENTS / TRANSFERABILITY

Crocus Institute does not have any articulation agreements with any college, organization, or facility. Therefore the certificate or courses are not transferable to any other College, University or Institute. Please consult with any institute of higher learning you are applying to for their transfer requirements.

CROCUS INSTITUTE IS NOT ACCREDITED

Crocus Institute is not accredited by a U.S Department of Education recognized accrediting body.

REGISTRATION FEE

All applicants, prior to completing an enrollment agreement, must pay a non-refundable registration fee.

ENROLLMENT AGREEMENT

All applicants must complete an enrollment agreement prior to acceptance. It is the intent of Crocus Institute to enroll students who are qualified and who are likely to complete and benefit from the training provided by the school. The school reserves the right to deny admission to any applicant whose conduct or comportment are inconsistent with the basic qualifications required by the occupational objectives of the training program.

STATEMENT of NONDISCRIMINATION

Crocus Institute does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, sexual orientation, or other characteristics in its employment, admissions, education programs, and activities as required by the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes.. Crocus Institute will not tolerate any form of harassment including sexual violence and sexual harassment. If a person believes that a violation has occurred, please report it to the Crocus Institute Executive Director.

EQUIPMENT REQUIREMENTS

Students will receive their equipment and supplies on the first day of class. Student equipment will consist of a stethoscope, a gait belt, a blood pressure cuff, and EKG caliper and more. Major equipment for use in the laboratories, such as an EKG machine. working sink, eyewash station, centrifuge, biohazard sharp container, adult scales and more will be supplied by Crocus Institute.

UNIFORM REQUIREMENTS

Students will receive their uniforms on the first day of class. The dress code for all Crocus Institute students is, at a minimum, the Crocus Institute scrub, top and bottom, with the embroidered Crocus Logo. A Crocus Institute lab coat is also provided and is optional in class, but may be required at the clinical externship site.

RULES OF CONDUCT FOR STUDENTS

Crocus Institute expects that students conduct themselves in a mature and reasonable manner at all times. Without such standards, the school cannot create or maintain an environment that is conducive to learning. Crocus reserves the right to interrupt the training of any student whose work or conduct is unsatisfactory.

Students may be terminated if they violate safety regulations; interfere with other students' work; are boisterous, vulgar, obscene, or quarrelsome; are under the influence of alcohol or drugs; destroy or deface property; or fail to make timely payments of tuition and fees which are due and payable.

ATTENDANCE & PUNCTUALITY

Class attendance is vitally important in health career training.. The daily give-and-take of instruction and demonstration of equipment use is needed to provide students with proper training for their occupational goal. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits. Excessive absences and tardiness will result in the student being withdrawn from the program.

ABSENCES

For successful program completion, a student's time off may not exceed the following:
A student's absences may not exceed 10% of the total course hours. In some cases, if the absence was an emergency (Jury Duty, Military Duty, Death of immediate family member) a make-up session will be allowed to correct the absence.

TARDINESS

Tardiness is not accepted on the job and will not be permitted at Crocus Institute. Instructors will record the number of minutes a student arrives late to school, arrives late from break or leaves class early. 30 minutes of accumulated tardiness minutes will result in a full day's absence. Excessive tardiness will result in the student being withdrawn from class.

MAKEUP SESSIONS

In some cases a student may be allowed to make arrangements to make-up assignments not completed due to tardiness or absences. This allowance is limited and must be approved by the Director of Education

CLASS SIZE

Crocus Institute schedules small class sizes. The lecture session and / or the laboratory session will not have a ratio larger than 20 students to each instructor.

CLASS BREAKS

Every hour of classroom and laboratory sessions will include a 10 minute break. The exact break time will be determined by the instructor and may vary from day to day depending on the classroom or laboratory content.

GRADING PROCEDURES

Students are kept informed of their progress and grades at each step of training. Students will be graded on the following grading scale:

In Class and Laboratory Assignments:

A - 90% - 100%

B - 80% to 89%

C - 70% to 79%

D - 60% to 69%

F - 59% or below

Final Grade required to pass the course and earn a certificate = 70% / C

SATISFACTORY PROGRESS

The Crocus Satisfactory Progress Policy establishes standards for evaluating the knowledge and skills gained by the student in training. These standards ensure that students progress toward and achieve the objectives set forth in our training program. Crocus conducts 10 satisfactory academic progress (SAP) evaluations. These evaluations are held at the end of each of the following courses:

- 1) Orientation
- 2) Medical Law and Ethics
- 3) Medical Terminology
- 4) Administrative Procedures
- 5) Anatomy & Physiology
- 6) Clinical Procedures
- 7) Medical Laboratory Procedures
- 8) Pharmacology
- 9) Human Relations
- 10) Career Development

The standards for Crocus's Satisfactory Progress Policy fall into three main areas:

- 1) Academic Progress
- 2) Attendance and Punctuality
- 3) Maximum Time of Completion.

Academic Progress

Student grades are based upon

- 1) Classwork and Quizzes
- 2) Homework
- 3) Tests, Projects and Papers
- 4) Completion of Laboratory Assignments
- 5) Participation

The Crocus Satisfactory Progress policy establishes a minimum grade performance level for student achievement.

Grades

Students must earn a minimum final grade of 70% (C) for each of 10 courses in order to receive a Certificate of Completion. To maintain satisfactory progress, a student must maintain a minimum of a 70% grade average. Students who earn a failing grade in a course must retake that course. During the retake of the course, the student will be placed on academic probation. Students who are still failing to make satisfactory progress after the warning period will have their enrollment terminated.

Incomplete Grades

In the event that a student, because of extraordinary circumstances, is unable to complete necessary work by the last day of the course, an incomplete grade may be granted by the Instructor. Incompletes are granted only if prior arrangements, including a deadline, have been made for the completion of the work. The deadline may not extend beyond ten days after the end of the course in question. The incomplete is a temporary grade, and if the work has not been completed by the arranged deadline, a zero is granted for the missing work and the final grade is calculated. If the final grade is a failing grade, the student will be required to repeat that course from the beginning.

Attendance and Punctuality

Because of Crocus's commitment to provide training which best prepares the student for the workplace, many of the policies and procedures of the school reflect those found in the workplace. Class attendance is vitally important to learning a technical skill. The daily give-and-take of instruction and demonstration of equipment use is needed to provide students with proper training for a specific occupation. A student who is habitually absent or arrives late will miss the essential elements of the course and will not develop acceptable work habits. The following attendance rules apply to all students enrolled in programs at Crocus. Violation of these rules results in the student receiving no academic credit.

Absences

For successful program completion, a student's absences may not exceed 10% of the total course hours. Any time missed beyond these amounts is considered excessive. Students missing the first two days of a course will be withdrawn from that course. At the discretion of the school, the Director of Education may permit a student to make up time. Make up work is limited to one class meeting per course and is subject to other restrictions. Habitual offenders of the attendance policy will not be allowed to make up time. Make up time will not be permitted during the last week of a course. Students will be assigned make up work. If the student was absent because of extreme circumstances and the student has documents to prove it, the student should present those documents to the Director of Education. Circumstances vary and situations are considered on a case-by-case basis by the Director of Education. Acceptable documented reasons for lateness or absence include illness, death in family, court appearances, and job interviews. Every effort should be made to notify the Director of Education in advance of absence. Students are provided with military leaves in accordance with and to the extent required by applicable law. Military Service will be an excused absence. Documentation must be presented to the Director of Education.

Tardiness

A student is expected to be in class on time. Instructors record the number of minutes a student arrived late or left class early. Even if you are late from break, the time you missed will be recorded. The Director of Education adds up all of a student's missed time. If you are late and miss a quiz, you will not be allowed to make up the quiz. If you arrive late and the quiz is still being conducted, you will be allowed to complete the quiz in the remaining time. A student arriving to class late or departing early must sign in on the Attendance Sheet area located in the classroom. Failure to properly sign-in may result in the student being counted absent for that class session. Failure to properly sign-out results in the student being counted absent for that class session. 30 minutes of accumulated tardiness minutes will result in a full day's absence. Excessive tardiness will result in the student being withdrawn from class.

Maximum Time of Completion

The Satisfactory Progress Policy establishes a maximum time frame within which training must be completed. The maximum time frame is measured in terms of attempted quarter credit hours. A student may attempt no more than 1.5 times the number of quarter credit hours in their program.

Pace of Completion

To ensure that students progress toward completion within the maximum allowable time frame of 150%, Crocus calculates a student's pace of completion at each SAP evaluation. Pace of completion is calculated by dividing the total number of clock hours the student has successfully completed by the total number attempted.

Each time a student begins a course of training and sits in class, the student is considered to have attempted to earn those clock hours for the course, regardless of whether the student successfully completes the course. If a student earns a failing grade, or does not complete the course because of withdrawal, interruption, or termination, the course clock hours are considered attempted but not completed in the pace of completion calculation.

Students must maintain a pace of completion of 66.67% or greater to make satisfactory progress. Under normal circumstances, a student may make no more than two attempts at any course. If a student fails to successfully complete a second attempt at a course, that student's training is terminated. Under certain documented circumstances, a student may request a third and final attempt at a course. Students requesting a third attempt at a course must petition the Director of Education in writing. The Director of Education will then meet with the student and decide whether a third and final attempt is warranted.

The following policies and probations support the Crocus's Satisfactory Progress Policy and inform students of conditions of unsatisfactory progress:

Repeats of Courses

Students who withdraw from school in the midst of a course (including interruptions for excessive absences or for failure to make tuition payments) or who receive a failing grade in any course will be required to repeat that course from the beginning. Such a repeat constitutes a second attempt at a course. Third attempts are permitted only under special circumstances and only with the Director of Education's authorization. During a second or third attempt of a course, tuition payments will continue. After a failed third attempt of a course, the student will be terminated from the program.

Academic Warning

After a SAP evaluation, students whose pace of completion fails to meet or exceed 66.67% will be placed on Academic Warning for the term immediately following the SAP evaluation. Students who are still failing to make satisfactory progress after the warning period will have their enrollment terminated.

Appeals and Academic Probation

Students who are terminated after the warning period may appeal the termination to the Director of Education.. A student appeal must a) be submitted in writing; b) explain the special circumstances that contributed to failure to make satisfactory progress; c) describe what has changed in the student's situation that will enable him/ her to make satisfactory progress at the next evaluation. Examples of special circumstances include injury or illness, death of a relative, or other similar circumstances.

The Director of Education will require supporting documentation to support the student's appeal. If the student appeal is accepted by the Director of Education, the student will be placed on Academic Probation, an Academic Plan will be developed for the student.. Students who fail to meet the conditions of the Academic Plan, or who fail to make satisfactory progress at the end of the probationary period, will be terminated. If the student appeal is denied by the Director of Education, then the student's enrollment is terminated.

Restoring Satisfactory Academic Progress

Students restore satisfactory progress by successfully completing attempted courses and consequently raising both their GPA and their pace of completion to meet or exceed the required minimums within the time frame established by the Director of Education/

Effects of Repeats on Student Progress

If a student withdraws in the midst of a course, or the student's enrollment is interrupted or terminated by the school, attempted clock hours are counted as attempted but not completed in the pace of completion calculation. The withdrawal grade (W) is not calculated in the student's GPA. If a student fails a course, attempted clock hours are counted as attempted but not completed in the pace of completion calculation. Failing grades (F) are included in the student's GPA until the student successfully repeats the course. At that time, the failing grade is removed from the GPA. However, the failed attempt will appear on the student's transcript.

Probation Policies

Crocus maintains a step-by-step warning and probation system which alerts students to conditions of unsatisfactory progress. The Director of Education monitors student performance in the areas of academic progress, attendance and punctuality, and time of completion, and applies the warning and probation system as necessary. Written probations notify students that they are in danger of violating the school's Satisfactory Progress Policy. In the case of unsatisfactory progress, written probations notify students that continued unsatisfactory progress will result in termination from the training program.

Probation Policies listed in increasing order of severity:

Attendance Probation: Applied when a student reaches the maximum allowable absences (equal to 10 % of the scheduled hours). This probation is a written warning. If the student does not fulfill the conditions of the probation by the end of the course, the student will be placed on Final Warning Attendance Probation, or enrollment may be terminated. Probation is lifted after successful completion of the course.

Final Warning Attendance Probation:

Issued when a student accumulates excessive absences and make up work is required. If the student does not fulfill the conditions of the probation by the end of the course, enrollment will be terminated. Probation is lifted after successful completion of the course.

Course Repeat Probation

Applied when a student attempts a course for a second time, and is meeting GPA and Pace of Completion requirements. If the student does not fulfill the conditions of the probation by successfully completing the course, enrollment will be terminated.

Academic Warning

Applied when a student attempts a course for a second time, and the SAP evaluation has determined that the student is not making satisfactory progress. If the student does not successfully complete the course and make satisfactory progress, the student's enrollment will be terminated, unless, according to the school's Director of Education, satisfactory progress can not be re-established in the current term but can be re-established in subsequent terms. Under these specific circumstances, the student may engage the appeals process and if accepted by the Director of Education, be placed on probation under an Academic Plan, and be permitted to continue into the next term after successfully completing the course but still failing to make satisfactory progress. Academic Warning may not be applied in consecutive terms.

Academic Probation

Applied when a student has successfully appealed to the Director of Education as described in "Appeals and Academic Probation" above. As part of the appeal, the Director of Education may place the student on an Academic Plan. If the student fails to successfully complete the course(s) in the term and make satisfactory progress, or the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated.

Academic Plan

An Academic Plan may accompany a student's Academic Probation, and specifies the level of performance the student must meet in order to maintain enrollment. The student's progress is monitored by the Director of Education. If the student fails to fulfill the requirements of the Academic Plan, the student's enrollment will be terminated.

Satisfactory Progress/ Final Attempt Probation:

Applied when a student reaches the maximum number of failures and/or interruptions to training and must successfully complete all attempted remaining courses. If at any time the student does not fulfill the conditions of probation, enrollment will be terminated. Probation is in effect for the remainder of the student's training.

Disciplinary Warning Probation:

Applied as a final warning when a student violates the rules and regulations of the institute. If the student does not fulfill the conditions of probation at any time, enrollment will be terminated. Probation is in effect for the remainder of the student's training.

Violation Of Satisfactory Progress

If a student fails to achieve at or above the minimum grade requirement within the maximum time of completion established by the Satisfactory Progress Policy, the student's enrollment will be terminated.

Termination Of Training

Crocus makes every effort to help students continue and complete their studies. However, in certain circumstances, the school may deem it in the best interests of all concerned to suspend or terminate a student's training. The reasons for this action include not maintaining satisfactory progress, excessive absences or tardiness, improper conduct, inability to maintain the required grade average, or failure to fulfill financial obligations to the school.

Request For Reinstatement Following Termination Of Enrollment

A student whose enrollment has been terminated must apply to the Director of Education in writing to request reinstatement. The student must explain to the Director of Education the circumstances which caused the student to be terminated from the Institute. The student then must come into the school and meet with the Director of Education. If, in the opinion of the Director of Education, conditions exist which warrant the reinstatement of the student, the student will be placed on written probation. Documentation will be required by the Director of Education to support any special conditions leading to reinstatement.

Withdrawal

With approval of the Director of Education or his/her designee, students may arrange for withdrawal from training. If possible, withdrawals should be scheduled at the end of the course so that the student may obtain credit for that portion of the program. Withdrawals may affect a student's financial situation.

Resumption Of Training

Students who have withdrawn from school must apply to the Director of Education, or his/her designee, before resumption of training. A student's account must be current before resuming classes. Students should plan withdrawals carefully because normal curricular changes may result in scheduling difficulties for students who have interrupted their studies. Students may only resume their training at the beginning of a course.

Required Makeup Work

Students who miss more than 10% of the scheduled training hours through absence or tardiness will be subject to termination of enrollment. However, if circumstances warrant, the Director of Education may permit a student to continue in training provided appropriate makeup work is scheduled and completed.

Requirements For Graduation

Graduates receive a Certificate of Completion upon successful completion of the program. To earn a certificate, all academic, attendance, and progress requirements must be met, as described in the Satisfactory Progress section of this catalog. Students must also complete payment of required tuition, fees, and other financial obligations to Crocus before a certificate will be issued. All graduating students must complete an exit interview with the Director of Education and provide them with a copy of their resume.

CAREER SERVICES

Crocus Institute is committed to enhancing and strengthening the professional development and employability skills of students and graduates. Crocus provides career placement assistance and guidance on resume writing, interviewing techniques, job search strategies, and networking skills. Every student meets individually with a Crocus Representative prior to graduation to review personal career goals and assess employment opportunities in training related fields. Discussion covers current industry hiring trends and other tools to increase exposure for employment including social media and other job search strategies. Crocus Institute is continually expanding its network of employer partnerships to provide a wide range of career opportunities for its students and graduates. The Crocus team works directly with employers to facilitate hiring opportunities. This includes presenting resumes, scheduling interviews, and providing employer feedback to graduates. Placement assistance efforts are concentrated in training related fields. No school can guarantee a student a job, but Crocus Institute is dedicated to helping students and graduates enhance their employment potential and assisting them to locate opportunities.

ACADEMIC ASSISTANCE

Students are encouraged to utilize the school's resources for academic assistance. Tutoring will be arranged without cost to students under normal circumstances. Further academic assistance and laboratory time can be scheduled at specific times; contact the Director of Education for times and days. Individual matters of concern can be discussed with the Director of Education. All Crocus administrators and staff maintain an "open door" policy and are available without an appointment for questions or concerns. Peer tutoring is a free resource available to all Crocus students. Peer tutoring offers students the opportunity to work individually with another student who has mastered the content in a particular discipline or course. The tutor will assist students in finding an efficient and effective method for approaching the content. Enlisting the aid of a formal peer tutor may give a student the opportunity to:

- discuss new information and concepts they are learning
- review material they already know
- refresh their mastery of material they have forgotten
- prepare for an exam or presentation

DRUG POLICY

Crocus Institute is in compliance with Federal Government Regulations for a Drug Free workplace for students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances will be dismissed and/or arrested. Students seeking help with substance abuse should see the Director of Education for referral information.

SMOKE FREE ENVIRONMENT

Crocus Institute does not permit smoking in the building. This prohibition includes e-cigarettes. Students that choose to smoke outside the building must be a minimum distance of 15 feet from entrances/exits.

TECHNOLOGY

Crocus Institute has access to laptop computers in many classrooms. Free Wi-Fi is available in all classrooms.

LIBRARY FACILITIES

Crocus Institute is located right next door to the Palatine Library. All Crocus students are able to participate in the Palatine Library Reciprocal Borrowing Program. You will be able to have full borrowing privileges and complete access to the Library Resources, including the Digital Library of Illinois. Here you will find thousands of ebooks, audiobooks and magazines and newspapers.

You may also reserve a study room for up to 6 of your classmates to work together. These study rooms contain tables, chairs, white boards and 55" digital display screens. Contact the Executive Director for additional information.

TRANSCRIPT FEE

Student and graduate transcripts can be obtained by contacting the college Registrar. Unofficial transcripts are available free of charge. Official transcripts carry a fee of \$10.00.

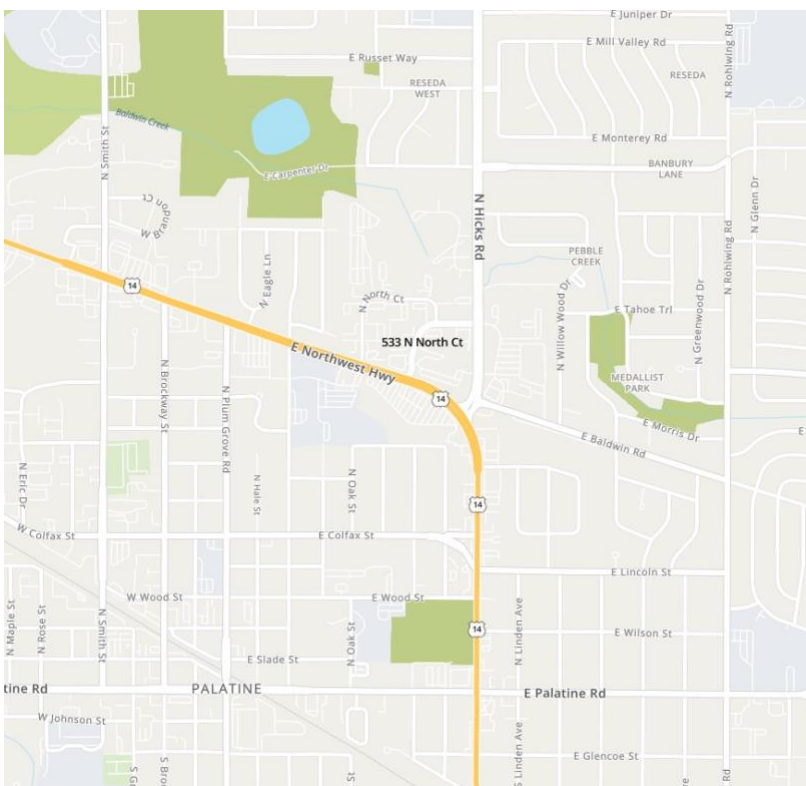
THE SCHOOL MUST, AMONG OTHER THINGS

- Provide information about the school which is free from misrepresentation, deception or fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the school's current catalog and any addenda for you to read prior to the signing of the enrollment agreement.
- Disclose information about the school's graduation, completion, and job placement rates.
- Give you a fully executed copy of your enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject in which you wish to enroll. If the course offered is in a language other than English, the screening must include the language.
- Give you a full refund if you are not accepted or if it cancels or discontinues the course.
- Teach only courses and employ only teachers that are approved by the Illinois Board of Higher Education.
- Provide safe and sanitary facilities, equipment, and services necessary to implement the course of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the "Act" to students who withdraw before completion of the course of instruction in which they enrolled.

DIRECTIONS TO CROCUS INSTITUTE

Crocus Institute is accessible by public transportation.

553 N North Ct, Suite 175, Palatine, IL 60067 224 730-4600 www.crocusinstitute.com



5 Minute Drive (1.7 miles) to Palatine Station of Union Pacific Northwest Line

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Student complaints are handled as follows:

Step 1: Students are encouraged to try to resolve their particular complaint or problem by first bringing the complaint to the attention of the Instructor.

Step 2: If the Instructor is unable to furnish a satisfactory solution, the student should see the Director of Education. Students are encouraged to voice any complaints, concerns, or suggestions to the Director of Education. If, in the opinion of the Director of Education, the complaint warrants documentation, an incident report will be completed.

Step 3: If the student remains unsatisfied after meeting with the Director of Education, the student should write down the nature of the complaint and the reasons for dissatisfaction. This written complaint should be given to the school's Executive Director. Anonymous complaints will not be recognized. The Executive Director will respond within three working days of receiving the written complaint. The complainant will be provided with the school's final decision regarding the complaint and the reasons for the decision.

Crocus Institute is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. If a student does not feel that the school has adequately addressed a complaint or concern then the student has the right to file a written complaint of violation by this school of any provisions of this law.

Complaints against this school may be registered with the Illinois Board of Higher Education.

**Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
(217) 782-2551
www.IBHE.org**

INDEX

Absences 12, 15
Academic Assistance 20
Academic Calendar 11
Academic Plan 18
Academic Probation 18
Academic Progress 14
Academic Warning 16, 18
Admission Process 5
Appeals And Academic Probation 17
Articulation Agreements / Transferability 11
Attendance And Punctuality 12, 15
Cancellation And Refund Policy 8
Cancellation Policy 10
Career Services 20
Class Breaks 13
Class Size 13
Clinical Externship Hours 5
Complaints 2, 23
Course Repeat Probation 18
Crocus Institute Is Not Accredited 11
Crocus Institute Mission 2
Crocus Institute Objectives 2
Description Of Program 3
Directions 22
Disciplinary Warning Probation 19
Drug Policy 21
Effects Of Repeats On Student Progress 17
Employment Objective 4
Enrollment Agreement 12
Equipment Requirements 12
Final Warning Attendance Probation: 18
Financial Aid 7
Grades 14
Grading Procedures 13
Incomplete Grades 15
Institutional Disclosure Reporting Table 11
Labor Market Statistics 4
Length Of The Program 4
Library Facilities 21
Location 22
Makeup Sessions 13

Maximum Time Of Completion	16
Other Estimated Costs	7
Pace Of Completion	16
Prerequisite Courses & Other Requirements For Admission To Program	4
Probation Policies	17
Probation Policies Listed In Increasing Order Of Severity:	17
Program Objectives	3
Registration Fee	11
Repeats Of Courses	16
Request For Reinstatement Following Termination Of Enrollment	19
Required Makeup Work	20
Requirements For Graduation	20
Restoring Satisfactory Academic Progress	17
Resumption Of Training	19
Rules Of Conduct For Students	12
Satisfactory Progress	14
Satisfactory Progress/ Final Attempt Probation	18
School Holidays	5, 6
Smoke Free Environment	21
Statement Of Nondiscrimination	12
Student Complaint/Grievance Procedure	23
Student Payment Method	7
Students Right To Cancel	10
Tardiness	13, 15
Technology	21
Termination Of Training	20
Transcript Fee	21
Tuition & Fees: Medical Assistant	7
Tuition Refund Policy	8
Tuition Reimbursement Schedule	8
Uniform Requirements	12
Violation Of Satisfactory Progress	19
Withdrawal	19
Withdrawal Procedure	10

Institutional Disclosures Reporting Table (Public Act 097-0650, Section 37) Reporting Period: July 1, 2025 - June 30, 2026	
Per Section 1095.200 of 23 Ill. Adm. Code 1095: The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.	
Institution Name: CROCUS Institute LLC	
Program Name/Course of Instruction	Medical Assistant
Disclosure Reporting Category	
A) For each program of study, report:	
1) The number of students who were admitted in the program or course of instructions as of July 1 of this reporting period.	42
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:	
a) New Starts	20
b) Re-enrollments	0
c) Transfers into the program from other programs at the school.	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A 2).	62
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	
a) Transferred out of the program or course and into another program or course at the school	0
b) Completed or graduated from a program or course of instruction	54
c) Withdrew from the school	0
d) Are still enrolled	8
5) The number of students enrolled in the program or course of instruction who were:	
a) Placed in their field of study	48
b) Placed in a related field	3
c) Placed out of the field	1
d) Not available for placement due to personal reasons	1
e) Not employed	1
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	
	54
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	
	54
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	
	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	
	\$22.67
CIP Code 51.0801 SOC Code 31-9092 Note: PBVS Administrative Rules, Sections 1095.200 (d) (2) and 1095.240 provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval. Complaints Against this school may be registered with the Board of Higher Education.	