



South Florida Institute of Technology

Main School

720 NW 27 Ave. 2nd Floor • Miami, FL 33125
Telephone: (305) 649-2050 • Fax: (786) 621- 4012
License No. 2003
School No. M070460

Satellite Location

1275 West 47th Place Suite # 201 Hialeah, FL 33012
Telephone: (305) 820-8993 * Fax (305)820-8755
License No. 3637
School No. S460202

Licensed by: Commission for Independent Education, Florida Department of Education
Additional information regarding this Institute may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll Free: 1-888 224-6684 • (850) 245-3200

DEPARTMENT OF CONTINUING EDUCATION
POLICIES AND PROCEDURES
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DEPARTMENT OF CONTINUING EDUCATION

South Florida Institute of Technology (SFIT) offers various non-credit continuing education courses for individuals that seek to update and increase their knowledge/skills in the fields of construction, allied health, and technology.

We offer a range of individual, professional development certification courses and test-preparation courses.

SFIT DEPARTMENT OF CONTINUING EDUCATION GOALS

- Courses that will help you upgrade your current skills and expand your knowledge as you seek to advance in your career.
- Professional development courses needed for continued certification in your chosen profession.
- Comprehensive exam preparation courses with exclusive test taking strategies and in-class practice test leaving you completely prepared and confident to take your chosen exam.

CONTINUING EDUCATION MISSION STATEMENT

The Department of Continuing Education at SFIT is dedicated to providing workforce development training courses customized that are innovative, flexible, and responsive to the needs of the diverse communities we serve.

CONTINUING EDUCATION OFFICE HOURS AND CONTACT INFORMATION

Office Hours: Mondays - Fridays 10am-6pm
Main office: 720 NW 27 Ave. 2nd Floor Miami, FL 33125
Phone: 305.649.2050 Ext. 17 • Fax: 786.621.4012
Email: rcor@sf-institute.com

Contact: **Rafael M. Cordoba**
Director of Training

STATEMENT FROM SOUTH FLORIDA INSTITUTE OF TECHNOLOGY

Students interested in enrolling in our continuing education courses must understand that these courses are not designed or intended to qualify its participants for employment. They are intended solely for the avocation, personal enrichment, continuing education, and enjoyment of its participants.

South Florida Institute of Technology does not make any statement implying that persons who enroll in or complete the continuing education courses have a more substantial likelihood of obtaining employment in the field to which the training pertains than people who do not.

Continuing education courses are not prerequisite or provide credit toward any vocational program offered within the school.

PAYMENT OF FEES AND TUITION

Tuition cost must be paid at the time of registration. Acceptable types of payment are cash, money order, check, debit cards, and major credit cards.

BOOKS AND SUPPLIES

If books and supplies are required, they are not included in the tuition cost unless indicated in the course description. Some courses require the purchase of text books.

COMPLETION OF COURSE

Upon completion of the continuing education course students will be provided with a Certificate of Course Completion.

CANCELLATION AND REFUND POLICY

Should student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Termination of enrollment can be made in person, by electronic mail, or by Certified Mail
2. Tuition paid will be refunded if the student cancels prior to the beginning of the first day of class.
3. Cancellation after starting the first day of class, but prior to 40% completion of the course, will result in a Pro Rata refund computed on the number of days completed to the total duration of the course.
4. Cancellation after completing 40% of the course will result in no refund.
5. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
6. Refunds will be made within 15 days of termination of the student's enrollment. Failure to notify the school of the intent to terminate enrollment will result in a **NO REFUND**.

IMPORTANT: South Florida Institute reserves the right to cancel classes for which there is insufficient enrollment; to close registration when the enrollment limit in that class is reached; and to make any schedule changes as necessary, including a change in time, days, location, or instructor. In the event of cancellation of a course by the school prior to the first day of class, the Department of Continuing Education will notify each registrant by e-mail and/or by telephone and will issue a refund. South Florida Institute is not responsible for any related expenses other than the tuition fee paid.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

Commission for Independent Education
325 West Gaines Street, Suite# 1414
Tallahassee, Florida 32399-0400
Tel# 1-888-224-6684

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Silvio Incer, School Director or online at www.accsc.org.

STUDENT RECORD PRIVACY POLICY

South Florida Institute of Technology complies with the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment of 1974, Public Law 90-247, as amended) and any regulations that may be promulgated therein. The school permits a student to inspect his or her own records and limits disclosure to others if a student has not granted access by prior written consent. No student record, demographics or schedule information will be shared with anyone over the phone or to any third party.