

American Success Institute, Inc.

# **MASTER***SUCCESS* PROGRAM

## **Student Bulletin on Governance Content Policies and Procedures**

Updated as of April 24, 2007

# MASTER *SUCCESS* PROGRAM

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# MASTER *SUCCESS* PROGRAM

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## SCHOOL GOVERNING BODY:

**Mr. Daniel Fitzpatrick**

President, American Success Institute

**Mr. William Fitzpatrick**

Executive Director, Master Success Institute

**Mr. Donald Hazelton**

Principal, Hazelton Law Firm

**Mr. Robert Unanue**

President, Goya Foods

**Dr. Margaret Mary Fitzpatrick**

President, St. Thomas Aquanis College

**Mr. Timothy Corbett**

Principal, State Street Global Advisors

**Mr. Paul Dart**

Managing Director and Chief Operating Officer  
Ramius HVB Partners

**Michael Rooney**

National Director of Operations, Al Correa Neurologist, PC

**Barry Cluff**

Principal, TNRC

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## SCHOOL ADMINISTRATIVE OFFICIALS

**Daniel Fitzpatrick**

President

**William FitzPatrick**

Executive Director

Chief Instructor

**Jessica Plachy**

Registrar, Program Director, and Student Advisor

**Paul Watts**

Director of Information Technology

**Paul Beaudoin**

Director of Visual Services

**Anne Carr**

Executive Administrative Assistant and Student Advisor

# MASTER *SUCCESS* PROGRAM

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## PROGRAM CONTENT

<b><u>Name of Course</u></b>	<b><u>Program Description</u></b>	<b><u>Clock Hours Per Week</u></b>	<b><u># of Weeks</u></b>
Master Small Business Success Course #1	10 Missions	10 Hours	10
Master Small Business Success Course #2	10 Missions	10 Hours	10
Master Small Business Success Course #3	10 Missions	10 Hours	10
Master Real Estate Course	15 Missions	10 Hours	15
Master Self Defense Course	15 Missions	10 Hours	15
Master Success Course	15 Missions	10 Hours	15

# MASTER *SUCCESS* PROGRAM

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## POLICIES AND PROCEDURES

### SCHOOL CALENDAR

The Master Success Program has an open enrollment calendar. As such, there are no set or established beginning or end to traditional semesters. Since the School prides itself on the ability of students to study at their own pace, the need for a set schedule has been set-aside.

### SCHOOL ENTRANCE REQUIREMENTS AND ENROLLMENT

The basis of the Master Success Program is built around an individual's ability to create their own business and lifestyle. To this end, the only entrance requirement is a willingness to succeed and learn the Master Success Program system. Via the completion of each course subject matter, progress will be evaluated on an ongoing basis as to the initiation of each succeeding course.

### SCHOOL ATTENDANCE

The Master Success Program of study is based on self-paced learning. As such, courses can be studied at all hours of the day as well as at one's own pace. Interactive internet sessions will not be mandatory but may be accessed through a personal password.

### SCHOOL GRADING SYSTEM/MINIMUM GRADES

The American Success Institute has a pass/fail grading system. At the end of each Course there are a series of questions to be answered online. These answers will be deemed satisfactory unless their student advisor otherwise notifies the Student. If the answers prove to be unsatisfactory, the student may not complete the subsequent course even if they have already gone through the material.

Upon completion of the next-to-last Mission in each course, the Student will be sent the subsequent course automatically. This will allow the Student to seamlessly move onto the next Master Success Program course. A Student will always be notified of unsatisfactory progress.

### SCHOOL PROBATIONARY PERIOD

If a student has been notified of unsatisfactory progress and has not responded within six months of notification, their status will be considered "on probation" and no further materials will be sent to them until contact is made. The student will then be able to discuss with an advisor ways to be taken-off probation status.

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## POLICIES AND PROCEDURES

### DISMISSAL OF STUDENT – UNSATISFACTORY PROGRESS

If a student has been advised of unsatisfactory progress, they will be required to discuss their situation with an Advisor. If the Advisor and student agree that satisfactory progress cannot be made, the student will be dropped from the program. If, however, the student disagrees with the Advisor about his/her progress, then the student can appeal directly to the Executive Director.

### REINSTATEMENT OF STUDENT

If a student has been dismissed, they can always appeal for reinstatement. Reinstatement will occur if the student has rectified the reason for dismissal. A determination for reinstatement will be under the sole authority of the Executive Director.

### PROGRESS OF STUDENT

The progress of any student can be found by directing questions to the Registrar of the American Success Institute. The Registrar Office is responsible for records of each student which includes their status in each course leading to the completion of the Program.

### CONDUCT OF STUDENT

At all times students are required to conduct themselves in a manner consistent with the attributes of the program. This includes appropriate behavior on forums and other interactive media. The Executive Director shall have the sole authority to determine appropriate conduct and to take action, including dismissal, which he/she sees fit.

# MASTER *SUCCESS* PROGRAM

## POLICIES AND PROCEDURES

### STUDENT SCHEDULE OF CHARGES

Current charges for all courses will be as follows:

Master Small Business Success Course #1 .....	\$750.00
Master Small Business Success Course #2 .....	\$750.00
Master Small Business Success Course #3 .....	\$750.00
Master Real Estate Course .....	\$750.00
Master Self Defense Course .....	\$750.00
Master Success Course .....	\$750.00
Course Video Material .....	no charge
Postage Fee (if enrolled in Program) .....	no charge
Handling Fee (if enrolled in Program) .....	no charge
Interactive Course Material .....	no charge
Master Success Weekly Seminar (current students) .....	no charge
Master Success Weekly Seminar .....	\$19.95 per month
Administrative Costs (waived for current students) .....	\$25.00 per course

Note: Students electing to complete the six Master Success Courses and earn a certificate are entitled to a one year's subscription to the weekly online video seminars at no additional charge.

The American Success Institute reserves the right to change its charges at any time without notice.

### PRO RATA REFUND POLICY

A student may discontinue their Program or Course at any time. As each course consists of missions to be completed, the student is entitled to a pro rata refund for missions in a course not completed. Each mission is designed to take one-week to complete. Thus the pro rata refund for each course is figured as follows:

<b>COURSE</b>	<b>Weeks to Complete</b>	<b>Refund</b>
Master SB Course #1	10	10% for each week not completed
Master SB Course #2	10	10% for each week not completed
Master SB Course #3	10	10% for each week not completed
Master RE Course	15	6.67% for each week not completed
Master SD Course	15	6.67% for each week not completed
Master Success Course	15	6.67% for each week not completed

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## POLICIES AND PROCEDURES

### INSTRUCTIONAL MATERIAL & INSTRUCTOR PERSONNEL

For Each Course in the Program, each Student will receive:

- ✓ Written material consisting of “missions” to be completed.
- ✓ Video material to help illustrate missions.
- ✓ Unique website with username and password to access online material. Online material will NOT be required to complete each course.
- ✓ Daily online Discussion Forums.
- ✓ Daily Military Action Principle™ motivational emails.
- ✓ One year’s subscription to weekly video seminars.
- ✓ Monthly written course updates/addendums
- ✓ Bi-monthly radio/podcast seminar
- ✓ Library of American Success Institute books.
- ✓ Invitation to live events scheduled around the country to when one hundred or more students are enrolled in the program.

Instructor Personnel:

Bill Fitzpatrick, Sergeant, USAR (Ret.) for all courses.

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## POLICIES AND PROCEDURES

### PROGRAM OUTLINE

The Master Success Program consists of 6 courses: Master Small Business Course #1, Master Small Business Course #2, Master Small Business Course #3, Master Real Estate, Master Self Defense, and Master Success. Each of these courses are designed to work together in order to teach the student the full spectrum of successful living.

#### **Master Small Business Course #1:**

In Master Small Business #1, warrior students are exposed to the style and the attitudes of successful entrepreneurs. Missions cover both how to choose a business and what to expect during the first year of ownership.

Warrior students should expect to spend approximately three hours of class time completing each mission. Most lessons involve field and online work of three hours and an additional recommended outside reading time of four hours for a total of ten hours per mission.

Introduction

Mission #1-1 - Identifying the Special You

Mission #1-2 - Seeing Time as Your Asset

Mission #1-3 - Believe in Yourself

Mission #1-4 - Finding Your Own Business

Mission #1-5 - Knowing Is Your Edge

Mission #1-6 - Preparing Yourself for Success

Mission #1-7 - Deciding What Wealth Means to You

Mission #1-8 - Choosing Your Challenges

Mission #1-9 - Making the Right Move for You

Mission #1-10 - Capturing Your Entrepreneurial Potential

Examination

#### **Master Small Business Course #2:**

In Master Small Business #2, warrior students learn the techniques of successfully operating their businesses on a daily basis. The course also considers different methods for acquiring a business; such as, buying an existing business or investing in a franchise. This course also emphasizes the potential for success through commissioned sales.

Warrior students should expect to spend approximately three hours of class time completing each mission. Most lessons involve field and online work of three hours and an additional recommended outside reading time of four hours for a total of ten hours per mission.

Introduction

Mission #2-1 - Using Observation as Your Guidepost

Mission #2-2 - Needing Your Quiet Time

Mission #2-3 - Establishing Your Own Network

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Mission #2-4 - Buying Yourself a Business

Mission #2-5 - Weighing Your Options in Franchising

Mission #2-6 - Starting Your Business on a Shoestring

Mission #2-7 - Considering Your Business Format

Mission #2-8 - Securing Your Future through Commissioned Sales

Mission #2-9 - Building on Your Initiative

Mission #2-10 - Financing Your Venture

Examination

## **Master Small Business Course #3:**

In Master Small Business #3, the warrior student moves from leaning how to make a living with a business to how to make a fortune from his business. How do the most successful business operators wheel and deal and expand and buy and sell. Students learn to think in big terms about their potential as entrepreneurs. Students completing Master Small Business Course #3 should be prepared and motivated to succeed with a small business.

Warrior students should expect to spend approximately three hours of class time completing each mission. Most lessons involve field and online work of three hours and an additional recommended outside reading time of four hours for a total of ten hours per mission.

Introduction

Mission #3-1 - Locating Your Business

Mission #3-2 - Serving Your Customers Right

Mission #3-3 - Creating Your Winning Team

Mission #3-4 - Unlocking Your Creative Genius

Mission #3-5 - Putting Your Best Side Forward

Mission #3-6 - Computerizing Your Business

Mission #3-7 - Supercharging Your Action Plan

Mission #3-8 - Becoming Your Dynamic Self

Mission #3-9 - Reaching Your Goals

Mission #3-10 - Seizing your Moment

Examination

## **Master Real Estate:**

In Master Real Estate, warrior students are taught how to buy real estate; both their own homes and investment real estate. Through the missions, warrior students learn how to select properties, negotiate with sellers, and finance the transaction and also how to manage and market real estate.

Warrior students should expect to spend approximately three hours of class time completing each mission. Most lessons involve field and online work of three hours and an additional recommended outside reading time of four hours for a total of ten hours per mission.

Introduction

Mission #1 - Define Your Area

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- Mission #2 - Drive Your Area
- Mission #3 - Collect Municipal Information
- Mission #4 - Collect Printed Information
- Mission #5 - Deal With the Best
- Mission #6 - Form a Mastermind Alliance
- Mission #7 - Look at Properties
- Mission #8 - Evaluate Properties
- Mission #9 - Negotiate the Deal
- Mission #10 - Finance Your Deal
- Mission #11 - Be a Person of Action
- Mission #12 - Understand Highest and Best Use
- Mission #13 - Upgrade Your Property
- Mission #14 - Marketing Your Property
- Mission #15 - Building a Balanced Portfolio
- Examination

## **Master Self Defense:**

In Master Self-Defense, warrior students learn how to apply their warrior skills to feel safe and secure at home, at work, at school when traveling, anywhere, anytime. Warrior students learn the working of the criminal mindset and how to respond appropriately if confronted. Although warrior students are already trained in weapons handling, one mission concentrates on the martial arts aspects of weapons usage.

Warrior students should expect to spend approximately three hours of class time completing each mission. Most lessons involve field and online work of three hours and an additional recommended outside reading time of four hours for a total of ten hours per mission.

### Introduction

- Mission #1 - Understanding the Criminal Mindset
- Mission #2 - Color Codes
- Mission #3 - The Force Continuum
- Mission #4 - Safety at Home
- Mission #5 - Safety at Work
- Mission #6 - Safety at School
- Mission #7 - Safety while Traveling
- Mission #8 - Use of Weapons
- Mission #9 - Societal Issues
- Mission #10 - Safety in a Wireless World
- Mission #11 - Individual Response to Terrorism
- Mission #12 - Developing Your Warrior Mindset
- Mission #13 - How to Continue Your Warrior Training

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Mission #14 - Proper Uses of Military Force

Mission #15 - Profile of the Confident Warrior

Examination

## **Master Success:**

In the Master Success Course, warrior students learn how to live full lives of purpose, passion, prosperity and peace through a personal commitment to self-improvement and service to others. The missions in this course pull the other courses together into a cohesive warrior lifestyle of challenge and achievement. Successful warrior students will be on the straight path to early retirement. They have conquered hardship. Now, the focus becomes enjoying and sharing their victory. They will be young men and women whom others respect and appreciate and look to as leaders.

Warrior students should expect to spend approximately three hours of class time completing each mission. Most lessons involve field and online work of three hours and an additional recommended outside reading time of four hours for a total of ten hours per mission.

Introduction

Mission #1 - Defining Your Success

Mission #2 - Defining Warrior Success

Mission #3 - How to Set Goals

Mission #4 - How to be an Effective Time Manager

Mission #5 - The Warrior at Work - The Intrapreneur

Mission #6 - The Warrior at Work - The Entrepreneur

Mission #7 - A Warrior's Guide to Finance

Mission #8 - The Warrior Investor

Mission #9 - Making the Most of Health and Fitness

Mission #10 - Warrior Skills in Self-Defense

Mission #11 - How to Mediate, Relax and Keep Proper Perspective

Mission #12 - How to Build Strong Relationships

Mission #13 - Reaching the Mastery Level

Mission #14 - The Warrior as Leader

Mission #15 - From Here

Examination

Awarding of Certificate

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## POLICIES AND PROCEDURES

### PREVIOUS CREDIT

As the American Success Institute is a non-degree institution, there is no provision for granting credit for previous education and training. There is also no provision for shortening the course requirements leading to the degree certificate.

### PLACEMENT SERVICES

Upon successful completion of the Program, the School will issue the graduate a certificate of completion. The School Student Advisors will also send any prospective employer a brief description of the courses taken and the lessons learned. Upon request, each student who completes the program will receive a personalized letter of recommendation from the Executive Director.

### HANDICAPPED AND DISABLED STUDENTS POLICY

The American Success Institute encourages handicapped and disabled students to enroll in the Master Success Program. As such, the School will make all reasonable accommodations to ensure the special needs student can successfully complete the course of study.

### COMPLAINT PROCEDURES

The American Success Institute wants feedback. Either through Student Advisors or online comments, student complaints want to be heard. If there is a complaint of any policy, procedure, or course-related material, students are urged to contact their student advisor who will confidentially deal with the complaint. Wherever possible, a complaint will be addressed on an anonymous basis.