



TRANSITIONS *CAREER INSTITUTE*

STUDENT DISCLOSURE HANDBOOK 2021

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President's Address

The U.S. Department of Education (U.S. DOE) requires schools, colleges and universities participating in Title IV financial aid programs to disclose certain information so students can make informed decisions regarding where they choose to study (Transitions Career Institute or choose another institution). The information also informs candidates about their possible eligibility for Title IV funding.

Institutions must disclose information about the cost of attending their schools and the average amount of student loan debt incurred after completing studies. Data regarding student performance, such as percentages centering the withdrawal, graduation, and employment (in their field of study) rates must be made available. As TCI is a practical nursing school requiring licensure to work as a licensed practical nurse (LPN), we are also required to provide statistics reflecting the licensing pass rates of our graduates.

Other information disclosed includes campus safety, our drug and alcohol policy, the school's response to violations of school policy, emergency procedures to keep students safe, etc.

This Disclosure Handbook provides information, statistics, policies, and procedures to equip students and applicants in making informed decisions, in their best interest, regarding their choice to study at TCI. It is distributed to new students during orientation session and is available upon request to prospective candidates.

*As you read through this handbook, you will see that, following a discussion/disclosure on certain topics, there is both a “**When**” and a “**How**” comment. The “**When**” indicates how often the information presented is made available by TCI and the “**How**” advises in what manner the information is made available or where it can be obtained.*

Please note that this Disclosure Handbook is distributed to all new students during their orientation session. Along with it, students are given a copy of TCI's Student Financial Aid Handbook, which provides additional detail on qualifying for financial aid and the responsibilities for repaying any financial aid loans received. Of course, if you have questions related to the contents of this handbook, please feel free to speak to a school administrator for additional information.

We look forward to working together with you to attain your educational goals and wish you success in your future endeavors!

*Derrice Gordon RN, MS, FNP
President / CEO*

LICENSURE, APPROVALS AND ACCREDITATION

United States Department of Education

Transitions Career Institute is approved by the U.S. Department of Education as an eligible institution to participate in Student Financial Assistance Programs authorized under Title IV of the Higher Education Act of 1965, as amended. They are located at the following address:

U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Tel: 202-401-2000

ACCREDITATION

Accreditation is the process by which an accrediting agency, using peer-review evaluations, determines whether an educational institution meets standards or criteria the agency has established for acceptable levels of quality in the institution's academic and/or training programs, student services, administrative operations, and fiscal capability. The U.S. Department of Education (USDE) defines the goal of accreditation to be "to ensure that institutions of higher education meet acceptable levels of quality." The USDE has established regulations to "recognize" those accrediting agencies ("accreditors") which satisfy the federal regulations. Recognition means that the USDE accepts the accreditor as a reliable authority to evaluate the quality of academic programs and operations of institutions of higher education.

APPROVAL & ACCREDITATION:

Transitions Career Institute is Practical Nursing Program is approved and accredited by the **New York State Board Education Department, Office of the Professions (Nursing Education).**

Office of the Professions, Registration Unit, State Education Building - 2nd Floor
Albany, NY 12224
Telephone: (518) 474-5844
www.nysed.gov
Initial Accreditation: June 1, 2014

Accreditation can be renewed provided that an institution continually complies with the accreditation standards or criteria of the accreditor(s) and fully satisfies the criteria or standards in effect at the time of application for accreditation renewal.

Annual Notice of Availability of Consumer Information:

Consumer information is updated on an annual basis and is available to students and staff of Transitions Career Institute through their online student/staff accounts. Paper copies of the consumer information are available upon request.

Notice of Availability of Institutional and Financial Aid:

Detailed information about the following topics can be found in the Student Handbook, and/or are available upon request.

- Contact information for assistance obtaining financial aid;
- Information regarding financial aid;
- TCI resources, services, and facilities available to students with disabilities;
- Statistics regarding student body diversity;
- Cost of Attendance;
- Refund Policy, requirements for Withdrawal, and Return of Title IV;
- Academic program (educational programs, instructional facilities, and faculty);
- Institutional and program accreditation, approval, and/or licensure;
- Copyright infringement policies and sanctions;
- Vaccinations policies;
- Retention rates;
- Completion/Graduation rates; `
- LPN Employment Placement rates.

Notice of Privacy of Student Records—Family Educational Rights and Privacy Act (FERPA):

Students have the right to review their education records, request amendment of records, provide/deny consent to have personally identifiable information disclosed, and to file complaints with the Department of Education. Procedures for reviewing records and the school's policy regarding disclosures of information is provided on the school's website. The policy can also be read in full in the Student Handbook which is also available on the website at www.tcilpn.org.

Copyright Infringement Policies and Sanctions (including computer use and file sharing):

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Additional information regarding penalties associated with unauthorized distribution of copyrighted materials can also be read in full in the Student Catalog which is also available on the website at www.tcilpn.org.

Drug and Alcohol Abuse Prevention:

Transitions Career Institute has adopted a zero-tolerance policy regarding the unlawful use, sale, possession and/or distribution of drugs and alcohol. A separate written policy outlining the school's policy is provided to each student and staff member on an annual basis. The policy can also be read in full in the Student Handbook which is also available on the website at www.tcilpn.org.

Campus Security Report:

Transitions Career Institute's campus security report is updated on an annual basis.

When: Annually by October 1st.

How: A separate notice is provided to each student and staff member by October 1st of each year detailing the availability of the updated annual report. A copy of the report is made available to the public upon request.

Completion/Graduation Rates:

When: Completion rates are determined on an annual basis. The results are provided to each new student during orientation.

How: Included in Student Disclosure Handbook which is distributed during orientation; published on TCI's website, www.tcilpn.com; or in paper format upon request.

Student Financial Aid Information:

The Financial Aid Office provides assistance to qualified students seeking financial support toward the attainment of their educational and professional goals.

The Financial Aid Officer assesses students' resources to determine the best method of meeting their financial obligations. The Financial Aid Officer is thoroughly knowledgeable of all funding sources available and is prepared to tailor plans to meet individual students' needs.

Financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). There are scholarships and programs which provide funding that are not dependent on financial need.

- "Need" is defined as the difference between the total cost of attendance and the resources that a student and his or her family are able to apply toward that cost.

The Financial Aid Office has access to resources from federal, state, and private programs. The Financial Aid Officer ensures that policies and procedures comply with institutional, state, and federal regulations. Eligibility restrictions govern many financial aid programs. Students are expected to be aware of their rights, responsibilities, and the restrictions of the aid programs in which they apply for or participate in. Information pertaining to the rights and responsibilities of students regarding these programs are available in the Financial Aid Office and are in TCI's Financial Aid Handbook.

Financial aid awarded while attending TCI is intended to supplement the resources students and their families already have available to them. All aid applications undergo a needs analysis calculation to determine the expected amount of resources students need toward education costs. Students should not expect their total financial need to be met by resources available through student financial aid programs.

Students who intend to request financial assistance are expected to arrange an appointment with the Financial Aid Director after registration is complete. The Financial Aid Officer is available for walk-in appointments as well.

ELIGIBILITY FOR TITLE IV AID PROGRAMS

This section spells out the general eligibility requirements for Title IV programs by the U.S. Department of Education (US DOE) for post-secondary school students who desire to utilize grants and/or loans offered by US DOE as part of their education funding.

Transitions Career Institute Participates in the following Types of Federal Financial Aid - Title IV Programs:

Federal Pell Grants:

Pell Grants are awarded to eligible students who have not earned a bachelor's degree. To determine eligibility, the U. S. Department of Education uses a standard formula to evaluate financial need. Unlike loans, grants do not have to be repaid.

Federal Direct Loans:

- **Subsidized**

Students may be eligible based on need. The subsidized has a fixed interest rate. The federal government pays the interest on the loan while the student is in attendance at least halftime. Repayment begins six (6) months after the last day of attendance or once the student falls below half-time status.

- **Unsubsidized:**

Available to dependent and independent students who need additional assistance to help pay their educational cost. The student is responsible for the interest payments on the loan while in school. The interest rate is fixed and repayment begins six (6) months after the last day of attendance or once the student falls below half-time status.

- **Federal Parent Plus Loans:**

Federal loans are available to parents of dependent students. Parents can borrow up to the cost of attendance, less other financial aid received. Approval is based on the parent(s) credit history and repayment begins sixty (60) days from the last date disbursement of the loan.

To receive Federal, Title IV Student Financial Aid (SFA) from Transitions Career Institute, you will need to:

1. Satisfy all Admission Requirements and be accepted into one of TCI's approved Title IV programs.
2. Sign a statement of Educational Purpose and a certification statement on overpayment and default (found on the FAFSA).
3. Complete all verification and federal reject codes requirements. Students may be selected for verification or clarification of application information. No aid eligibility can be processed

until the student provides required information. If provided information varies from the application information, the student's record may have to be submitted to the Federal Central Processor for corrections before any aid is processed.

4. Not have borrowed in excess of Federal aggregate loan limits
5. Sign an Enrollment Agreement;
6. Be enrolled at least halftime to receive assistance from the Direct Loan Programs.
7. Be enrolled in a program that leads to a Diploma or Certificate.
8. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
 - ☐ Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - ☐ Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - ☐ Males born before 1960;
 - ☐ Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia; and,
 - ☐ Non-citizens who first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
9. Have a valid Social Security number, unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
10. Have a High School Diploma or General Equivalency Diploma. Effective July 2012 federal regulations no longer allow new students to be eligible under ability to benefit standards. Students who have previously enrolled as Federal Ability to Benefit students prior to July 2012 will be able to continue to be eligible for Federal Title IV Aid.
11. Complete a Free Application for Federal Student Aid (FAFSA);
12. Sign certifying statements on the *FAFSA* stating that:
 - ☐ You are not in **default** on a **federal student loan under Title IV**.
 - ☐ You do not owe a refund on a **federal grant under the Title IV program**.
 - ☐ You will use federal student aid only for educational purposes.
13. Maintain *Satisfactory Academic Progress (SAP)* while you are attending TCI.
14. Demonstrate financial need as determined by the appropriate agency offering the financial assistance.
15. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following classifications:

1. **Be a U.S. CITIZEN or U.S. NATIONAL.**
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. **Be a PERMANENT RESIDENT.**
If you have a Form I-551, I-151, or I-551C, also known as a Green Card, you are a U.S. permanent resident.
3. **Have a qualifying ARRIVAL-DEPARTURE RECORD.**

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) must show that you have status in one of the following categories:

- ☐ Refugee
- ☐ Asylum Granted
- ☐ Cuban-Haitian Entrant (Status Pending)
- ☐ Conditional Entrant (valid only if issued before April 1, 1980)
- ☐ Parolee

4. Have BATTERED IMMIGRANT STATUS

You have been designated by USCIS as a “**battered immigrant-qualified alien**” because you are a victim of abuse by your U. S. citizen or permanent resident spouse, or because you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

Terms and Conditions of Title IV, HEA Loans:

Your financial aid eligibility is directly correlated to your dependent or independent status. You are considered to be independent for federal financial aid if you meet one or more of the following criteria:

- You are 24 years or older or will be by December 31st of the award year;
- You are married;
- You will be working on a master’s degree;
- You are serving on active duty in the U.S. Armed Forces;
- You are a veteran of the U.S. Armed Forces;
- You have children, and you provide more than half of their support;
- After you turned age 13, both of your parents were deceased;
- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support at the time the FAFSA is completed and through June 30 of the award year;
- You were in foster care since turning age 13 until you reached age 18;
- You were a dependent or ward of the court since turning age 13 until you reached age 18;
- You are currently or you were in legal guardianship;
- You are currently or were an emancipated minor;
- You are homeless or you are at risk of being homeless.

If ANY of the following circumstances apply to you, you are considered to be an independent student and will not have to provide parental information. If NONE of the following circumstances apply to you, you are considered a dependent student. You will be required to provide parental information, unless a financial aid officer determines otherwise based on special circumstances and performs a dependency override.

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed should contact a financial aid officer prior to completing the FAFSA

- **Incarcerated Applicants:**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). Our Attendance Policy states that all classes for Practical Nurse program are required to be done at the school’s physical location; therefore, **incarcerated students are not eligible for admission.**

For TCI’s purposes, a student is not considered to be incarcerated if she/he is in a halfway house, home detention, or sentenced to serve only on weekends.

Conviction for Possession or Sale of Illegal Drugs

- A federal or state drug conviction can disqualify a student for federal student financial aid (SFA). The student self-certifies in applying for SFA that he/she does not have a drug conviction. TCI is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for SFA, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs.)

Possession of illegal drugs		Sale of illegal drug
1st offense	1 year from date of conviction	2 year from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offense	Indefinite period	

- If a student was convicted of possessing and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make the student ineligible again.
- When a student regains eligibility during the award year, TCI may award a Pell Grant and/or loans for the current payment period. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, the federal loan programs, and other U.S. Department of Education programs. NSLDS Student Access provides a centralized, integrated view of your federal student loans and grants so you can access and inquire about them. You can access NSLDS at www.nslds.ed.gov.

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools designated to be authorized users of the data system.

Entrance Counseling for Student Loan Borrowers

TCI conducts entrance loan counseling into its admissions process for applicants, which includes a one-on-one interview with the Financial Aid Director for those students interested in applying for Title IV financial aid. The Title IV counseling will include a detailed explanation of the responsibilities of loan repayment and the consequences for failure to repay loans. Printed materials from the U. S. Department of Education will be given to potential Title IV applicants at that time.

During the required new student orientation, the entrance counseling for borrowers will be repeated.

Exit Counseling for Student Loan Borrowers

One-on-one exit loan counseling is provided to all student borrowers nearing completion of their studies and to those students who formally withdraw from the school. Emphasis will be placed on the grace periods to which students may be entitled, contact information for students will be updated, and students will be given detailed contact information on their lenders. Students will be required to complete the Department of Education's online exit counseling process.

The Financial Aid Director will include the following specific information in the exit counseling session:

- Average anticipated monthly repayment amount;
- Repayment plan options;
- Options to prepay or pay on shorter schedule;
- Debt Management Strategies;
- Use of Master Promissory Note;
- The seriousness and importance of student's repayment obligation;
- Terms and conditions for forgiveness or cancellation;
- Copy of information provided by the U.S. Department of Education;
- Terms and conditions for deferment or forbearance;
- Consequences of default;
- Options and consequences of loan consolidation;
- Tax benefits available to borrowers;
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes the program or completes the program within regular time for completion, is

- unable to obtain employment upon completion, or is otherwise dissatisfied with the educational or other services the borrower purchased from the school;
- Availability of the Student Loan Ombudsman's office Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS

When: Prior to graduating from the institution, and after students stop attending all classes without formally dropping.

How: Student Financial Aid personnel interviews with applicants, new and continuing students, formally withdrawing students, and graduates; directing students, graduates and formal withdrawals to U. S. Department of Education's website for completion of online loan counseling sessions; and, mailing of exit counseling materials to students who failed to withdraw formally.

Federal Financial Aid Application Process

Most United States citizens and permanent residents may qualify for federal financial aid programs. To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid online which provides an in-depth analysis of the financial condition of the student and his or her family. This analysis (done on an annual basis) determines how much the student/family is expected to contribute toward the cost of their education.

In summary, the completed FAFSA is processed by the government, and the school receives an ISIR containing the Estimated Family Contribution (EFC). The student and the parent (in the case of a dependent student) can sign the FAFSA electronically using a “FSA ID.” To determine if you are independent from your parents for financial aid, you will need to answer the questions on the FAFSA application.

- Students who receive financial aid for the previous year should receive a renewal email from the Federal Department of Education sometime in January. Students are encouraged to file their renewal FAFSA application electronically at [Http:www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- If a student does not receive a renewal email from the Federal Department of Education, or if you did not apply for Financial Aid for the previous year but wish to apply for the next award year, please follow the steps listed above.
- Complete the Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA online at <http://www.fafsa.ed.gov>. Applicants should make sure the Institution Code for TCI (042160) is indicated on their FAFSA or Renewal Form.
- It is the student’s and/or applicant’s responsibility to obtain and file all the forms by the proper deadlines in order to be considered for aid at TCI.
- Students selected for verification will have thirty (30) days from the date of notification to turn in all necessary documents.

Verification

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet provided by the Financial Aid Office and must provide additional information before financial aid can be disbursed to their student account. This documentation may include, but is not limited to, federal income tax transcript(s), W-2 forms (of the student’s, and/or the student’s spouse, parent(s), or guardians), proof of untaxed income, and housing allowances.

Students are notified in writing of all documents required to fulfill this federal requirement. If, after review by the Financial Aid Office, there are changes to the student’s EFC and their financial aid eligibility resulting from verification, the student is notified in writing.

COST OF ATTENDANCE (COA)

Transitions Career Institute sets tuition based on the cost of providing education and training to its students. TCI strives to maintain excellence within its academic programs and to provide abundant instructional resources to guarantee high-quality education and resources.

The U. S. Department of Education allows certain educational expenses to be used when determining a school's Cost of Attendance (COA). The COA is the cornerstone of establishing a student's financial need, as it sets limits on the total financial aid that a student may receive to attend TCI.

The U. S. Department of Education directs schools to determine costs associated with attending the school in order to determine the amount of financial aid for which a student may be eligible. The COA for a student estimates the total educational and living expenses for a period of academic enrollment.

TCI's Third Party Servicer (ECM) reviews, and if necessary, updates each component annually in adherence with the U.S. Department of Education's standards.

- **Components of COA:** The Higher Education Act of 1965, as amended, define COA components and is calculated based on rules established by the U.S. Congress. The COA includes tuition and fees, allowances for room and board, books, supplies, transportation, loan fees, purchase or lease of a computer, dependent care costs, costs related to disability and miscellaneous expenses.
- **Financial Aid used to meet COA:** all Federal Student Aid Programs (FSA): Federal Pell Grant Program, Federal Direct subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan.
- Note that students must supply documentation of computer costs, dependent care costs, and costs related to disability to have these included in the COA. This is required as expenses for these areas do not apply to all students and may vary significantly from student to student. For students who attend less than six program hours each program, the COA includes only tuition and fees and an allowance for books, supplies, and transportation.
- Students with unusual expenses may request an evaluation of their COA by submitting a letter to the Financial Aid Office detailing the circumstances, amount of expenses involved, and providing documentation of the expenses. The COA determines a student's estimated costs related to attendance at college. It is not intended to reflect full support requirements. Financial Aid provides assistance for educational expenses, not full support. Students should be aware that requests for adjustments to the COA do not, in any way, indicate that there is financial aid available to cover such adjustments.

The type of aid awarded depends upon the student's financial need and eligibility and may include a combination of gift and self-help assistance. TCI's eligibility as a private for-profit institution, has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1962 as amended. TCI's Program Participation covers the following federal programs:

- Federal Pell Grant Program.
- Federal Family Educational Loan Program (including the Stafford Loan Program, the Unsubsidized Stafford Loan Program, and the Parent Loan for Undergraduate Students Program).

The Financial Aid Office applies for funds annually through the Fiscal Operation Report and Application to Participate (FISAP).

The Federal Pell Grant is an entitlement program. Students must demonstrate financial need to qualify. Disbursement occurs only when the enrollment matches the appropriate Pell award. Pell awards are re-calculated when there is a change in the EFC, when the enrollment status changes between terms within the same award year, and when the cost of attendance changes. Students must submit the FAFSA and have electronic data submitted by May 1st of each academic year in order to allow time to process the award.

In the event of an over award, the student's account is placed on hold until such time that the overpayment is rectified. In addition, the Pell Grant is awarded only to first-time undergraduates. Student eligibility is determined only through the Central Processing System of the Department of Education using the Federal Methodology need analysis formula.

Cost of attendance includes the following items:

PRACTICAL NURSE PROGRAM 1300 HOURS	
Tuition	\$22,500
Fees	\$100
Books and Supplies	\$2,500
Room and Board	\$17,641
Transportation	\$5,759
Other Educational Costs	\$10,517
Total	\$ 59,017

Students can meet with the Financial Aid Officer to discuss itemized totals for expenses. This information is also published online at TCI's website, www.tcilpn.com

Methods and Frequency of Disbursement

During his or her individual interview with a financial aid officer following completion of the Federal Application for Student Financial Aid (FASFA), each student will be informed of and given a written notification of the amount of financial aid the student and his or her parent (when applicable) can expect to receive from each Title IV program the student is eligible for.

Direct Loan programs will be identified as subsidized or unsubsidized, when applicable. Students will be informed regarding how and approximately when financial aid will be disbursed through verbal and written notices. Please note, monies from financial aid are dispersed into student financial accounts at the beginning of each payment period. Students are made aware of their right to cancel all or part of a loan disbursement and the procedures and time frames for doing so.

TCI will credit the student's account based on the following schedule of when the student confirmed acceptance of the grant and/or loan(s) amounts for the award year:

- *If the school obtains affirmative confirmation*, no earlier than thirty (30) days before and no later than 30 days after crediting the student's account;

- *If the school does NOT obtain affirmative confirmation*, no earlier than 30 days before and no later than 7 days after crediting the student's account.

If the borrower wishes to cancel all or a portion of his or her loan or grant, he or she must inform the Financial Aid Director in writing. The school must return the loan and/or grant proceeds and/or cancel the loan/grant provided that the school receives the loan cancellation request within the following time frames:

- *If the school obtains affirmative confirmation from the student*, by the later of the first day of a payment period or fourteen (14) days after the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan or grant; or
- *If the school does not obtain affirmative confirmation from the student*, within 30 days of the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan.

Student Loan Release Policy (Disbursement Policy)

Annual Financial Aid awards will be divided by the number of payment periods for which the student is enrolled and disbursed by respective payment periods as long as the student meets the eligibility requirements (SAP) for the aid.

If all required application documents are received, student loan funds may be posted to the student's school account within the first two weeks of the payment period. However, U.S. Department of Education regulations require institutions to issue a Federal Student Aid credit balance no later than fourteen (14) days from:

- 1) The date the credit balance occurred on the student's account, if the balance occurred after the first day of class of a payment period, or
- 2) The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

Any questions regarding a delay in a credit balance refund after aid has been disbursed to the student's account should be directed to TCI's Financial Aid Office.

STUDENT LOAN FEES

Once a student has agreed to complete the FAFSA and subsequently accepts the federal financial aid funds, they are subject to the following fees.

Loan Origination Fees:

The loan origination fee is the amount charged for processing and issuing a loan. The current loan origination fee for both subsidized and unsubsidized Federal Direct loans is 1.057%. The current loan origination fee for the Federal Parent PLUS loan is 4.228%

Loan Interest Fees:

The loan interest fee is the cost to the student or parent for borrowing and using the loan. The current interest rate for subsidized and an unsubsidized Federal Direct loan is 3.73%. The current interest rate on Federal Parent PLUS loans is 6.28%.

Temporary 0% Interest: Final Extension of COVID-19 Benefits Until January 31, 2022.

On August 6, 2021, The U.S. Department of Education announced a final extension of COVID-19 emergency relief for student loans until January 31, 2022. The emergency relief includes the following measures for eligible loans:

- A suspension of loan payments
- A 0% interest rate
- Stopped collections on defaulted loans

Have questions? Find out what loans qualify and get additional information about the [Covid-19 emergency relief for student loans.](#)

Loan Repayment Fees:

For Federal Direct Loans – Subsidized:

- No interest or payments as long as you are enrolled on an eligible program at least half-time.
- No payments as long as you are enrolled in an eligible program at least half-time.
- Six (6) month grace period: Repayment begins six months after program completion or after student drops below half-time status.

For Federal Direct loans – Unsubsidized:

- No interest or payments as long as you are enrolled on an eligible program at least half-time.
- No payments as long as you are enrolled in an eligible program at least half-time.
- Interest accrues while you are studying.
- Interest is added or paid at the end each quarter
- Six (6) month grace period: Repayment begins six months after program completion or after student drops below half-time status.

For Parent PLUS Loans:

- No interest or payments as long as you are enrolled on an eligible program at least half-time.
- No payments as long as you are enrolled in an eligible program at least half-time.
- Interest accrues while you are studying.
- Repayment begins 30 days after program completion or after student drops below half-time status

**Contact Information in Obtaining Institutional or
Financial Aid Information**

TCI is required by U. S. DOE to disclose to applicants and enrolled students, information regarding how and where to contact the person designated to help them in obtaining the financial aid. The information mandated for disclosure is itemized under Federal Law Section 485(a) of the Higher Education Act of 1965, as amended.

The contact person for TCI is:

Ms. Quebillah Perry, Financial Aid Officer
Transitions Career Institute
30-50 Whitestone Expy #400
Flushing, NY 11354
Phone: (718) 362-9500
Email: qperry@tcilpn.org
Hours: Monday through Thursday 9 am – 5 pm & Fridays 9 am – 3 pm

Transitions Career Institute

RETURN TO TITLE IV POLICY (R2T4)

POLICY: When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

PURPOSE: Is to ensure that Title IV funds are used for educational purposes for students and funds are returned in accordance with the USDOE regulations. The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

PROCEDURE: When students are no longer attending school, for whatever reasons, USDOE funds are calculated to determine how much aid can be used for students purposes verse funds to be returned to USDOE. The following procedures can be used as determinations.

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals

1. Date student provided official notification of intent to withdraw, in writing.

or

2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,

- a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).

7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Refund to Title IV (Financial Aid) is based on the number of scheduled hours in an obligated billing cycle. After a student is in attendance for 60% or more in an obligated billing cycle, the school earned 100% of the tuition billed in that cycle. Attendance below 60% in the obligated billing cycle shall be determined on pro rata basis. The refund calculation is based on the Last Date of Attendance by the student

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

Title IV Calculation Formula:

To determine how much financial aid, if any, must be returned to the U.S. Department of Education, TCI uses the formula below. The top number, or the numerator, is the total number of clock hours that the withdrawn student was scheduled to attend before the withdrawal. The bottom number, the denominator, is the total number of clock hours in the payment period. For TCI, the normal payment period is 450

clock hours. The total number of hours scheduled are counted from the student's first day of attendance to his or her last known date of attendance.

Determine the amount of Title IV, HEA Aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

Important Note: If a student attends more than 60% of total clock hours in the payment period, no return of Title IV funds is required.

$$\frac{\text{Total clock hours scheduled to attend}}{\text{Total clock hours in payment period}} = \frac{\text{Total clock hours attempted}}{450}$$

Example:

Mitzy started school on April 1st and attended classes 4 hours a day, 4 days a week. Her last day of attendance before withdrawing was June 16th. There was one Monday holiday during that time. Mitzy was scheduled to attend a total of 43 days and 172 clock hours.

$$\frac{\text{Total clock hours scheduled to attend}}{\text{Total clock hours in payment period}} = \frac{172}{450} = 38.2\%$$

In this example, only 38.2% of the Title IV financial aid received was earned. The remaining funds must be returned to the U.S. Department of Education according to the order listed in the next section.

Note: Students should understand that, even though TCI may be required to return Title IV funds to the U. S. Department of Education, the student will still be financially responsible to pay TCI for any tuition owed after those Title IV funds have been returned.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. *A copy of the worksheet used for this calculation can be requested from the financial aid coordinator.*

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

- a. Rounded to one significant digit to the right of the decimal point, ex. 44.93 = 44.9 %.
- b. If this percentage is greater than 60%, the student earns 100%.
- c. If this percent is less than or equal to 60%, proceeds with calculation. Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
- d. Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED. 100% minus percent earned = UNEARNED PERCENT
- e. Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
- f. If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
- g. If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- h. A Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.
- i. The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:
 1. Repay the overpayment in full to NAME OF SCHOOL
 - OR
 2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

TCI must return to the U.S. Department of Education any Title IV funds that it collected for a student but, based on refund calculations, the student was not in school long enough for all of the Title IV financial aid to be given to the student or retained by TCI. TCI is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges.

The financial aid must be returned to the Title IV program(s) that the money came from. If the aid came from more than one Title IV program, it must be returned in the priority order listed below. Note that this list contains only those programs in which TCI is currently eligible to participate.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registrar personal at your school.
- The school adheres to federal regulations regarding the return of title IV financial aid (effective July 1, 2011). In accordance with these regulations, a student who discontinues training prior to graduation may owe funds back to the federal government.

Note: Students should understand that, even though UTUI may be required to return Title IV funds to the US Department of Education, the student will still be financially responsible to pay TCI for any tuition owed after those title IV funds have been returned.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-

3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

TCI CANCELLATION & REFUND POLICIES

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

1. Students who wish to cancel their enrollment in a course or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement. Tuition reimbursement calculation will begin the day the notification is received by the school. It is best to **hand deliver the withdrawal letter** and have a copy signed by the Admissions Coordinator or **mail the letter by Certified Mail, return receipt requested.**
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Withdrawal after attendance has begun will result in the following refund policy

Reimbursement Scale Practical Nurse Program

If Withdrawal or Cancellation Occurs:

1. During the first week
2. During the second or third week
3. After the third week but prior to completion of 25% of the program
4. After 25% of the program, but not more than 50% of the program has been attended
5. After completion of more than 50% of the program = **No refund**

The School will retain:

- (10%) of the total tuition
- (20%) of the total tuition
- (45%) of the total tuition
- (70%) of the total tuition

The school will retain the registration fee plus a pro-rata portion of the tuition calculated on a daily basis. The registration fees are due at the time of registration and are non-refundable. Tuition is due before the class begins. ***Tuition and fees are nontransferable

Students who have a student loan and withdraw from the program are responsible for notifying the loan institution of their withdrawal. This notification must be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Transitions Career Institute encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the Directors must be the same date as their letter to the loan institution.

Transitions Career Institute will only refund monies to the parties or institutions who directly submitted payments to the school. Refunds are issued by company check.

Students are provided with entrance counseling, if applicable, with TCI's Financial Aid Officer to discuss the terms and conditions of their financial obligations whether or not they are receiving U.S. Department of Education Title IV funds or paying their tuition by other personal means. Once a student agrees to the terms and conditions for academic and financial responsibilities, they sign an official Enrollment Agreement, which, outlines the cost of tuition and length of stay conditions for early withdrawal and cost/ penalties associated with the withdrawal.

PURPOSE:

To ensure Transitions Career Institute adheres to federal, state and accrediting body guidelines and process funds in a fair and ethical manner to promote accuracy when packaging, receipt and return of money to and from all fiduciaries.

PROCEDURES: Any student who withdraws from TCI may be entitled to a refund must follow these steps

1. An admitted student who fails to start classes, is denied admission, or if the School cancels a program, all monies paid will be fully refunded within 45 days.
2. Students are given an entrance counselling, if applicable, with TCI's Financial Aid Officer, to discuss the terms and conditions of their financial obligations whether or not they are receiving U.S. Department of Education Title IV funds, or paying their tuition by other personal means.
3. Once a student agrees to the terms and conditions for academic and financial responsibilities, they sign an official Enrollment Agreement, which, outlines the cost of tuition and length of stay conditions for early withdrawal and cost/ penalties associated with the withdrawal.
4. Students are encouraged, but not required to inform an official TCI representative of their intention to withdraw from the program.
5. Refund calculations will go into effect based on the student's last date of attendance even though the date of determination may defer.
6. Students who do not start the program (NO SHOW) or given notice of class terminations, will receive all proceeds within 45 days.
7. The Financial Aid Officer upon notification will process refunds in accordance with the State, USDOE or accrediting body regulations. Any refunds will also be processed within 45 days to the student or fiduciary.

NET PRICE CALCULATOR

TCI uses the U.S. Department of Education template found at the following website, <http://nces.ed.gov/ipeds/netpricecalculator/> to make a net price calculator (NPC) available to prospective students and the general public. On the same webpage, the school publishes the requisite disclaimer regarding the NPC and the requirement that students must complete a FASFA. A link to the FASFA website will also be included: <https://studentaid.ed.gov/fafsa> .

When: Information is continuously available.

How: The school's website (www.tcilpn.com) includes a link to the FASFA website.

The Net Price Calculator is available on the website of the TCI, <https://www.tcilpn.com/net-price-calculator/>

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy

All students are required to meet the standards of Satisfactory Academic Progress (SAP) while enrolled in the Practical Nurse Program at Transitions Career Institute. Additionally, to be eligible for Title IV Aid, a student must maintain Satisfactory Academic Progress (SAP) as per section 668.16 of HEA 1965, maintain a minimum cumulative grade point average of 75%, or higher and complete the program within the maximum 150% time frame.

The U.S. Department of Education regulations require the SAP policy for students receiving financial aid to be the same as, or stricter than, the policy used for students enrolled in the same educational program who do not received federal aid. It consists of both a **Qualitative** and **Quantitative** measurement which are measure at the end of each payment period or end of every course.

The SAP Policy tells you:

- What cumulative grade-point average you need to maintain throughout the duration of the program (2.5);
- How quickly you need to be moving toward graduation (for instance, how many clock hours you should have successfully completed by the end of each academic term);
- How an incomplete class, withdrawal, repeated class, or transfer of credits from another school affects your satisfactory academic progress;
- How often TCI will evaluate your progress, (at the end of every course);
- What will happen if you fail to make satisfactory academic progress when you are evaluated for academic progress;
- Whether you are allowed to appeal TCI's decision that you haven't made satisfactory academic progress (reasons for appeal usually include the death of a member of your family, your illness or injury, or other special circumstances); and
- How you can regain eligibility for federal student aid.

Satisfactory Academic Progress Policy (SAP):

All students are required to meet the Standards of Academic Performance (SAP), that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the **required completion rate of 75%** at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the diploma for the Practical Nurse program.

Qualitative Measurement: Students must have a minimum cumulative grade point average related to their total hours attempted, including make-up hours.

Quantitative Measure: Students must show a successful rate of progression through the program,

measured by successful completions of 90% of all hours attempted, including accepted transfer credit hours, but excluding remedial clock hours. This measurement is evaluated on cumulative hours and is determined using the following calculation. Total Earned Hours divided by Total Attempted Hours.

Cumulative Grade Point Average: The Grade Point Average shall be awarded at the end of every course. A student who failed to meet the minimum requirement of 2.5 (C+) will be placed on academic warning and Academic Improvement Plan instituted for the student. Failure to adhere to the AIP may result in immediate placement on Academic Probation. Students are made aware of their SAP status at the end of every course.

A student who failed to make CGPA of 2.5 at the next SAP evaluation period shall be automatically placed on Academic Probation.

Completion Rate/Pace Calculations: To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours attempted. TCI calculates a student's pace progress at the end of each course divided by the number of hours attempted. In order to demonstrate a satisfactory pace rate at the completion of each course, Practical Nurse students must complete at least 90% of the clock hours attempted.

Students who failed to meet the PACE standards are placed first on **Financial Aid Probation**. If there is no improvement over the next course they may appeal the decision and be placed on Financial Aid Probation. The Financial Aid Coordinator in coordination with the Director of Nursing monitors PACE progress.

For programs longer than one academic year, TCI will continue to measure each student's satisfactory academic progress at the end of each subsequent course until the end of the student's program. Students who do not meet the minimum standards for clock-hours attempted or cumulative grade point average at any evaluation point will receive written notification from the Director of Nursing or designee in the form of an academic advising plan. The student will meet with the Director of Nursing or designee to create and implement an academic plan to assist the student with meeting SAP by the next evaluation point. The plan will be signed by all parties with the original placed in the student's academic file and a copy provided to the student.

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe of 150%, pace of completion or CGPA, the student will be informed they cannot meet the graduation requirements and be considered a graduate.

MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in any laboratory and clinical components will complete the Practical Nurse Program in 1300 clock hours.

Any student who, for any reason, has not remained on track with his or her studies, TCI's Director of Nursing and Financial Aid Coordinator will remind them that the **maximum time frame (MTF)** to successfully complete the program is 1950 clock hours.

The MTF, which is 1.5 times the normal completion time of 1300 clock hours, is computed from the very first clock hours in which the student enrolled and originally began his or her studies at TCI. Any student who does not successfully complete the Practical Nurse Program within the 1950 clock-hour MTF cannot earn the Practical Nurse Diploma.

The MTF for transfer students will be adjusted individually according to the total number of clock hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the TCI program will be multiplied by 1.5 to determine his/her MTF. Any clock hours (or converted credit hours) accepted on transfer are not included in the percentage calculation of total clock hours successfully completed out of all clock hours attempted, the MTF for transfer students is the same, 1950 clock hours, as for all other students.

Program	Program Clock Hours	Maximum Clock Hours Allowed to Complete Program
Practical Nursing	1300	1950

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

Although faculty discusses a student's progress with him/her at the midpoint of each course, students are officially evaluated for academic progress after the successful completion of every course, but no later than 450 clock hour intervals.

1. If a student fails a course, the student is immediately placed on Academic Probation.
2. The student will remain on Academic Probation until;
 - a) The student retakes the failed course when it is next offered, or no later than six months following the failed course. During this time, the student must adhere to the Academic Improvement Plan provided by the Director of Nursing and must make satisfactory progress under that plan. Failure to do so can result in the student's being academically dismissed from TCI.
 - b) If the student takes the course a second time and passes it, the student is removed from academic probation, provided that the student's CGPA is 2.5 or higher and has an attendance rate greater than 90%. The failed grade will be replaced with the passing grade.
 - c) If the student fails the course for a second time, the student is academically dismissed from the program.
3. If TCI has determined that it is mathematically impossible for a student to achieve the minimum CGPA prior to reaching the maximum time frame (MTF), that student will be academically dismissed from the institution

Failure to Achieve Satisfactory Academic Progress:

Students failing to meet the required SAP minimums will be placed on Financial Aid Probation. While on Financial Aid Probation, students will not remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Probation for one term or payment period. Students who achieve the

required SAP minimums at the end of the term or payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the next term or payment period must follow the appeals procedures stated within this policy to be placed on Financial Aid Probation; however, if he or she can demonstrate the ability to complete the program within the maximum time frame of the program they may remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

Financial Aid Probation:

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will receive an academic advising plan to assist them in improving their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid. Students may only remain in Financial Aid Probation for one term or payment period. A student who achieves the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be dismissed; however, if he or she can demonstrate the ability to complete the program within the maximum time frame of the program they may remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

Non-Title IV Eligible:

A student may remain enrolled if they can demonstrate the ability to complete the program within the maximum time frame of the program although they will not be eligible for Title IV Federal Financial Aid. Students who are Non-Title IV Eligible will receive academic advisement and an academic advising plan to assist them in improving their academic progress. All clock hours attempted during Non-Title IV Eligibility count toward the maximum timeframe. A student who achieves the required SAP minimums at the end of a term or payment period in which he or she is Non-Title IV Eligible will be placed back into good standing and eligible to continue receiving Federal Financial Aid (Title IV funds).

APPEALS

Any student who has been placed on academic probation for the first time but had mitigating circumstances, may file a written appeal (with supporting documentation) to the Director of Nursing, who, with the Financial Aid Officer, will make the decision whether to accept the student's appeal.

Mitigating circumstances are strictly limited to the following: the death of an immediate family member, legal guardian, or domestic partner; the serious illness or injury of the student, an immediate family member, legal guardian, or domestic partner; or, catastrophic damages suffered to the student's or family's residence by an act of nature (hurricane, tornado, severe flooding, etc.). Any claim of mitigating circumstances must be accompanied by verifiable documentation of the circumstance(s) being claimed.

1. The student must present the appeal as soon as possible, or no later than the six month maximum timeframe to remain active in the program.
2. The student must present compiling documentation to support the appeal
3. The appeal must be presented to the Director of Nursing
4. The student must present an approved academic performance plan to the DON.

If the student's appeal is granted, the student will be considered to be making satisfactory academic progress. The student's failing grade will be changed to a non-punitive "W" and the student's CGPA and completion rate will be recalculated based on the W grade.

Students must note that, even if an appeal is granted, the student must first complete the course which was failed/ dropped before being allowed to proceed to the next course. The failed course must be retaken as soon as it is next offered by TCI, whether the course is offered during the day or evening session. Failure to do so will result in TCI revoking its acceptance of the student's appeal and the student being placed on academic probation. The original failing grade will be reinstated.

Course Failure:

A Failed Course will be given a grade of "F" which is counted as clock hours attempted but not achieved and will have a value of zero (0) towards a student's CGPA. The course must be repeated and satisfactorily completed within 1.5 times the approved program length in clock hours. If the course is repeated, **only the higher grade will be used in the computation of the CGPA. For further information on repeating courses, please see below.**

Course Incomplete:

The course instructor may grant a student a grade of Incomplete, or "I", if the student is not able to complete the course due to missing coursework, exams, projects, or other extenuating circumstances. After receiving a grade of Incomplete, students are given up to seven days to complete all missing coursework. After submission of the missing coursework, the instructor will give the student a final grade, which will replace the grade of Incomplete. However, if all coursework is not completed at the end of the specified time-frame, the student will fail the course and the grade of Incomplete will be changed to a grade of "F" and calculated into their CGPA.

Withdrawing From A Course:

Students who wish to withdraw from a course must do so within the first 50% of the scheduled hours of the course. The student will be given a grade of W, which will not be used in the calculation of the student's CGPA however, the attempted hours will be counted towards program hours attempted for the purpose of determining satisfactory academic progress and maximum timeframe of completion.

Repeating and Progression a Course:

If a student fails a course, the student **must retake** the course before progressing to the next course. Only the higher grade is counted in calculating the student's CGPA. However, the hours from all courses attempted must be included when calculating the maximum required timeframe for completing the program. Students will incur an additional charge for any courses that are repeated.

GRADING SYSTEM

The competencies taught in all courses will be evaluated by written examinations, laboratory skillstesting and clinical performance. The minimum passing score is 75 in the theoretical component of the course and a satisfactory (P) or unsatisfactory (F) in the clinical component.

Letter Grade	Numerical Grade	Description
A+	97-100	Excellent -Mastery of subject matter
A	93-96	
A-	90-92	
B+	87-89	Very Good: Above average of
B	83-86	mastery of subject matter
B-	80-82	
C+	78-79	Satisfactory: Acceptable mastery of
C	75-77	subject matter
C-	71-74	Unsatisfactory/Low pass: Limited
D+	68-70	mastery of subject matter
D	65-67	
F	Below 65	
INC	-----	Incomplete
WP	-----	Withdrawal Passing
WF	-----	Withdrawal Failing
P (Clinical)		Pass
F (Clinical)		Fail

A Student's Grade Point Average (G.P.A.) is based on the summary of grades received through testing. The G.P.A. is determined first by multiplying the number of tests by the summary of the testgrades.

Incomplete Grades:

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious concerns. A failing grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to schedule a re-examination date and time.

If the absence is unavoidable, the student will be given an incomplete grade until they take the exam and then the grade will be adjusted. If the student does not arrange to take the exam then the incomplete grade will be changes to a failure. Instructors must file an incomplete form with the director of the school. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of

F. It is the student's responsibility to contact the faculty member about completing the course work and taking examinations.

Probation:

TCI standards require that a student pass each course with a minimum grade of C or 75% and that a student's cumulative grade point average or CPGA (overall grade average for all courses taken) be a 2.50 or higher. In addition, students are required to successfully complete 100% of all clock hours that they take. When a student fails any one of these standards for the first time, the student is placed on academic probation and must repeat the course the next time that it is offered. The student will be able to take advantage of the schools' make up policy and in-school tutoring up to (4) hours without additional costs. Should additional tutoring be necessary the student will be obligated to pay (\$50) per hour for the assistance. **Additionally a minimum grade of 75% must be maintained on all future courses. Failure to adhere to any one of these standards, will result in academic dismissal from TCI.**

Withdrawing from School:

Students who wish to withdraw from the school must submit a letter of withdrawal to the school's Director of Curriculum and Student Development within 24 hours. The date the letter is received will be the official withdrawal date. The letter must include the date that the withdrawal will take place. It is this date that will be used to calculate financial responsibilities on the part of the student and the school. Students, who withdraw from Transitions Career Institute, before the midpoint of the course, will be given a grade of either WP or WF. WP - student withdraws with passing grades. WF - student withdraws with unsatisfactory grades.

COURSE LOADS AND FINANCIAL AID PROGRAMS

Federal Loan Programs

To be eligible for the Federal Direct Loan Programs, a student must be enrolled at least half time in units related to their program of study. Students enrolled less than half time are not eligible for the Federal Direct Loan programs.

Full-time

Students must be enrolled in at least 12 clock hours per academic term in their diploma program.

Half-time

Students must be enrolled in at least 6 clock hours but less than 12 clock hours per academic term in their diploma program.

Pell Grant Program

To be eligible for the Pell Grant Program, a student may be enrolled full-time or half-time as defined above or may be enrolled as follows:

3/4 –time

Student must be enrolled at least 9 clock hours per academic term.

Less-than-1/2-time

Student must be enrolled in less than half of the workload of the minimum full-time requirement.

LEAVE OF ABSENCE POLICY (LOA)

Transitions Career Institute recognizes that exceptional and mitigating circumstances may occur that necessitates a student's need for an official Leave of Absence (LOA). Students may be granted a LOA upon request, provided that a compelling cause has been shown. TCI does not allow any student to take **more than two LOA's throughout their enrollment in the program, regardless of the circumstances.** Once the LOA has been accepted, TCI uses the student's Last Date of Attendance (LDA) to initiate the Return to Title IV and School Refund Policies.

The following guidelines must be followed by the student:

1. A written request for a leave of absence must be submitted to the Director of Nursing. If emergency circumstances prevent the student from requesting a leave in advance, the student or a party legally responsible for the student may make the request initially by speaking directly with the Director of Nursing or with the President/CEO. A leave of absence will then be completed on the student's behalf.
2. The request must have the date that the student will begin the leave and the expected date of return to class which cannot be longer than six (6) months following the LDA.
3. TCI reserves the right to adjust the scheduled return date to the next available class start date following the return date specified by the student.
4. Failure to return to class by the scheduled return date will result in dismissal from the program.
5. The student will not incur additional charges during their approved leave of absence (LOA).

Note: Each situation will be handled individually and privately. Transitions Career Institute will make every effort to help students meet their educational goals. Because tuition costs and course syllabi may change with each new term, it will be necessary for the student to meet with the Registrar and the Director of Nursing for authorization to return to class.

Generally, a leave of absence will have no impact on a student's SAP status. If the student was making acceptable progress at the time the leave of absence was granted, that status will remain the same upon the student's return to TCI. A student who was on academic probation at the time the leave was granted will remain on probationary status upon his/her return and any conditions of the probation will remain in effect.

If a student begins the leave of absence prior to the completion of a course but has not exceeded to the midpoint of that course, will be assigned a non-punitive grade of 'W'. However, if the student exceeded the midpoint of a course failing, he/she, will be assigned the punitive grade of "WF" for the course, necessitating the need to repeat the course (assuming it was not their second course failure in the program).

If a student does not return from their LOA **within six months from the Last Date of Attendance (LDA)**, the Director of Nursing or Administrator will notify the Office of Financial Aid. In this case, the school considers that the student has unofficially withdrawn on the last date of attendance before the start of their LOA and will process an administrative withdrawal for that student. The total time allowed for all LOAs cannot exceed 180 days in the student's program of study.

WITHDRAWAL POLICY

When a student withdraws from TCI, either officially or unofficially, or is administratively withdrawn (dismissed) by the school, TCI uses the student's last day of attendance as the basis to compute any refund that may be due to the student, the amount of any financial aid that must be returned to the U. S. Department of Education, or the amount of tuition and fees the student owes to TCI.

The date that a student withdraws or is dismissed from TCI also determines what grade will be assigned to the student for the course in which he or she was enrolled at the time of the drop. If a student withdraws or is withdrawn **before the midpoint (50%) of the course**, a grade of **"W"** will be assigned. If a student withdraws or is withdrawn **after the midpoint and has a grade point average of 2.5 or higher in the course**, a grade of **"WP"** will be assigned. For a student who withdraws or is withdrawn **after the midpoint and has a grade point average of less than 2.5**, a grade of **"WF"** will be assigned.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than fourteen (14) consecutive calendar days for whatever reason will be withdrawn from the class. The last date of attendance will serve to initiate the Return to Title IV and the refund process.

Should a student make the decision to withdraw from the course or program, they are required to put this decision in writing to the Director of Nursing or Administrator with the reason for their withdrawal, if possible. The school will use the student's last date of attendance to begin the Return to Title IV and refund processes.

The student will be permitted to rescind his or her withdrawal notification provided they have not missed more than 10% of the required attendance for specific course they withdrew from and be in good standing with the school.

Official Withdrawal

In the event that a student decides to withdraw from TCI and notifies the Registrar or other school administrator in writing, that withdrawal is considered an **official withdrawal**. The effective date of the withdrawal will be the date the student indicates or, if no date is stated, it will be the date TCI receives the withdrawal request.

Unofficial Withdrawal

A student who fails to notify TCI of his or her intent to withdraw and stops attending classes is considered an **unofficial withdrawal**. The effective date of the drop is the student's last known day of attendance at any class, lab, or clinical session.

Administrative Withdrawal

Any student who is dismissed from the program by TCI for academic or disciplinary reasons is considered an **administrative withdrawal**. The effective date of the administrative withdrawal will be the date the student was dismissed.

No academic transcript or verification of studies will be provided for any student who has an outstanding debt to the institution.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. The school may use a portion or all of your post-withdrawal disbursement for tuition and fees (as contracted with the school). For all other school charges, the school requires your permission to use the post-withdrawal disbursement. You can choose to opt out of granting permission for the school to use post-withdrawal funds used to cover your outstanding school balance and the funds will be issued to you. However, it may be in your best interest to allow the school to keep the funds as you will still be liable for your school debt. Student loans given as a post withdrawal disbursement require student permission to be disbursed.

A post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

TRANSFER OF CREDIT POLICY

Transitions Career Institute is committed to helping the student reach educational goals as quickly as possible. To ensure that our students graduate with the skills necessary to achieve success in the workplace we have developed a comprehensive curriculum to ensure maximum training in each specific area. **We therefore do not accept any previous training or credits from other schools, universities or life's experience at this time.**

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Transitions Career Institute is committed to complying with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is essential a form of protection for individuals who have developed, created or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published, as well as unpublished works, and is extended to any author, regardless of their nationality or domicile and includes computer use and file sharing.

All members of the TCI community– students, faculty and staff members and administrators – are responsible for complying with the requirements of the copyright law. It will be assumed that the copyright law applies to all material, unless one of the following applies:

- The work is in the public domain, including works by the U.S. Government;
- The use of the work qualifies as fair use under the copyright law; or,
- Prior written permission from the author has been obtained, or appropriate royalties or licensing fees have been paid in exchange for usage rights.

Note that all printed materials (in text or digital form) should be assumed to be copyrighted. The use of a copyrighted notice © is no longer required. The unauthorized use of copyrighted material is called an infringement.

As noted above, federal copyright protection is extended to digital media accessible through the Internet. Uploading or downloading digital material or works is an infringement of the copyright owner’s exclusive rights. This includes peer-to-peer file sharing.

All members of the TCI community who disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties, for violating the policy. Those penalties are summarized below.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Unauthorized distribution or printing of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and employees to civil and criminal liabilities.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement,

a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Students may review their files upon putting their request in writing to the Director of Nursing. A specific date and time will be made available for the review within 48-72 hours.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

When: Continuing notification of copyright laws and guidelines for use of copyrighted materials

How: Inclusion of copyright information in institution's catalog, student and faculty handbooks, postings above or near all of the institution's photocopiers, and in its library

Voter Registration Information

Policy:

TCI shall provide voters registration information to all students both in paper form (via display of details of voters' registration information) and electronically in her premises.

Purpose:

To ensure that TCI complies with federal laws with respect to adequate Consumer Information being provided to students and other stakeholders as TCI participates in the Federal Student Aid programs

Procedure:

- As part of the requirement for our institution to participate in the Federal Student Aid programs, we are required by federal law to provide each student with the state's voter registration form in paper or by an electronic method.
- In order to register to vote, please visit www.eac.gov/voter_resources/contact_student's_state.aspx.
- Find and select student's state Consumer Information Guide to view eligibility requirements, registration deadlines, and a link to visit student's state election department web page and obtain student's state's voter registration form.
- Student may contact the Financial Aid Office if student have any questions.
- Every eligible TCI student is encouraged to exercise his or her right to vote in national, state, and local elections.
- If student want student's voice to be heard, let it speak through the ballot box. The following information is provided to help and encourage student to vote.

VOTER REGISTRATION Deadline:

- Student's properly completed voter registration form must be postmarked or received by the 21st day before the election in which student wish to vote.
- However, if the voter registration deadline falls on a day when offices of the Secretary of State and county board of elections are closed, the deadline is extended to the succeeding business day when the office is open.

REGISTER TO VOTE!

- To register in New York student must be:
- A United States citizen
- At least 18 years old by the next election
- A resident of the county for 30 days before the election
- Student are NOT currently serving a sentence, probation or parole because of a felony conviction.
- The registrant must complete a Voter Registration Application and/or Party Affiliation Form.
- Mail or deliver the Voter Registration Application and/or Party Affiliation Form to the County Commissioner of Registration or Superintendent of Elections for student's county.
- The registration deadline to vote at the next election is 21 days prior to Election Day.

When: Information available continuously

How: Information is available in TCI's library and on our Orbund system. Voter information will also be distributed to new students during the required orientation sessions at the start of each new class.

Notice of Federal Financial Aid Penalties for Drugs and Alcohol Law Violations

Transitions Career Institute prohibits the unlawful possession, use, or distribution of drugs or narcotics and alcohol on campus property. Any student failing to abide by this regulation is subject to disciplinary action **without** warning. Such action may be in the form of probation, suspension, or dismissal. The student may also be subject to prosecution under federal, state, and local laws. TCI personnel are asked to report suspected violators to the administration. The school maintains a directory of agencies and support groups where students with drug and alcohol problems can seek help.

Additionally, during the required new student orientation sessions, every student will be issued a hand-out of the school's drug, narcotics, and alcohol policy and of the consequences (see below) to their Title IV financial aid eligibility for violating that policy. This information will also be distributed to all other students and employees on an annual basis.

Title IV Consequences for Illegal Drug Possession or Sale Convictions:

Students should be aware that they are subject to losing eligibility for Federal Title IV funds (Pell Grant and Direct Loans) for conviction of an offense involving the possession or sale of illegal drugs. Below is a chart indicating the loss of Title IV funding for student offenses involving the possession or sale of illegal drugs.

A federal or state drug conviction can disqualify a student for Title IV funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. The chart below illustrates the period of ineligibility for Title IV funds.

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

When: Written notices are distributed to all incoming new students during orientation and distributed to all students annually.

How: Information is published in the school's catalog, student and faculty handbooks, on its website, www.tcilpn.com, and in student handouts.

TCI is dedicated to the well-being of all members of the school community--students, faculty, employees and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of TCI to endeavor to prevent substance abuse through programs of education and prevention.

Drug And Alcohol Abuse Prevention Programs

TCI adopted aspects of the programs offered by the Partnership for a Drug-Free America to educate students, staff, and faculty about the dangers of illegal drug use and alcohol abuse. TCI's prevention program includes a segment during each new student orientation and semi-annual workshops for current students and employees regarding the dangers of drugs and alcohol. Workshops include guest speakers from organizations who discuss prevention, recognizing signs of drug and/or alcohol abuse, and getting timely and professional help.

The Administration Staff provide alcohol and substance abuse initial counseling to those in need and provide referrals to outside agencies who offer professional assistance. Additionally, the Director of Nursing and designated faculty provide counseling on the health risks associated with binge drinking, alcoholism, and drug abuse.

Health Risks Associated with Use of Illegal Drugs and Alcohol:

Abusing drugs and alcohol can destroy the life and/or livelihood of users. Below is a list of the more well-known illegal drugs and some of the health risks associated with them. Included also are the consequences of abusing alcohol. Much of the information below is provided in greater detail at the following websites: www.acde.org/health/Research.htm and www.ncadistore.samhsa.gov/govpubs/rpo926/#Dept.

Marijuana: All forms of marijuana change the way the brain works and:

- May cause impaired short-term memory loss, delayed reflexes, and shortened attention span;
- May cause fast heart rate and quicker pulse;
- May cause breathing difficulties with repeated use;
- May cause birth defects if used by females during pregnancy;
- May cause loss of concentration and coordination; and,
- May cause relaxed inhibitions and disoriented behavior.

Cocaine: Cocaine can kill in just one use and:

- Can cause irregular heartbeat, heart attack, heart failure, strokes, seizures, fungal infections in the brain, hemorrhaging in tissues surrounding the brain; fluid on the lungs, and, respiratory failure;
- Can cause psychoses, paranoia, depression, anxiety disorders, and delusions;
- Can cause increased risk of traumatic injury from accidents and aggressive, violent, or criminal behavior;
- Can cause sleeplessness, sexual dysfunction, diminished sense of smell, perforated nasal septum, nausea, and headaches; and,
- Can cause premature separation of the placenta from the fetus, spontaneous abortion, premature birth, low birth weight, and mental retardation in babies born to cocaine-using females.

Crack Cocaine: Crack cocaine is almost instantly addictive and:

- Can cause a fatal heart attack; and,
- Can cause all of the side effects of cocaine use, especially aggressive and violent behavior.

Methamphetamines (“Meth”): Meth is extremely addictive and:

- Can cause convulsions, heart irregularities, high blood pressure, depressions, restlessness, and severe fatigue;
- Can cause loss of appetite and weight loss, nausea, diarrhea, elevated body temperature, and chest pain; and,
- Can cause coma and death.

Ecstasy: Ecstasy is probably the most threatening drug to young people because it is so easy to obtain and:

- Can cause convulsions, ruptured blood vessels in the brain, and irreversible brain damage;
- Can cause hallucinations including changes in perception of time, smell, touch and other senses;
- Can cause physical problems such as involuntary teeth clenching, blurred vision, muscle tension, rapid eye movement, fever, chills, and sweating; and,
- Can cause psychological problems including confusion, depression, severe anxiety, paranoia, sleeplessness, and cravings, even for weeks after use.

Narcotics (such as Heroin, Codeine, Morphine, and Opium): Highly addictive, narcotics:

- Can cause irregular blood pressure, slow and irregular heartbeat, and collapsed veins and “tracks” (scarring) from repeated injections;
- Can cause stroke or heart attack from blood clots;
- Can cause fluid in the lungs, fatigue, breathlessness, and respiratory paralysis;
- Can cause hepatitis, AIDS, and other potentially deadly infections from unsanitary injections;
- Can cause coma, heart arrest, and death from accidental overdoses; and,
- Can cause constricted pupils, reduced night visions, nausea and vomiting, and skin infections.

Alcohol: Alcohol, the most often abused substance among young adults, is a depressant that decreases central nervous system responses and its long-term use and abuse:

- Can cause potentially fatal liver damage (cirrhosis) and psychotic behavior;
- Can cause permanent brain damage, heart failure, increased risk of stroke, respiratory depression and failure, lung abscesses, increased risk of mouth and throat cancer, hepatitis, duodenal ulcers, pneumonia, and tuberculosis;
- Can cause impaired judgment and verbal skills, inability to concentrate, anti-social behavior, and introversion; and,
- Can cause increased risk of diminished intra-uterine fetal growth, fetal alcohol syndrome, low birth weight, and long-term developmental disabilities in the fetuses and offspring of pregnant women.

Transitions Career Institute Drug and Alcohol Policy

The school recognizes alcoholism and drug abuse as illnesses or treatable disorders. It is the school's policy to work with members of the school community to provide channels of education and assistance. TCI will provide information on and make referrals to various community agencies and organizations that can provide in-depth assistance to persons with drinking or drug problems.

A list of some of those agencies and organizations serving the New York metropolitan area follows this section. The list is included in hand-outs to new students and to attendees at the school's drug and alcohol abuse prevention workshops. It is, however, the individual's responsibility to seek assistance.

- While on campus or engaged in any school related-activity, employees and students must be in a fit condition to conduct themselves appropriately to work or learn. Being under the influence of alcohol and/or drugs is prohibited and will subject the individual to disciplinary action, including the possibility of termination of employment or expulsion from the school;
- Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the school will discipline the employee based on his or her job performance. Poor job performance will lead to discharge;
- Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis to help students with a substance abuse problem continue to pursue his or her program of study or an employee to lead a productive work life free of the substance abuse;
- Any student or employee who engages in any illegal activity, such as illegal possession, use or sale of alcohol or other drugs is subject to dismissal or expulsion;
- Possession and/or consumption of alcohol by individuals under 21 years of age is unlawful. Underage students caught under the influence of alcohol may be reported to local authorities for underage drinking.
- Alcoholic beverages are not allowed on campus at any event or activity.

Sanctions for Violations of TCI's Drug and Alcohol Use

The school recognizes that the possession and/or use of certain substances are illegal, and the school is obligated to comply with local, state, and federal laws.

Any sanctions for the use of alcohol or drugs on campus by students will be applied by the school's Disciplinary Committee, acting on its discretion and judgment of the situation. In the case of employees, the personnel office will be responsible for determining the appropriate course of action. For more information, employees should also refer to the Employee Handbook, available in the Human Resources office.

Sanctions may include written reprimands on the student or employee's record, restriction or loss of privileges, suspension, expulsion or termination of employment, and referral for prosecution. Aside from these sanctions, students will remain financially liable for institutional charges pending on the student's account, and both students and employees will be financially liable for direct or indirect charges associated with any reported incidents.

Regaining Admission and Title IV Eligibility:

In order to protect the professional and academic environment of the school, a school committee will evaluate petitions from students who would like to be readmitted to the school following their suspension for violations of TCI's drug and alcohol policies. In order to be considered and evaluated for reentry, the suspended student must submit documentation which confirms that (1) he or she has obtained professional help from a state-licensed agency, organization, or appropriate professional, and (2) he or she has complied with treatment, or is currently in treatment and showing improvement. Any petition for readmission may be denied upon evaluation.

However, any such student who has been readmitted by the committee and who was formerly a Title IV recipient must complete the required period of Title IV ineligibility before the school will accept and process any application for reinstatement of Title IV eligibility.

Notice to Law Enforcement Officials:

TCI will notify the appropriate law enforcement office or agency of any violations of its drug and alcohol policies that are also criminal infractions.

List of Community Centers and Organizations for the Treatment of Alcoholism and Drug Abuse

Following are two ways to find agencies in Flushing, New York that provide treatment, counseling, and education for persons who are abusing drugs or alcohol. A person can call 1-888-995-6179 for immediate treatment help.

SAMHSA's National Helpline 1-800-662-HELP (4357)
1-800-487-4889 (TDD)

Free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues. 24 hours a day, 7 days a week.

Alcohol & Drug Use - NYC.gov <https://www1.nyc.gov/site/doh/health/health-topics/alcohol-and-drug-use>

Find the right drug or alcohol use treatment program with the Substance Abuse ... Find one near you on our NYC Health Map

When: Distributed during new student orientations, annually to all students and employees, and upon request to any person.

How: Handouts are given to each student and employee, information is published on the school's website, www.teilpn.com, and the policy is included in TCI's catalog and employee handbook. Student services staff and the Director of Student Affairs are continuously available to provide counseling for alcohol and substance abusers.

TCI will provide data, collected and collated on a two-year basis, upon request after performing the following actions:

- Determining the effectiveness of the program and implementing needed changes;
- Determining the number of drug and alcohol-related violations and fatalities that occur on school grounds or during school activities;
- Determining the number and type of sanctions imposed;
- Ensuring that sanctions are consistently enforced.

When: Once every two years

How: Maintaining copies of the information in the Office of Student Affairs and providing it to any government or accrediting entity or to the public upon request

New York State Law Immunization Requirements (Vaccination Policy):

In accordance with New York State Law PHL Section 2165 (measles, mumps and rubella), PHL Section 2167 (meningococcal disease), and Title 10 New York Codes, Rules and Regulations Subpart 66-2 (10 NYCRR Subpart 66-2) the minimum immunization requirements for students entering postsecondary schools (higher education) is evidence of having submitting proof of immunity to Measles, Mumps and Rubella. You may also provide clinical/laboratory proof of immunity to each.

*Students entering higher education universities/schools should be vaccinated against Hepatitis B (have a series of two or three shots) within six months of starting school. Please note, vaccination against Hepatitis B is recommended, but not required.

Additional information regarding New York's immunization requirements may be found on New York's immunization website, or at:

https://www.health.ny.gov/prevention/immunization/handbook/section_1_requirements.htm.

TCI Vaccination Policy

TCI complies with the State of New York's immunization requirements and extends this policy as indicated below.

All applicants for admission into the Practical Nurse program at TCI must take and pass a physical exam as certified by a licensed physician that includes confirmation that the following vaccinations have been taken:

- GHP – includes CBC with diff
- Rubella Titer & Varicella Titer
- Mantoux Skin Test
- Rubella Titer
- Mumps

When: During applicant's inquiry for admission, during new student orientations, and verifications prior to students' beginning clinical practice.

How: Information is published in institution's catalog and on its website.

(Student Right-to-Know)

TCI will provide the required information regarding graduation, completion, and transfer-out rates by the indicated categories on its Consumer Information website page.

When: After the normal completion time of each class cohort.

How: The information will be published on the school's web site, providing information based on data collected annually.

Placement in Employment

TCI completes annual statistics regarding placement of employment for its graduates. This information is located in the Student Catalog for a three year period.

When: Annually.

How: Information is published in the Student Catalog.

Retention Rate:

TCI completes and maintain retention data for all of its students and is reported to NCES on the IPEDS Fall Enrollment Survey.

When: Annually

How: Information is published in the Student Handbook addendum and is available upon request.

Statistical Report Fiscal Years 2018-2020
NCLEX Pass Rate

Reporting Year	NCLEX- PN
01/01/2020 – 12/31/2020	86.65%
01/01/2019 – 12/31/2019	89.82%
01/01/2018 – 12/31/2018	74.2%

CAMPUS SAFETY & SECURITY POLICIES

(Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency Response and Evacuation Procedures):

TCI has developed and adopted the policies below regarding campus safety and security. Additional responses to this topic appear at the end of the Security Report and Crime Statistics section.

Campus Safety and Security:

The school has the utmost concern for the safety of each student, faculty member, and staff. The school recognizes that it must develop and maintain a safe and secure environment for its students, faculty and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol and drug abuse, sexual harassment or any other kind of harassment, and to promote academic freedom, honesty and academic integrity.

All students, employees, and visitors should immediately report crimes in progress, accidents, and other emergencies to local law enforcement authorities, or corresponding agencies. Dialing 9-1-1 is the preferred method of reporting an emergency. Transitions Career Institute has developed a formal Emergency Management Plan, to ensure the safety of all its students and personnel. This emergency plan is derived from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel if an emergency were to arise on TCI's campus.

TCI's Campus Safety and Security Emergency Plans report is handed out annually to students and employees, is conspicuously posted on campus, and is available upon request.

Health and Safety Policy:

The school acknowledges its duty to do everything in its means to ensure the health, safety and welfare of its staff, faculty, students and visitors. TCI's priority is to maintain, a safe and healthy working and learning environment. Toward that end, the school allocates resources and practices to achieve this policy by making every reasonable effort to:

- Offer and maintain a safe and functioning equipment and supplies;
- Provide information, instruction, training and supervision enabling staff and students to perform their work and/or study safely;
- Provide suitable and appropriate protective equipment and supervise its use;
- Maintain high standards of health, safety and welfare in all school activities.

TCI's Campus Safety and Security Emergency Plans report is handed out annually to students and employees, is conspicuously posted on campus, and is available upon request.

CAMPUS SECURITY POLICIES

Transitions Career Institute is committed to providing quality educational programs to its students in an environment that is safe and secure for its students, staff, and faculty. We make every effort possible to protect everyone on our campus from conditions that may cause harm and/or injury

The U. S. Government is equally committed to keeping people safe on the grounds of all educational institutions and, for that reason, passed a law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)). This law is designed to help make campuses safer by requiring institutions to adopt security measures and policies that will better contribute to the safety of all persons.

The Clery Act also requires that each institution publish information about certain crimes that may have occurred either on their campuses or within their immediate community over the most recently completed three-year period. With such information, the public and especially potential students can make a better-informed decision as to whether a particular school campus is one where they would choose to study.

Reported Information:

The Clery Act requires that, at a minimum, each institution report any instances of crime in the following categories:

- Criminal homicide, which includes murder, negligent homicide, and non-negligent manslaughter;
- Sexual offenses, which include forcible sexual assault and non-forcible sexual assault;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Hate crimes and any crimes related to the hate crime: larceny, simple assault, intimidation, and vandalism or destruction of property;
- Arrests and/or any disciplinary referrals for violations of liquor laws or drug laws, and for illegal possession of weapons.

Additional Requirements:

Besides providing annual reports on any incidents of crime for those categories listed above, each institution is also required to publish its policies on campus security, drug and alcohol use, sexual assault, sexual harassment, crime reporting, and crime prevention and to provide information on fire safety.

Sources of Information:

Statistical information collected for TCI's annual reports will be collected from the school's own records of reported or known incidents occurring on campus and from the most currently available (2019) statistics provided by the New York City Police Department for the four-square mile area, which comprises the City of New York.

Availability of Information:

All information required to be disclosed by the Clery Act is distributed via hardcopy to every student, staff, faculty, and potential applicant. The statistical report itself will also be posted on bulletin boards throughout the school. Complete copies of this booklet are available in the school's administrative offices.

Emergency Notifications:

By law, every institution is required to give “timely warnings” after learning that a crime, on its campus or immediate vicinity, has been reported and that the crime constitutes a present and ongoing threat.

Because the school is small, all TCI staff and faculty are trained on (1) recognizing immediate and ongoing threats to the campus community, (2) receiving and quickly clarifying information from students, visitors, or other persons on campus regarding potential threats to determine whether action should be taken, (3) quickly and correctly making a threat assessment and determining what the correct course of action should be, and (4) warning the campus community through TCI's emergency notification system of any immediate danger or threats.

As a part of their training, TCI personnel receive copies of approved warning language and learn how to tailor language for unique emergency situations. They are also taught how to analyze immediate threats to determine whether a warning should be issued.

Timely warnings will be issued for weapons, threats, arson, robbery, and homicides on its campus or its immediate vicinity. Immediate warnings will also be given for any situation that presents a threat to the safety and security of any person on the campus.

In the event of an emergency, all persons on campus will be immediately notified through the public announcement and alarm system. Local police will be immediately notified. Designated school administrators will immediately implement the TCIALERT system to issue a mass alert via public announcement, sirens, text messaging, email, etc., to TCI community members on campus and in the immediate vicinity.

If a student becomes aware of an emergency, he/she should immediately call 9-1-1 and inform a school administrator as soon as possible. These actions should only be taken if the person can do so without putting himself or herself in danger.

Crime Prevention:

TCI is concerned for the safety and well-being of its students, staff, faculty, and anyone else on its campus and encourages everyone to take basic precautions in their conduct to enhance their own safety. Below is a commonly shared list of measures that all persons can take to better protect themselves.

- Stay alert and be aware of your surroundings at all times.
- Do not listen to iPods or other devices while walking outside.
- Walk in pairs or groups at night and avoid walking in wooded or dark areas where you can't be seen.
- Park in well-lit areas.
- Always look inside your car before entering it, especially at night.
- Do not bring valuable personal property to school.
- Do not carry more cash or credit cards than you need to get through the day and do not flash money in public.

- Do not use ATM machines alone at night.
- Carry a whistle and small flashlight with you.
- Immediately contact the school administration if you notice suspicious activity on campus.
- Call 911 in an emergency.

Copies of the security plan will be distributed to all persons and are available upon request.

Reporting a Crime:

Students, employees, and visitors are encouraged to accurately and immediately report crimes, suspected criminal activity, or other emergencies directly to school administrators. In cases of emergencies, please take the following steps:

- First, shout for help.
- Secondly, call 9-1-1 on any telephone or mobile phone and report the emergency immediately. In a non-emergency situation, call a school administrator at (732) 826-0155; or, if you are in the building or on campus, please seek out a school administrator and report the non-emergency.

All crimes and suspected crimes should be reported to a school administrator for the purpose of addressing these situations, making timely warning reports, and to update the annual statistical disclosure.

Voluntary & Confidential Reporting

Crimes may be reported anonymously. The Clery Act allows pastoral and professional counselors to receive confidential reports. Pastoral and professional counselors are not required to report crimes for the purpose of inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

- Pastoral Counselor – a person who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor – a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his/her license or certification.

Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to report a crime to the school for inclusion in the annual disclosure of crime statistics.

Certain individuals may accept confidential reports from a victim. The Clery Act requires these departments or individuals to report the crime to school administrators. This reporting allows the school to maintain accurate records on the number of incidents and to determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community of an ongoing threat if needed. The school investigates reported crime.

Members of TCI's community may also report incidents or information anonymously using the suggestions box that is located in the school's reading room. This procedure allows crime to be reported in complete anonymity, when desired by the reporter.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Transitions Career Institute regularly conducts fire drills requiring evacuation of its facility. These drills, conducted at least three times annually, are both announced and unannounced. These drills are used to:

- Familiarize TCI community members to the audible and visible evacuation signals and the exit routes available to use in the event of an emergency.
- Evaluate the performance of faculty and staff in emergency situations and to test the efficacy of TCI's emergency and fire response plans.
- The results of the drills are documented. Evacuation plans are posted in highly visible areas throughout the building highlighting floor plans, emergency exits and suggested evacuation routes. Evacuation procedures are as follows:
- Close all windows and (leave the overhead light ON.)
- Feel the door for heat before opening it. If the door is HOT, do not open it. If the door is NOT hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room. If you cannot leave the room, open the window, hang a sheet or other light-colored object out of the window to attract the attention of emergency personnel and then close the window. If there is a phone in the room, call 9-1-1 and report that you are trapped. Remain calm and give your room number and location. Stuff towels, sheets, coats, jackets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.
- If you are away from your room when the alarm sounds, do not return to your room. Leave the building via the nearest exit.
- DO NOT use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
- If you have exited the facility, stand clear of the building and report to your designated check-in area. Be sure to stand clear of emergency vehicles and equipment may be maneuvering around the building.
- Follow the directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

Rescue Areas:

TCI conducts drills with staff and faculty in assisting disabled individuals evacuate the premises in the event of an emergency. Disabled persons are directed to wait for assistance in the same locations as able-bodied individuals in situations when evacuation is not possible.

Emergency drills incorporate procedures for assisting disabled individuals in order to familiarize students and employees with these procedures.

In-Place Shelter:

There are instances in emergency situations where it may be more dangerous to evacuate than remain in a safe area on campus until. When evacuation of the premises is not a safe option, the procedures listed below should be followed:

- Stay inside the building or, when the danger is outside, reenter the building as fast as possible.
- Go into a room that has no windows and only one or a few doors, if possible.
- Close and lock the door and all windows, if possible.
- Turn off fans, heat, air conditioning, and any other ventilation system, when possible.
- Avoid drinking water from the water fountain or tap.
- If a chemical substance was released, try to get to the second floor and follow the same procedures for finding a room, closing and locking the doors, etc.

Campus Access and Security:

Access to TCI's campus is carefully controlled. Building doors are locked until 8:00 a.m. and locked again in the evening at 8:30 p.m. Entry is granted through intercom access alone. Strategically placed security cameras monitor and record activity on and around the school's campus. Administrative personnel are available during school hours to reinforce and ensure emergency procedures are followed in the case of an unexpected event.

School administrators can be reached by local authorities twenty-four hours a day, seven days a week (24/7), in the event of an emergency.

Designated staff and faculty have been trained to deal with emergencies and are certified in cardio-pulmonary resuscitation (CPR). These staff and faculty members can provide initial attention in case of a medical emergency or injury.

Facilities and Services Available to Students with Disabilities

Transitions Career Institute makes every possible reasonable accommodation for applicants and students with disabilities who wish to study at the school. The campus is located on the second level and there is an elevator on the first level. The space that TCI occupies meets applicable requirements of the American with Disabilities Act. The nursing profession demands a degree of physical strength and dexterity to care for patients and the comprehensive curriculum requires the intellectual capability to master the knowledge and skills nurses must possess. For these reasons, TCI must make initial determinations, based on required medical exams as a condition of admission, as to whether an applicant has the requisite physical and mental capacity to benefit from the training provided and become nurses.

For those applicants whose physical and intellectual disabilities do not hinder the likelihood that, with appropriate services and assistance, they can successfully complete the chosen academic program, TCI provides the necessary support. This includes arranging or rearranging classroom furniture and laboratory set-ups to the extent possible without adversely affecting the instructional process. For students with intellectual disabilities who may learn in different ways, different instructional methodologies, as suggested by education specialists, will be employed. Students who have testing anxiety are allowed to test under private conditions and given additional time for testing, as applicable. Individual tutoring sessions are provided for these students and all TCI students who need or request it.

When: During orientation for new students

How: Information contained in institution's Disclosure Handbook and on the school's website:

www.tcilpn.com

STUDENT BODY DIVERSITY

TCI publishes required student body diversity information on its website and updates it annually.

Student Demographics	
Percent of Females Enrolled	89%
Percent of Males Enrolled	11%
Percent of Blacks Enrolled	68%
Percent of Caucasians Enrolled	2%
Percent of Hispanics Enrolled	10%
Percent of Other Ethnic Groups Enrolled	20%
Percent of Students Receiving Federal Pell Grants	90%

When: Continuous access through the school’s website and in catalog or catalog addendum, once eligibility is approved.

How: References to available information is provided in new student orientations, published in the catalog and student handbook, notices are posted on information boards throughout the school, and handouts are available upon request.

TCI CAMPUS CRIME STATISTICS

Crime Classification	On Campus			Public Property			Total
Criminal Offenses	2018	2019	2020	2018	2019	2020	
Murder/Non-negligent Manslaughter	N/A	0	0	0	0	0	0
Negligent Manslaughter	N/A	0	0	N/A	0	0	0
Rape	N/A	0	0	N/A	0	0	0
Fondling	N/A	0	0	N/A	0	0	0
Incest	N/A	0	0	N/A	0	0	0
Statutory Rape	N/A	0	0	N/A	0	0	0
Robbery	N/A	0	0	N/A	0	0	0
Felony Assault	N/A	0	0	N/A	0	0	0
Burglary	N/A	0	0	N/A	0	0	0
Motor Vehicle Theft	N/A	0	0	N/A	0	0	0
Arson	N/A	0	0	N/A	0	0	0
Simple Assault	N/A	0	0	N/A	0	0	0
Larceny-Theft	N/A	0	0	N/A	0	0	0
Aggravated Harassment	N/A	0	0	N/A	0	0	0
Destruction/Damage/Vandalism of Property	N/A	0	0	N/A	0	0	0

Crime Classification 2019	On Campus							Total
Hate Crimes	Race	Religion	Sexual Orientation		Gender	Gender Identity	2020	
Murder/Non-negligent Man-slaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0

FIRE SAFETY POLICY:

TCI has procedures set in place in the event of a fire or suspected fire on campus. In compliance with the local fire department and applicable government regulations, evacuation routes for each area and floor of the building have been prepared and are posted throughout the school.

Designated TCI staff and faculty are trained to assist evacuate the building in case of an emergency. These designated personnel are also trained to assist disabled individuals evacuate the building in emergency circumstances.

Unannounced fire drills are conducted at least three times annually to test the efficacy of the school's fire safety and evacuation plans. When a fire alarm goes off, it should be assumed that there is a fire and all persons on the campus should act accordingly, without exception.

Listed in the following sections are steps that should be taken immediately in the event of a fire or suspected fire or when the fire alarm is heard.

Fire Safety Procedures:

- Immediately stop anything you are doing.
- Take your personal belongings, if safe to do (you may not be allowed back into the building).
- Do not take any food or drink with you.
- Do not use cell phones or any other electronic items during the evacuation.
- If time permits, turn off all lights and electrical equipment.
- Close the door of the room as you exit.
- Do not open any doors you cannot see through to exit before first placing a hand on the door to ensure that it is not hot from flames on the other side.
- Go to the nearest designated exit or stairway, based on the room/floor evacuation plan.
- If evacuating from the second floor of the building, stay next to the inside railing to go down the stairs.
- Follow the directions given by any authority/school administrator who may be present.
- After reaching the ground level, immediately exit the building and move at least 300 feet away from it.

When: All information on policies, procedures, and practices related to campus security and fire safety are provided to all entering new students in the student handbook and updated and is distributed to all students, staff and faculty annually.

How: Information is given directly to students and all personnel in handouts, is included in the institution's catalog and student handbook, and is posted on bulletin boards throughout the school.

SEXUAL HARASSMENT & SEXUAL ABUSE

Transitions Career Institute firmly believes that students, faculty, staff, and visitors should be free to pursue their academic studies or business activity without being subjected to the crimes and offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

The school has a zero-tolerance policy regarding these actions and does not condone or tolerate any form of these acts against any person on its premises or school-sponsored events/activities. The school will support and assist any person who has been the victim of such crime or offense and will take the strongest possible punitive actions available against persons committing the offenses.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or any conduct of a sexual nature – whether verbal or physical – directed at an individual. Any retaliatory action taken against an individual for reporting an instance of sexual harassment is itself also considered sexual harassment.

Sexual harassment includes, but is not limited to, the following behaviors:

- a) Verbal harassment/abuse, sexual jokes and/or innuendo;
- b) Pressure for sexual activity, sexual favors, or unwanted sexual advances;
- c) Remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies;
- d) Unwelcome touching, leering, or whistling;
- e) Suggestive or demanding sexual involvement accompanied by implied or explicit threats concerning a person's job or grade;
- f) Insulting or obscene comments or gestures;
- g) Display of sexually suggestive objects or pictures; and,
- h) Other physical, verbal, or visual conduct of a sexual nature.

Sexual Assault is defined as forced acts of intercourse, sodomy, or sexual penetration by a foreign object, including the deliberate touching of a person's intimate body parts (genitals, groin, buttocks or breasts). Touching can occur either directly or through a person's clothes, without consent, or forcing an unwilling person to touch the aggressor's intimate body parts, or those of another person (either directly or through clothing).

Lack of consent constitutes the acts of sexual assault committed by force, threat of force, intimidation, duress, or by the use of the victim's physical or mental incapacity. It does not matter if the physical or mental capacity of the victim was caused by alcohol or drug use, the aggressor will still be guilty of sexual assault.

Domestic Violence is defined as "a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone."

Stalking is defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or lying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the internet by posting personal information or spreading rumors about the victim."

Dating Violence is defined as violence committed against the victim by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim.

TCI's PROGRAM TO PREVENT SEXUAL HARASSMENT /ABUSE, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Transitions Career Institute has implemented a program to deter and, to the fullest extent possible, eliminate, any forms of crimes and offenses occurring on its campus. That program includes educating staff, faculty, and students regarding what constitutes such crimes and offenses and clearly informing all actors of the school's zero tolerance policy regarding violations in any of these areas.

Each new student and employee orientation include discussions regarding the school's sexual harassment, sexual assault, dating violence, domestic violence, and stalking policy, and the consequences for violating that policy. Orientations include instructions on how to report alleged violations and identifies available school and community resources for victims of these crimes. Orientations also detail how witnesses may safely intervene in an attack/potential attack, call for help, or take other options that may thwart the attack.

Designated personnel have been trained to deal with victims of crimes/offenses. These staff members are available during school hours and will offer referrals to community agencies (listed below), that specialize in providing services to victims of these types of crimes.

Catholic Charities
1011 First Avenue, 6th Floor
New York, NY 10022
888-744-7900

New York The Temple
Corps Community Center
132 West 14th Street,
New York, NY 10011
(212) 242-7770

Lenox Hill Neighborhood
House Women's Mental
Health Shelter
643 Park Ave
New York, NY 10065
(212) 570-1461

National Domestic Violence
Center NYC
1-800-621-4673

When: Information is provided during new student orientations (typically three starts per year), and on a rolling basis as new employees are hired. Designated staff are available during school hours.

How: Orientations, student resources provided by designated staff, and outside agencies.

Sexual Harassment and Sexual Assault Procedures:

The school is not equipped with resources to support sexual assault, dating violence, or rape cases. If rape, or any other type of sexual assault occurs, report the incident immediately to a school administrator and/or the New York Police Department. The school will assist rape, dating violence, or sexual assault victims to locate resources within the community, including the local police department.

Guidelines or suggestions to follow after a rape or sexual assault:

- Get to a safe place as soon as you can.
- Contact the police department at 911.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, do not wash your clothing, including undergarments; put all clothing you were wearing at the time of the attack in a paper bag. Do not use a plastic bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact someone you trust to be with you and support you.

Institutional Disciplinary Action in Cases of Alleged Sexual Harassment or On-Campus Stalking Information for Crime Victims About Disciplinary Proceedings:

Appropriate measures will be taken by the school's Disciplinary Committee to investigate a complaint or allegation of sexual harassment or on-campus stalking (including, when appropriate, contacting the local police department). The Committee will initiate a hearing with both parties (victim and accused) and take appropriate disciplinary action, when appropriate. Both parties may choose to have an attorney or other representative present at the hearing. If, for reasons of personal safety or incapacity, the alleged victim cannot be present, the committee will arrange to have that person's statement taken and shared with the accused prior to the disciplinary hearing.

Both parties to the hearing will be informed of the committee's final decision and of any sanctions to be applied. A determination by the Committee that an offense or crime occurred, will result in the accused being permanently expelled from the school, or terminated in the case of an employee.

In the case of reportable crimes where the Disciplinary Committee found the accused to be in violation, results will be shared with the appropriate law enforcement personnel and possibly other authorized individuals. All violations of the policy and all allegations of violations of the policy will be included in TCI's annual crime report.

The Disciplinary Committee consists of a faculty member, an advisory Board Member, and (when available) a professional counselor specializing in the area of the alleged offense. Each member of the committee will be vetted to ensure no conflict exists with any involved parties. Each member must also attest that he/she will conduct a fair and impartial hearing. The Committee must be able to justify its final decision. Justification for the final decision will be documented and preserved as part of the hearing record.

Hearings commence within thirty (30) days of the allegation being made. If the school must delay the

start of the hearing, it will notify both parties in writing, informing them of the reason(s) for the delay, and the rescheduled hearing date. Hearings typically last a week, but appropriate time is given to conduct a fair and comprehensive hearing. Written document of the Committee's decision and rationale is typically complete within one week of the hearing's conclusion.

The Disciplinary Committee issues one sanction if it determines that the crime occurred; that sanction is a permanent expulsion for a student perpetrator and termination for cause for an employee perpetrator. The sanction(s) become effective immediately upon the Committee's release of its final determination.

Sanctions are appealable only if additional evidence comes to light proving that the accused is innocent of all accusations, or if a court of law finds the accused not guilty.

Prohibition on Retaliation:

Regardless of the outcome of a committee hearing (or whether or not a complainant filed a formal charge against an alleged aggressor), no employee or agent of the school may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.

SEX OFFENDER REGISTRY

Postsecondary schools and schools are required by the Campus Crimes Prevention Act of 2000 to advise students, staff, faculty, and anyone else within its campus community, on how to obtain information regarding any registered sex offenders who may be located within the school's service community. For the State of New York, that information may be obtained at the following website: https://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

When: All information on policies, procedures, and practices related to sexual harassment, sexual assault, procedures for these offenses, and the sexual offender registry are provided to all entering new students in the student handbook and is distributed to all students, staff, and faculty annually.

How: Information is given directly to students and all personnel in handouts, is included in the institution's catalog and student handbook, and is posted on bulletin boards throughout the school.

Family Educational Rights and Privacy Act (FERPA)

POLICY:

Transitions Career Institute is committed to the privacy and security of our students. Transitions Career Institute Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) - sometimes called the Buckley Amendment - which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age.)

FERPA was enacted by the U.S. Congress in 1974 and has since had many amendments. Responsibility for oversight of FERPA compliance rests with the Department of Education's Family Policy Compliance Office.

Student Records Privacy Policy

- ☐ Student records are protected by the Family Educational Rights and Privacy Act (FERPA), federal regulations which assign rights to students and responsibilities to educational institutions regarding students' education records. The Act governs the maintenance and release of information from those records.
- ☐ FERPA applies to public schools and state or local education agencies that receive Federal education funds, and it protects both paper and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most states also have privacy protection laws that reinforce FERPA. State laws can supplement FERPA, but compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.
- ☐ FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

Students' Rights under FERPA

As a current or former TCI student, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights regarding your education records.

These rights are:

- ☐ The right to inspect and review your records. You may request to review your records by submitting a written request to the TCI Registrar or to the Dean, Vice President of Nursing.
- ☐ The rights to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- ☐ The right to restrict the disclosure of certain Information pertaining to your records; and

STUDENT RECORDS:

All student records are considered confidential by TCI and access to them is restricted to the following:

the student himself or herself;

- An individual, agency, or employer for whom the student has provided written authorization to TCI to release information or copies from the records;
- Authorized TCI staff; and,
- Those agencies, officials, or parties as authorized under the Federal Family Educational Rights and Privacy Act (FERPA).

Student transcripts are maintained indefinitely; all other vital student records are maintained for a minimum

period of seven (7) years. Vital records are the following: admissions application, enrollment agreement, attendance records, medical records (if any), criminal background check, financial transactions records, and records of any disciplinary meetings, actions or appeals.

Students may grieve / appeal their grades up to six (6) months at which time the grade earned / recorded will remain in effect.

Definition of Education Records

Education records are those records directly related to a student maintained by TCI or by a party acting for and on behalf of TCI.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Release of Education Records

Except as provided in FERPA (see below) or other applicable law, TCI will not disclose personally identifiable information from your education records unless you provide a written release containing:

- What information is to be released
- To whom the information is to be released
- The purpose for which it is to be released
- Your signature and the date of the request
- Mode for which it should be released (electronic/ paper-based)

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, Student's numbers, or Social Security Numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

Some records created and maintained by the TCI, although not covered by FERPA, may be subject to other federal and state laws or regulations regarding disclosure.

The exceptions under FERPA which allow the TCI to disclose personally identifiable information from your education record are stated in the full text of Transitions Career Institute Student Records Policy. The most common exceptions to disclosure restrictions are disclosures to TCI faculty or staff -- "School Officials" -- with a legitimate educational interest, or disclosure of personally identifiable information designated as **Directory Information**

Definition of Directory Information

Directory information includes:

- Your full name
- Mailing and permanent address(es) and telephone number(s)
- Email address
- The fact that you are or ever were enrolled
- Enrollment status (e.g., full-time, half-time or less than half-time)
- Class level and majors/minors
- Dates of attendance
- Certification/ Program enrolled for
- Cumulative credit hours
- Participation in officially recognized activities
- Your status as a graduate/ Dropped, Active, Failed etc.

Below is a quick reference of frequently asked-for data, and whether it is or is not Directory Information at Transitions Career Institute.

DIRECTORY INFORMATION?	YES	NO
Student's full name	X	
Student's ID number		X
Date of Birth		X
Gender	X	
Ethnicity		X
Mailing address and telephone number	X	
Permanent address and telephone number	X	
All addresses and telephone numbers except Mailing and Permanent (e.g. Alternate Billing Address, Contact/Emergency Address, etc.)		X
E-Mail Address	X	
Parent names and/or addresses		X
Class level and academic major/minor	X	
Dates of attendance	X	
Fact that the student is or has been enrolled	X	
Diploma awarded (LPN, RN, CNA)	X	
GPA or grades		X
Cumulative clock hours	X	
Current term credits or class schedule (scheduled hours, attended hours, tardy)		X
Full-time, half-time or less than half-time enrollment status	X	
Information on academic standing (probation, disqualification, etc.) or whether student is eligible to return to school		X
Whether student has applied for graduation		X

Outstanding eligibility requirements for graduation		X
Accounts Receivable balance		X
Financial records of parents		X
Student employment records		X
Psychiatric or psychological records		X
Copies of transcripts from other schools or colleges		X

Note: items marked as releasable will be provided to a third party upon request unless otherwise prevented through restriction filing.

Directory Information Restriction

You may choose to restrict release of your Directory Information. When the release of Directory Information is restricted, the fact that you are currently a student, or have ever been enrolled at Transitions Career Institute, will not be released.

Once you restrict the release of Directory Information, in order to conduct any business with the TCI, you will need to go in person to the office involved, with photo ID, or, via mail or fax, provided a written request for release containing the following:

What information is to be released

- To whom the information is to be released
- The purpose for which it is to be released
- Your signature and the date signed

No information will be provided via telephone. No information will be provided to anyone - parents, relatives, friends, other students, or prospective employers - who may wish to contact you or verify your student status at TCI, without a written release from you containing the elements listed above.

Restricted Directory Information is made available only where an emergency is involved, at the direction of a court order, or to TCI staff and faculty with a legitimate educational need to know.

Restriction Duration

The restriction of information is permanent until you request, in writing, that it be removed. The restriction will remain in place even after you have stopped attending or have graduated.

Requesting Written or Verbal References or Recommendations from Students

Students who request written or verbal references or recommendations from TCI faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about your academic or work performance; this type of information is considered "non- directory" information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and Transitions Career Institute Student Records Policy. This information is classified by TCI as falling under the NPPI (Non-Public Private Information).

Student Reference Request Form may be mailed, faxed, or sent as a PDF to the faculty or staff member from whom you are requesting the reference/recommendation.

Your request should contain the following:

- What information is to be released (be as specific as possible)
- To whom the information is to be released (name, address)
- The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- Your signature and date

The Registrar logs and files all such requests in a secured cabinet for future references.

Requests that do not contain these four elements are not in compliance with FERPA.

Some graduate programs, scholarships or job applications require the use of their own prepared packets and may include a form which provides a place for your signature authorizing release of non-directory information. If that completed form or a copy of it always accompanies the pages to be completed by UO faculty or staff members, no additional authorization is required.

Social Security Number Disclosure Consent Statement

Students are requested to provide voluntarily their Social Security Numbers to assist TCI in developing, validating, or administering student aid programs; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, TCI will disclose a Social Security Number only in a manner that does not permit personal identification of a student by individuals other than representatives of TCI and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing their Social Security Number, students are consenting to the uses identified above. Provision of the student's Social Security Number and consent to its use is not required and, if a student chooses not to do so, he/she will not be denied any right, benefit, or privilege provided by law. A student may revoke consent for the use of his/her Social Security Number at any time by contacting the Office of the Registrar and Financial Aid.

Student Records Privacy Policy for Faculty

TCI, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for monitoring access to and release of information from student education records. Staff and faculty with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students at TCI regarding their education records. These rights do not transfer to parents, guardians, spouses or other family members without the specific written permission of the student. (Please see the "Student" section of the Privacy Policy for more information).

Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all TCI employees and to all other persons who have access to education records. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential information is expected to adhere to the regulations stated below. A person who has access to education records may not:

- ❖ Reveal the content of any record or report to anyone, except in the conduct of his or her work assignments and in accordance with TCI policies and procedures.
- ❖ Make or allow any unauthorized use of information.
- ❖ Knowingly include false, inaccurate or misleading entry in any report or record.
- ❖ Knowingly expunge a data record or a data entry form and record, report or file.
- ❖ Share individual passwords with any other person (for password protected data).
- ❖ Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information they have acquired through work assignments.
- ❖ Remove any official record or report, or copy of any official report, from the office where it is maintained, except in the performance of official duties. Any knowledge of a violation of this code must be reported immediately to the violator's supervisor. Violations may lead to disciplinary action, including dismissal. Violations can also lead to action under the State of New York statutes pertaining to theft, alteration of public records, or other applicable section.

Parent Rights

Once a student has reached age 18 or is attending TCI, all FERPA rights belong to the student. Parent access to education records is limited to information classified as Directory Information under TCI Records Policy.

Parental access to other education records is allowed when the student provides TCI with a signed and dated release specifying the records to be disclosed, stating to whom they should be disclosed and the purpose of the disclosure. Each instance of release of non-Directory Information requires its own separate and specific written authorization to release.

Parents are encouraged to read the Privacy Policy information provided for students, located in the first section on this page.

Family Emergency Situations

During the hours from 8:30am - 4:00pm (Mondays through Thursdays) and, from 9:00am – 3:00pm (Fridays only) if a parent, guardian, or other family member needs assistance in contacting a TCI student in an emergency, they should contact the student's Director of Nursing or Registrar at (732) 826-0155. Staff members in those offices have systems in place and work closely with the

Public Health or Safety Emergencies

Disclosure of information from education records is allowed under TCI Student Records Policy and FERPA in connection with a health or safety emergency if the information is necessary to protect the health or safety of the student or others. TCI exclusively determines whether disclosure of information is necessary by considering;

- ✚ The seriousness of the threat to health or safety;
- ✚ The need for the information to meet the emergency;
- ✚ Whether the individual(s) to whom the information is released is in a position to deal with the situation; and
- ✚ The extent to which time is of the essence

Title IV Student Loan Code of Conduct

The Higher Education Act (HEA) of 1965, as amended on August 14, 2008 requires that any institution of higher education that receives participating in the Title IV, HEA Loan Program must develop a student loan code of conduct. This code of conduct prohibits conflict of interest with respect to the Direct Loan Program and any Private Educational Loans for which the institution offers.

Transitions Career Institute is committed to adhering to the highest ethical standards with regards to the administration of Title IV funds. As such, all employees and agents of its organization must adhere to the policies outlined below.

All employees and or agents of Transitions Career Institute shall not:

1. Enter into a revenue-sharing arrangement with any lender.
2. Solicit or accept any gifts from any lender, guarantor, or servicer of loans.
3. Participate in a preferred lending agreement with any lender of private educational loans.
4. Direct borrowers to a particular lender; refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. Request or accept offers of funds for private loans.
6. Request or accept from any lender assistance with call center staffing or financial aid office staffing.
7. Receive anything of value from the lender, guarantor, or group of lenders or guarantors in serving on the advisory board.

COLLEGE NAVIGATOR WEBSITE

The College Navigator is website was developed by the Department of Education as a free consumer information tool designed to help students, parents, high school counselors, and others to search for and obtain information about U.S. postsecondary institutions. Each institution's profile provides data such: retention and graduation rates, programs offered and degrees awarded, the cost of attendance, campus safety, student aid availability and accreditation status.

Students may access the College Navigator website using the link below.

<https://nces.ed.gov/collegenavigator/>

DRUG AND ALCOHOL FREE CAMPUS & WORKPLACE

Transitions Career Institute adheres to all requirements of the Drug-Free Schools and Communities Act amendment of 1989, Public Law 101-226. TCI is committed to protecting the safety, health and wellbeing of all employees, students and other individuals in our environment and does not tolerate the use, distribution or possession of any illegal drugs. We recognize that alcohol abuse and drug use pose a significant threat to the goals of TCI. We have established a drug-free environment that balances our respect for individuals with the need to maintain an alcohol and drug free school. TCI encourages students to voluntarily seek help with drug and alcohol problems. TCI's drug-free workplace is applicable during all working and school hours, whenever anyone is conducting business or representing the organization, while on TCI property, at school-sponsored events, and during offsite clinical operations and at any-time while engaged in a learning or working activity at Transitions Career Institute.

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Any TCI student or employee who is convicted of a criminal drug violation in the workplace must notify the school within three days following the conviction. TCI will take the appropriate action within 30 days of notification.

All information received by TCI through the drug-free workplace is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws, U. S. Department of Education disclosure requirements, and TCI's management policies.

One of the goals of TCI's drug-free workplace is to encourage students and employees to voluntarily seek help with alcohol and/or drug problems. If, however, a person violates the policy, the consequences are serious.

In the case of applicants for admission, their violation of the drug-free workplace policy will result in any admission to the school being withdrawn.

If a student violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. A student who is required to enter rehabilitation but fails to successfully complete it and /or repeatedly violates the policy will be dismissed from school. Nothing in this policy prohibits student from being disciplined or discharged for other violations and/or performance problems.

Transitions Career Institute recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our students and employees, our drug-free workplace:

- Encourages students to seek help if they are concerned that they or their family members may have a drug and or/alcohol problem.
- Encourages employees /students to utilize the services of qualified professionals in the community to

assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help

Shared Responsibility:

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees, and management have important roles to play.

Any student or employee should not attend class or report to work when his or her ability to function in a classroom or work setting is impaired due to on-or off-duty use of alcohol or other drugs.

In addition, employees and students are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students and workers in seeking help.
- Report dangerous behavior to their supervisor or instructor.

It is the supervisor or instructor's responsibility to report all violations to the proper TCI Administrator and/or Department head.