



TRANSITIONS *CAREER INSTITUTE*

**STUDENT
DISCLOSURE
HANDBOOK
2025-2026**

133-11 20th Avenue

College Point, NY 11356

(718) 362-9500

www.tcilpn.com

TABLE OF CONTENTS

President’s Address	4
LICENSURE, APPROVALS, AND ACCREDITATION	5
ELIGIBILITY FOR TITLE IV AID PROGRAMS	8
Terms and Conditions of Title IV, HEA Loans:	13
National Student Loan Data System (NSLDS)	15
Entrance Counseling for Student Loan Borrowers	15
Exit Counseling for Student Loan Borrowers	15
Federal Financial Aid Application Process	19
Verification	20
Cost of Attendance (COA)	22
Methods and Frequency of Disbursement	26
Student Loan Release Policy (Disbursement Policy)	27
STUDENT LOAN FEES	28
Return to Title IV Policy (R2T4)	19
TCI Cancellation & Refund policies	37
Refund Policy and Procedures	45
Net Price Calculator (NPC)	48
SATISFACTORY ACADEMIC PROGRESS (SAP) Policy	49
APPEALS	56
GRADING SYSTEM	58
COURSE LOADS AND FINANCIAL AID PROGRAMS	62
LEAVE OF ABSENCE POLICY (LOA)	64
WITHDRAWAL POLICY	66
TRANSFER OF CREDIT POLICY	68
COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS	69
Voter Registration Information Policy	73
Notice of Federal Financial Aid Penalties for Drugs and Alcohol Law Violations	75
Drug and Alcohol Abuse Prevention Program	75

Health Risks Associated with Use of Illegal Drugs and Alcohol:	77
New York State Law Immunization Requirements (Vaccination Policy):	81
TCI Vaccination Policy	82
Placement in Employment	83
Statistical Report	84
CAMPUS SAFETY & SECURITY POLICIES	85
Facilities and Services Available to Students with Disabilities	99
STUDENT BODY DIVERSITY	100
FIRE SAFETY POLICY:	103
Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policy	105
Family Educational Rights and Privacy Act (FERPA) Policy	111
Title IV Student Loan Code of Conduct	117
COLLEGE NAVIGATOR WEBSITE	119
Drug and Alcohol-Free Campus & Workplace	120

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!

*Claudia Houston MS, BSN, RN
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 **Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)**

Middle States Association Commission on Secondary Schools

Saint Leonard's Court

3819-33 Chestnut Street, Suite 310

Philadelphia, PA 19104-3171

(267) 284-5000

www.msa-cess.org

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. **Transitions Career Institute, Inc is accredited until July 1, 2034.**

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 result 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

Transitions Career Institute (TCI) participates in the U.S. Department of Education's Title IV Student Financial Assistance Programs. Eligibility for these programs is governed by federal law and regulations. The purpose of this section is to outline the general requirements for students to receive federal financial aid.

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

IV Programs:

Federal Pell Grants:

Need-based grant for undergraduate students without a prior bachelor's or professional degree. Does not require repayment under normal conditions.

Federal Direct Loans:

- **Subsidized**

Need-based. The U.S. Department of Education pays the interest while the student is enrolled at least half-time. Repayment begins six months after the student ceases enrollment or drops below half-time.

- **Unsubsidized:**

Not based on financial need. The student is responsible for all interest from the time the loan is disbursed. Repayment also begins six months after enrollment ends or drops below half-time.

- **Federal Parent Plus Loans:**

For parents of dependent undergraduate students. Parents may borrow up to the

cost of attendance, less other aid. Credit-based. Repayment begins within 60 days after full disbursement unless deferred.

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

1. Admission: Meet TCI's admission criteria and be accepted into an eligible Title IV-approved program.
2. Educational Purpose & Certification: Sign the FAFSA certification statement confirming educational use of aid, no defaulted loans, no grant overpayments, and agreement to repay overpayments.
3. FAFSA Submission: Submit a Free Application for Federal Student Aid (FAFSA) for the 2025-26 year.
4. Verification & Corrections: Complete all verification steps and resolve any federal reject codes. Aid cannot be processed until all required information is verified and any discrepancies corrected.
5. Aggregate Loan Limits: Have not exceeded federal student-loan aggregate borrowing limits.

6. Enrollment Agreement: Sign TCI's Enrollment Agreement.

7. Minimum Enrollment: Be enrolled at least half-time (as defined by TCI) to qualify for Direct Loans. (Note: Pell grants are paid based on enrollment status but do not require half-time enrollment.)

8. Program Eligibility: Be enrolled in a program leading to a diploma or certificate that meets gainful employment requirements. Title IV funds cannot be used for courses not required for the credential or for previously earned credit by examination or experiential learning that is not overseen by the school.

9. Verification & Corrections: Complete all verification steps and resolve any federal reject codes. Aid cannot be processed until all required information is verified and any discrepancies corrected.

10. Social Security Number & Citizenship: Have a valid SSN and be a U.S. citizen, U.S. national, or eligible non-citizen (exceptions apply for residents of the Freely Associated States).

11. Educational Credential: Hold a high school diploma or GED.

12. Satisfactory Academic Progress (SAP): Maintain SAP according to institution policy that is consistent with federal regulations (including minimum GPA, completion rate/pace,

and maximum timeframe).

*SAP evaluations are conducted at the end of each payment period, and are based on whether the student has successfully completed both the scheduled clock hours and the weeks of instruction required for that payment period. All attempted clock hours, and periods of enrollment without federal aid are included in the evaluation.

13. Financial Need: Demonstrate financial need as determined by the FAFSA and your Student Aid Index (SAI). For 2025–26, FAFSA now uses SAI in place of Expected Family Contribution (EFC) and tracks Other Financial Assistance (OFA) separately.

14. Pell Grant Lifetime Limit: Pell Grant eligibility is capped at a total of 600% (equivalent to six years or 12 payment periods). Once a student reaches this limit, no additional Pell disbursements are permitted. Students will also be ineligible for Pell if they have received a bachelor's degree or higher.

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.

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:

- The average anticipated monthly repayment amount based on the borrower's total loan debt and chosen repayment plan;
- Repayment plan options, including income-driven repayment (IDR) plans, standard, graduated, extended, and other plans available through the U.S. Department of Education;
- The borrower's ability to prepay or pay on a shorter repayment schedule without penalty;
- Debt management strategies to help borrowers stay on track with payments and avoid delinquency or default;
- Explanation of the Master Promissory Note (MPN), including its legal implications and how it applies to multiple loans;
- The importance and seriousness of the borrower's obligation to repay federal student loans;
- The terms and conditions under which loans may be forgiven, canceled, or discharged, including Public Service Loan Forgiveness (PSLF), Teacher Loan Forgiveness, and discharge due to total and permanent disability or school closure;
- A copy or link to official borrower information provided by the U.S. Department of Education, including details available through StudentAid.gov;
- The terms and conditions of deferment and forbearance, including eligibility and how to apply;
- The consequences of default, including damage to credit, garnishment of wages or tax refunds, loss of eligibility for further aid, and legal action;
- The options and consequences of loan consolidation, including possible loss of borrower benefits;
- Federal tax benefits that may be available to borrowers, such as the student loan interest deduction;

- A clear explanation that the borrower is legally obligated to repay the full amount of the loan, even if the borrower:
- Does not complete the program of study,
- Does not complete the program within the normal time frame,
- Is unable to obtain employment after completing the program,
- Is dissatisfied with or does not receive instruction due to circumstances beyond the institution's control.
- Students who experience unresolved disputes regarding their federal student loans may contact the Federal Student Aid Ombudsman Group of the U.S. Department of Education:

Federal Student Aid Ombudsman Group

U.S. Department of Education

Phone: 1-877-557-2575

Website: <https://studentaid.gov/feedback-ombudsman>

When:

Exit counseling is required and must be completed:

- Before a student graduates,
- When a student withdraws, or

- If a student ceases attendance in all classes, even if they did not formally withdraw.

How:

Transitions Career Institute facilitates exit counseling by:

- Notifying students who are graduating, withdrawing, or otherwise ceasing attendance;
- Directing affected students to complete the required online exit counseling at the U.S. Department of Education's official website: StudentAid.gov;
- Providing assistance through the Financial Aid Office as needed;
- Electronically sending exit counseling information/ materials to students who do not complete counseling or fail to formally withdraw.
- Students are reminded that completion of exit counseling is a federal requirement and includes important information about:
 - Repayment options and timelines
 - Loan servicer contact information
 - Debt management strategies

Federal Financial Aid Application Process

Most U.S. citizens and eligible noncitizens may qualify for federal financial aid programs. To be considered for Federal Title IV Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov.

The FAFSA collects information about the financial situation of the student—and the student’s parents, if applicable—to determine eligibility for aid. This information is used to calculate the Student Aid Index (SAI), which has replaced the previous Expected Family Contribution (EFC) starting with the 2024–25 award year.

The FAFSA must be completed annually, and the results are sent to the school in the form of an Institutional Student Information Record (ISIR).

Students (and parents of dependent students) must sign the FAFSA electronically using an FSA ID issued by the U.S. Department of Education.

To determine if a student qualifies as independent or dependent for financial aid purposes, the student must answer a series of dependency determination questions on the FAFSA. Dependent students are required to provide parental information, while independent students are not.

How to Apply for Financial Aid:

Students who applied for federal financial aid in the previous year will typically receive a renewal notification email from the U.S. Department of Education beginning in January.

Students are strongly encouraged to complete their FAFSA renewal electronically by visiting:
<https://studentaid.gov>

If a student does not receive a renewal email, or if the student did not apply for financial aid in the previous year but wishes to apply for the upcoming award year, they should follow the standard

FAFSA application process.

To apply, complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov>. Be sure to list Transitions Career Institute's Federal School Code: 042160 on the application.

It is the responsibility of the student or applicant to obtain, complete, and submit all required forms and information by the appropriate deadlines in order to be considered for financial aid at TCI.

Students who are selected for verification must submit all required documentation within thirty (30) days of notification. Failure to provide verification documents in a timely manner may result in a delay or denial of financial aid.

Verification

Each year, some FAFSA applicants are selected by the U.S. Department of Education for verification to ensure the accuracy of information reported on the FAFSA. If selected, students will be contacted by the Financial Aid Office and provided with a list of required documents.

For the 2025–2026 award year, verification may include the following tracking groups:

- V1 – Standard Verification: Verification of income information, household size, and number in college
- V4 – Custom Verification: Verification of identity/Statement of Educational Purpose and high school completion status
- V5 – Aggregate Verification: Verification of all items included in V1 and V4

Required documentation may include, but is not limited to:

- A Verification Worksheet provided by the school
- Federal tax information (e.g., tax return transcripts or signed 1040 forms) and W-2 forms if required to resolve discrepancies or if IRS data was not successfully transferred
- Documentation of untaxed income if applicable

- Proof of high school completion and government-issued identification for identity verification (if applicable)

Under the FAFSA Simplification Act, fewer students are selected for verification and much of the required data is automatically transferred from the IRS. However, the Financial Aid Office is still required to resolve any conflicting or inconsistent information, even for students not selected for verification. Failure to submit required documentation may result in delays or denial of federal financial aid.

Financial aid cannot be disbursed until the verification process is completed.

Students will be notified in writing (or electronically, if consented) of any required documents. If verification results in changes to the student's Student Aid Index (SAI) or financial aid eligibility, the student will be notified of the updated award information.

Students must respond to verification requests in a timely manner. Failure to submit required documents may result in delays or loss of aid eligibility for the academic year.

Cost of Attendance (COA) on Next Page

Cost of Attendance (COA)

2025–2026 Award Year

The **Cost of Attendance (COA)** is an estimate of the total educational expenses a student may incur while attending Transitions Career Institute (TCI) for an academic year or payment period. It is used to determine **financial aid eligibility** and sets the maximum limit on the amount of financial aid a student can receive from all sources.

The **U.S. Department of Education** defines and regulates the allowable components of the COA under the **Higher Education Act of 1965, as amended**.

What is Included in COA?

The COA includes both **direct costs** (billed by the school) and **indirect costs** (expenses not paid directly to TCI, but still necessary for attendance). Components may vary based on enrollment status, dependency status, and living arrangements.

Allowable components include:

- **Tuition and fees**
- **Books, course materials, supplies, and equipment**
- **Room and board** (housing and food), whether the student lives:
 - Off campus
 - On campus (if applicable)
 - At home with parents
- **Transportation expenses**
- **Personal and miscellaneous expenses**

- **Loan fees** (for students receiving federal student loans)
- **Computer purchase or lease** (must be documented)
- **Dependent care expenses** (must be documented)
- **Disability-related expenses** (must be documented)
- **Licensing or certification exam fees**, if required for the program

Some components such as computer costs, dependent care, and disability-related expenses are only included in the COA if **appropriate documentation** is provided.

COA for Less-Than-Half-Time Students

Students enrolled in **less than half-time status** (fewer than six clock hours per week) will have a **reduced COA** that includes only:

- Tuition and fees
- Books and supplies
- Transportation

Room and board, personal expenses, and other indirect costs are **not included** for less-than-half-time students, per federal regulations.

Requesting a COA Adjustment

Students who experience **unusual or exceptional expenses** may request an adjustment to their COA by submitting the following to the **Financial Aid Office**:

- A written request explaining the circumstances,
- The specific costs involved, and
- Supporting documentation (e.g., invoices, receipts, childcare contracts)

Each request will be reviewed individually. Approved adjustments may result in an increased COA, but **do not guarantee** additional financial aid will be awarded.

How Financial Aid Applies to COA

All federal student aid including **Pell Grants, Direct Loans, and PLUS Loans** is awarded based on the student's COA and financial need. The **Student Aid Index (SAI)** (formerly called the EFC) and other financial aid resources are subtracted from the COA to determine the amount of aid the student is eligible to receive.

If you have questions about your COA or wish to request a review of your budget due to special circumstances, please contact the **Financial Aid Office** at TCI for assistance.

The Financial Aid Office at Transitions Career Institute (TCI) applies annually for participation in federal student aid programs through the Fiscal Operations Report and Application to Participate (FISAP), as required by the U.S. Department of Education.

The Federal Pell Grant is a need-based entitlement program available to eligible undergraduate students who have not yet earned a bachelor’s or professional degree. Eligibility is determined solely by the U.S. Department of Education’s Central Processing System (CPS) using data submitted through the Free Application for Federal Student Aid (FAFSA) and calculated using the federal need analysis formula.

Cost of attendance includes the following items: 1300-hour program, broken into 2 program years. Program Year 1 (first 900 hours of program and Program Year 2 (remaining 400 hours of program)

***Please note that, effective January 1, 2026, tuition increased by \$3,000, from \$24,500 to \$27,500.**

All other components of the Cost of Attendance (COA) remain the same.

(LPN COA 1300 HOURS)	Without Parent	With Parent
Tuition	\$27,500	\$27,500
Registration Fee / Background Check Fee	\$100 / \$30	\$100 / \$30
Books and Supplies	\$2,500	\$2,500
Room and Board	\$32,045	\$26,845
Transportation	\$12,714	\$9,919
Personal/Misc.	\$11,284	\$11,284
Total	\$ 86,173	\$78,178

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 during 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 (Deducted from Disbursement):

Loan origination fees are charged by the U.S. Department of Education for processing and issuing Federal Direct Loans. These fees are deducted from the disbursement amount of each loan. The current origination fees for loans first disbursed on or after October 1, 2024, and before October 1, 2025, are:

Subsidized and Unsubsidized Federal Direct Loans: 1.057%

Federal Direct PLUS Loans (Parent and Graduate): 4.228%

Please note: These fees are subject to change on October 1 each year based on federal sequestration.

Loan Interest Fees (Fixed for the Life of the Loan):

The interest rate is the cost of borrowing and is fixed for the life of the loan. For loans first disbursed between July 1, 2025, and June 30, 2026, the interest rates are:

- Subsidized Federal Direct Loans (Undergraduate): 6.39%

- Unsubsidized Federal Direct Loans (Undergraduate): 6.39%

- Federal Direct Parent Plus Loan: 8.94%

For Federal Direct Subsidized Loans:

- No interest accrues while enrolled at least half-time in an eligible program.
- No payments are required while enrolled at least half-time.
- Grace period: Repayment begins 6 months after you graduate, withdraw, or drop below half-time enrollment.
- Interest begins to accrue after the grace period ends.

For Federal Direct loans – Unsubsidized:

- Interest accrues immediately from the time the loan is disbursed even while enrolled in school.
- No payments are required while enrolled at least half-time, but interest continues to accrue.
- Borrowers may choose to pay interest while in school or allow it to be capitalized (added to the principal) at repayment.
- Grace period: Repayment begins 6 months after you graduate, withdraw, or drop below half-time Enrollment
- Any unpaid interest is capitalized at the end of the grace period.

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 on 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

133-11 20th Ave,

College, NY 11356

Phone: (718) 362-9500 or (929) 352-4743

Email: qperry@tcilpn.org

Hours: Monday through Thursday 9 am – 5 pm & Fridays 9 am – 3 pm

Return to Title IV Policy (R2T4)

Overview

When you receive federal financial aid (Title IV funds), it is under the agreement that the funds will be used for educational purposes while you are actively enrolled. If you **withdraw, are dismissed, fail to return from a leave of absence, or stop attending classes**, federal law requires TCI to calculate how much of that aid you've earned and return any unearned portion to the U.S. Department of Education. This process is called a **Return to Title IV (R2T4)** calculation.

⚠ Important: This R2T4 policy is separate from TCI's institutional tuition refund policy. Even if TCI returns funds to the government, you may still owe a balance to the school.

When This Policy Applies

The R2T4 policy applies to you if you:

- Officially withdraw in writing;
- Unofficially withdraw by ceasing attendance;
- Do not return from an approved leave of absence;
- Are administratively withdrawn or dismissed.

How Financial Aid is “Earned”

Title IV aid is earned based on how much of the **scheduled hours** in your **payment period** you complete. If you complete **60% or more**, you are considered to have earned **100%** of your aid.

If you withdraw before completing 60%, TCI will calculate how much aid you earned and return the rest.

Example:

If your payment period is 450 hours, and you were scheduled to attend 172 hours before you withdrew:

- $172 \div 450 = 38.2\%$ earned
- TCI must return the unearned **61.8%** of your federal aid.

Key Terms to Know

- **Payment Period:** 450 clock hours or less, depending on program length. Payment Period 1 is from 0 to 450 clock hours, Payment Period 2 is from 451 to 900 clock hours and Payment Period 3 is from 901 to 1300 clock hours.
- **Last Date of Attendance (LDA):** The last day you attended class.
- **Date of Determination (DOD):** The day TCI officially determines you withdrew.
- **Scheduled Hours:** Hours you were supposed to attend, not just the hours you actually completed.

Official Withdrawal Process

If you notify TCI in writing that you are withdrawing:

1. Your withdrawal date is your **last recorded day of attendance**.
2. TCI will perform the R2T4 calculation within 30 days.
3. Any unearned funds must be returned **within 45 days** of the date of determination.
4. You will receive:
 - A letter detailing the calculation,
 - Any amount returned on your behalf,
 - Any remaining balance you owe to TCI.

You may rescind your withdrawal notice in writing before officially withdrawing. If you later stop attending again, the **original notification date** will be used as your withdrawal date.

Unofficial Withdrawal

If you stop attending without notifying TCI:

- After **14 consecutive calendar days of absence**, you are considered withdrawn.
- Your withdrawal date is your **last date of academic attendance**.

- TCI will make multiple attempts to contact you.
 - The same R2T4 process will be completed as with an official withdrawal.
-

Post-Withdrawal Disbursements

If you earned aid that wasn't yet disbursed:

- TCI will notify you (or your parent for PLUS Loans) within **30 days** of the date of determination.
 - You have **14 calendar days** to accept or decline the disbursement.
 - If accepted, TCI will disburse the loan funds within **180 days** of your withdrawal.
 - Pell Grant will be disbursed within **45** days of your withdrawal.
-

Return of Unearned Funds

Unearned funds are returned in this order:

1. Unsubsidized Direct Loans
 2. Subsidized Direct Loans
 3. Direct PLUS Loans
 4. Federal Pell Grants
 5. Iraq and Afghanistan Service Grants
-

Grant Overpayments

If you must return part of a **Federal Pell Grant**:

- You will only be responsible for **50% of the unearned amount**.
- You will **not** have to repay a grant overpayment if:
 - The total is **\$50 or less**

If repayment is required:

- TCI will notify you in writing within **30 days**.

- You'll have **45 days** to either:
 1. Repay TCI directly, or
 2. Make arrangements with the U.S. Department of Education.

How R2T4 is Calculated

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

Example:

Mitzzy 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. Mitzzy 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.

Step-by-Step:

1. Determine total **Title IV aid disbursed** and **aid that could have been disbursed**.
2. Calculate **% of aid earned**: $\text{Scheduled hours before withdrawal} \div \text{Total clock hours in payment period}$
3. Multiply % earned \times Total Aid = **Amount of aid earned**
4. Subtract earned aid from aid disbursed = **Unearned aid to return**
5. Multiply unearned % \times institutional charges = **Amount the school must return**
6. If applicable, determine how much the student must return.

 **Note:** If you completed more than **60%** of your scheduled hours, you are considered to have earned **100%** of your aid. No return is required.

Example:

Mitzy enrolled in a 450-clock-hour payment period, attending 172 hours before withdrawing.

- $172 \div 450 = 38.2\%$ earned
- TCI must return **61.8%** of her aid.

Your Responsibility

Even if TCI returns unearned aid to the federal government, you may:

- Still **owe TCI** for any remaining tuition, fees, or charges,
- Be responsible for **repaying unearned grant funds** as outlined above.

Contact the **Financial Aid Office** for help understanding your balance or options for repayment.

Order of Return (Return of Title IV Funds - R2T4)

In compliance with federal regulations under the Higher Education Act of 1965, as amended, and the 2025–2026 Federal Student Aid Handbook, The College Institution (TCI) is required to return unearned Title IV funds when a student withdraws from all coursework before completing more than 60% of the payment period or period of enrollment.

If a student ceases attendance and is determined to have withdrawn, TCI will perform a Return of Title IV (R2T4) funds calculation to determine the amount of federal student aid the student earned as of their withdrawal date. Any unearned Title IV funds must be returned to the U.S. Department of Education.

TCI will return any unearned Title IV funds that were disbursed to the student or credited to the student's account but were not earned based on the percentage of the term completed. If a return of funds is required, TCI may retain a portion of those funds to cover unpaid institutional charges as allowed by federal regulation. Any remaining funds will be returned to the appropriate Title IV programs in the following order, as mandated by federal regulation and limited to the programs in which TCI currently participates:

1. **Unsubsidized Direct Loans (other than PLUS loans)**
2. **Subsidized Direct Loans**
3. **Direct PLUS Loans (Parent or Graduate)**
4. **Federal Pell Grants** (if required to be returned)
5. **Iraq and Afghanistan Service Grants** (if required to be returned)

The amount of aid a student has earned is determined on a pro-rata basis. For example, if a student completes 30% of the payment period, they earn 30% of the Title IV aid they were scheduled to receive. Once a student has completed more than 60% of the period, they are considered to have earned 100% of their Title IV aid.

Students will be notified of any Title IV funds that are returned on their behalf, and they may be responsible for any resulting balance owed to the institution. For questions regarding the R2T4 process or how withdrawal impacts financial aid eligibility, students are encouraged to contact the Financial Aid Office.

Institution Responsibilities

In accordance with federal regulations governing the return of Title IV funds (34 CFR §668.22), The College Institution (TCI) is responsible for the following actions when a student withdraws before completing more than 60% of a payment period or period of enrollment:

- Providing students with clear, accurate, and timely information regarding the institution's Return of Title IV (R2T4) policy;
- Identifying students who have officially or unofficially withdrawn and are subject to the R2T4 process;
- Performing the Return of Title IV funds calculation within the federally mandated timeframe;
- Returning any unearned Title IV funds to the appropriate Title IV programs within 45 calendar days of the date the institution determined the student withdrew.

TCI is required to return the lesser of:

- The amount of Title IV funds that the student did not earn; or
- The amount of institutional charges the student incurred, multiplied by the percentage of unearned Title IV funds.

If the R2T4 calculation results in a return of funds, TCI will return the funds on behalf of the student where applicable. However, in some cases, the student may also be responsible for returning a portion of unearned aid.

Overpayment of Title IV Grant Funds

If the R2T4 calculation determines that the student must return unearned grant funds, this is considered a **Title IV overpayment**. Under federal regulation, students are required to return only **50% of the grant overpayment amount**.

Students who owe a Title IV grant overpayment must repay the amount or make satisfactory repayment arrangements with either:

- The institution (if the school is collecting the overpayment); or
- The U.S. Department of Education (if the school refers the overpayment for collection).

Failure to resolve an overpayment may result in the student losing eligibility for future Title IV aid.

Student Responsibilities Regarding Return of Title IV, HEA Funds

Students are responsible for the following under federal R2T4 regulations:

- Repaying any unearned Title IV funds disbursed directly to them (e.g., for living expenses) for which they were determined to be ineligible based on the R2T4 calculation;
 - Submitting official notice of withdrawal in writing to the designated campus official or office;
 - If a student wishes to **rescind** a previous notice of withdrawal, the rescission must be made in writing and submitted to the appropriate institutional official before the student ceases attendance in all courses;
 - Ensuring timely communication with the institution regarding any changes to enrollment or withdrawal intent.
-

Financial Responsibility After Return of Title IV Funds

Important Note: Even though TCI may be required to return a portion of the Title IV funds to the U.S. Department of Education, the student may still be **financially responsible** for any remaining balance owed to the school. This could include unpaid tuition, fees, or other institutional charges that were originally covered by the now-returned aid.

Students are encouraged to speak with the Financial Aid Office and the Business Office to fully understand the financial consequences of withdrawing from coursework.

Refund vs. Return to Title IV (R2T4)

The **Return of Title IV (R2T4)** funds policy is governed by federal law and is **separate from The College Institution's (TCI's) institutional refund policy.**

When a student withdraws before completing more than 60% of a payment period or period of enrollment, TCI is required by federal regulation (34 CFR §668.22) to perform a Return of Title IV funds calculation. This determines how much federal financial aid the student earned based on their actual attendance.

⚠ Important: The amount of Title IV funds that must be returned by TCI or the student is **not related** to any refund you may receive under the school's own tuition refund policy.

As a result:

- You may **still owe a balance** to TCI for unpaid institutional charges after Title IV funds have been returned to the U.S. Department of Education.
- TCI may also bill you for any **Title IV funds the institution was required to return on your behalf.**

If you are due a refund of any remaining institutional charges or federal financial aid after the R2T4 process is completed, those funds will be returned to you in accordance with applicable federal, state, or institutional policies.

Know Your Refund Policy

If you are unsure of TCI's institutional refund policy (which determines how much tuition and fees may be refunded based on your withdrawal date), please request a copy from your Financial Planner or Student Services.

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

- a. Providing students with information in this policy;
- b. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- c. 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 (2025–2026 Award Year)

If a student withdraws before completing more than 60% of the payment period or period of enrollment, the school must calculate the amount of Title IV aid earned up to the point of withdrawal. Any **unearned aid** must be returned to the U.S. Department of Education (ED) in accordance with federal regulations.

Grant Overpayments

Any unearned **Title IV grant funds** that the student is required to return are considered a **grant overpayment**.

- A student is responsible for returning only the **amount of the grant overpayment that exceeds 50%** of the total Title IV grant funds **received or scheduled to be received** for the payment period.
- The school will notify the students in writing within **30 days** of the determination of withdrawal if they owe a grant overpayment.
- The student must either:

- **Repay the amount** to the school, or
- **Make satisfactory arrangements** with the U.S. Department of Education to repay the grant overpayment.

Failure to take action within **45 days** may result in a loss of federal student aid eligibility until the overpayment is resolved.

Student Responsibilities Regarding Return of Title IV, HEA Funds

Students are responsible for the following when withdrawing:

- **Repaying** any portion of Title IV funds that the student is determined to owe through the R2T4 calculation (such as excess funds disbursed for which the student was not eligible).
 - **Notifying** the appropriate school official in writing when withdrawing from all courses or programs.
 - If a student changes their mind after submitting a withdrawal notification, they may **rescind the withdrawal** in writing by submitting a signed and dated notice to the school before the withdrawal is finalized.
 - All official withdrawal or rescission communications must be submitted to the **Office of the Registrar** or other designated institutional official responsible for maintaining enrollment records.
-

School Responsibility

In accordance with federal regulations (34 CFR 668.22), the school must:

- Perform a Return of Title IV (R2T4) calculation for students who withdraw before completing 60% of the payment period.
 - Return any unearned funds to the appropriate Title IV programs within **45 days** of the date the school determines the student has withdrawn.
 - Notify students if they owe a Title IV grant overpayment and provide instructions for resolving the balance.
-

Important Note:

Students should be aware that if Title IV funds are returned to the U.S. Department of Education by the school on the student's behalf, the student may **still owe an outstanding balance** to the school for **tuition and fees originally covered by those funds**.

TCI Cancellation & Refund policies

If a student cancels enrollment, withdraws, or is terminated for any reason, tuition refunds will be processed in accordance with the following institutional policy. This policy is separate from the federal Return of Title IV Funds (R2T4) regulations and complies with applicable state and institutional requirements.

1. How to Cancel Enrollment or Withdraw

Students who wish to cancel their enrollment or officially withdraw from the institution must submit a **written notice**. Acceptable forms of withdrawal notification include:

- A **signed and dated letter**, hand-delivered or mailed, or
- An **email sent from the student's official email address on file**.

The withdrawal notice must:

- Clearly state the student's intention to cancel enrollment or withdraw,
- Include the **effective date** of withdrawal, and
 - Be received by the school **within five (5) business days** of signing the enrollment agreement.
- **Important Submission Guidelines:**
 - For in-person submissions: Deliver your letter to the Admissions Coordinator/ Registrar Coordinator and request a **signed copy** for your records.
 - For mailed submissions: Use **Certified Mail with return receipt requested**.
 - For email submissions: Send to the designated institutional email addresses osmith@tcilpn.org (Admissions Office Coordinator) or rjordan@tcilpn.org (Registrar's Office Coordinator) and retain a copy of the sent message for your records.

 **Note:** The refund calculation begins on the **date the withdrawal notice is**

received, not the date it is sent.

2. Full Refund Conditions

A full refund of **all monies paid**, including tuition and fees, will be issued if:

- The school **does not accept** the applicant, or
 - The student cancels within **five (5) business days** after both parties have signed the enrollment agreement, even if instruction has already begun.
 - Registration fee is non refundable
-

3. Cancellation After Five (5) Business Days, But Before Class Begins

If a student cancels enrollment **after the fifth (5th) business day** but **before attending the first class**, the school will refund **all monies paid**, except for the **non-refundable registration fee**.

4. Withdrawal After Instruction Has Begun

If a student withdraws after beginning classes, tuition refunds will be calculated based on the **percentage of the program completed** as of the **official withdrawal date**:

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

- Refunds are based on the student's **last date of documented attendance**.
- All refunds will be processed within **45 days** of the school's official withdrawal determination.

Additional Notes:

- The **registration fee** is **non-refundable**.
- Costs for books, uniforms, tools, and supplies may be **non-refundable** if items have been issued and are not returned in unused condition.
- If tuition was paid by a third party (such as a sponsor or employer), refunds will be returned to the third party per the original payment agreement.
- Please contact the **Admissions Office, Registrar Office, Bursars Office** or **Financial Aid**

Office if you have any questions regarding the cancellation and refund process.

- Students who fail to complete or are unable to complete a payment period are provided financial counseling by the institution. **The Financial Aid Office calculates any Title IV (R2T4) funds that must be returned to the U.S. Department of Education**, while the **Bursar's Office communicates to all students, including those paying tuition directly, any remaining balances owed to the institution and the amount of any institutional refunds due**. This ensures that students understand their financial responsibilities, the calculation of earned tuition, and their options regardless of funding source.

Student Loan Responsibilities and Withdrawal Procedures

Effective for the 2025–2026 Award Year

Notification of Withdrawal for Loan Recipients

Students who receive **federal student loans** and withdraw from their program are responsible for informing both the school and their loan servicer of their change in enrollment status. This is a federal requirement under Title IV regulations.

- Notification to the loan servicer should be submitted **in writing**, and include the following:
 - The student's **full name**
 - **Date of withdrawal**
 - **Last 4 digits of the student's Social Security Number or FSA ID**
 - The student's **signature** (or submission from a verified email address, if sent electronically)

Students are encouraged to retain a **copy of the withdrawal notification** for their personal records.

 **Important:**

The date of withdrawal indicated on the letter to **Transitions Career Institute (TCI)** must match the date provided to your **loan servicer** to ensure accurate processing and prevent potential repayment errors.

Refunds and Third-Party Payments

In accordance with institutional policy and federal regulations, **Transitions Career Institute will issue tuition refunds only to the party or entity that originally made the payment.** This includes:

- Federal Student Aid programs (Title IV)
- Third-party sponsors or organizations
- Employers
- Private lenders
- The student, if they paid out-of-pocket

All refunds are processed by **company check** and issued within **45 days** of the school's official determination of withdrawal.

Entrance and Exit Counseling

Students who receive federal student loans are required to complete:

- **Entrance Counseling** before receiving their first loan disbursement to ensure

understanding of loan terms and borrower responsibilities.

- **Exit Counseling** upon withdrawal, graduation, or enrollment below half-time status. This is required by the U.S. Department of Education and helps students understand:
 - Repayment plans and timelines
 - Loan servicer contact information
 - Rights and responsibilities of repayment
 - Consequences of delinquency and default

The **Financial Aid Office** at TCI provides support for both entrance and exit counseling and ensures documentation is maintained in the student's file.

Enrollment Agreement and Financial Responsibility

All students must sign a **Transitions Career Institute Enrollment Agreement** prior to starting classes. This agreement outlines:

- **Tuition and fees**
- **Estimated length of program**
- **Financial obligations** associated with enrollment
- **Policies and penalties related to early withdrawal**
- Information regarding the return of Title IV funds (R2T4), where applicable

Students are encouraged to review this agreement carefully before signing and to retain a copy for their records.

If you have questions about your student loans, withdrawal procedures, or financial responsibilities, please contact the **TCI Financial Aid Office** for guidance and assistance.

Refund Policy and Procedures

Purpose:

To ensure that Transitions Career Institute (TCI) adheres to all **federal, state, and accrediting body** guidelines by processing all student financial transactions, packaging, disbursement, and refunds, in a **fair, ethical, and compliant** manner. This policy promotes transparency and accuracy when handling funds between the institution and all fiduciary parties, including students, Title IV programs, and third-party payers.

Procedures for Withdrawal and Refunds

Any student who **withdraws**, is **terminated**, or does **not begin attendance** may be eligible for a refund under applicable federal and institutional policies. The following procedures apply:

1. Full Refund Conditions

A full refund of all monies paid to TCI (including tuition, fees, and deposits) will be issued within **45 calendar days** if:

- The student is **denied admission**, or
- The student **does not begin attendance**, or
- The program is **canceled by the school** before instruction begins.

2. Entrance Counseling

All students receiving **federal student aid** are required to complete **Entrance Counseling** with the Financial Aid Office prior to receiving their first disbursement of Title IV funds. This session outlines:

- The terms and conditions of federal loan borrowing and repayment,
- Financial responsibilities for both Title IV and non-Title IV students.

Students paying via personal or third-party means are also encouraged to meet with the Financial Aid Officer to understand their financial obligations.

3. Enrollment Agreement

Before the start of classes, all students must sign an **Enrollment Agreement** that outlines:

- Total cost of tuition and fees,
- Estimated program length,
- Institutional refund policy,
- Financial penalties and conditions for **early withdrawal**.

Students are advised to keep a copy of the signed agreement for their records.

4. Notification of Withdrawal

While **not required**, students are **strongly encouraged** to notify an authorized TCI representative in **writing** (email or signed letter) if they intend to withdraw. Timely notification can help ensure accurate and prompt processing of refunds and Return to Title IV (R2T4) calculations.

5. Refund Calculation Based on Last Date of Attendance (LDA)

Refunds are calculated based on the student's **Last Date of Attendance (LDA)**, regardless of when the school makes the official **Date of Determination (DOD)** of withdrawal.

- If a student unofficially withdraws (stops attending without notice), TCI will determine the LDA based on attendance records or participation in academically related activities.
- For Title IV recipients, a **Return to Title IV (R2T4)** calculation will be performed in accordance with **34 CFR 668.22** and applicable U.S. Department of Education guidance.
-

6. No-Show and Class Cancellation

Students who are admitted but:

- **Do not attend any classes** (i.e., “No-Show”), or
- Are unable to begin due to **class cancellation** by TCI,

will receive a **full refund** of all amounts paid within **45 calendar days** of the school's determination.

7. Processing of Refunds

Upon withdrawal or notification of program cancellation, the **Financial Aid Office** will calculate and process refunds in accordance with applicable:

- **Federal (Title IV) regulations,**
- **State education department** requirements,
- **Accrediting body** standards,
- And TCI's **institutional refund policy.**

Refunds will be issued to the original payor (student, Title IV program, or third-party sponsor) as required and within **45 calendar days** from the **Date of Determination** of withdrawal or program cancellation.

 **Note:** Refunds are issued via **company check**. Students are encouraged to confirm their current mailing address with the Financial Aid or Student Accounts Office.

Net Price Calculator (NPC) Information on Next Page

Net Price Calculator (NPC)

In compliance with Section 132(h) of the **Higher Education Act of 1965**, as amended, **Transitions Career Institute (TCI)** provides a publicly accessible **Net Price Calculator (NPC)** on its institutional website to assist prospective students and their families in estimating the **net price** of attendance at TCI.

Purpose of the NPC

The Net Price Calculator is designed to provide an estimate of the **net cost of attendance** which is defined as the total cost (including tuition, fees, books, supplies, room and board, and other related expenses) **minus** estimated grant and scholarship aid for first-time, full-time undergraduate students.

⚠ Disclaimer:

The Net Price Calculator provides **estimates only** and does not represent a final determination, actual award, or binding offer of financial aid. The **estimated award** is based on the information you provide and current award year data. To receive an official financial aid package, students must complete the **Free Application for Federal Student Aid (FAFSA)** at:

🔗 <https://studentaid.gov/h/apply-for-aid/fafsa>

Where to Access the Calculator

The Net Price Calculator is available 24/7 at the following link on the TCI website:

🔗 <https://www.tcilpn.com/net-price-calculator>

It uses the official **U.S. Department of Education's NPC template**, provided via the National Center for Education Statistics (NCES), available at:

🔗 <http://nces.ed.gov/ipeds/netpricecalculator>

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy

All students enrolled in the Practical Nurse Program at Transitions Career Institute (TCI) must maintain Satisfactory Academic Progress (SAP) to remain in good academic standing and to retain eligibility for Title IV Federal Student Aid, as defined by Section 668.34 of the Higher Education Act of 1965, as amended.

SAP is evaluated by both qualitative and quantitative standards and is reviewed at the end of each payment period (i.e., at the conclusion of each course). These standards apply to all students, regardless of whether they receive financial aid.

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, and achieve at least 75% for each course they take. Failure to meet these standards may result in dismissal from the academic program and ineligibility to earn the diploma for the Practical Nurse program.

Qualitative Measurement: Students must have a minimum of 2.5 CGPA (cumulative grade point average).

Quantitative Measure: To be considered as making Satisfactory Academic Progress (SAP), students are required to attend **at least 67%** of their educational program within **no more than 150% of the program's published length**, as measured in clock hours and determined by the program.

Attendance evaluations are conducted at the **end of each payment period** to determine whether students meet the minimum requirements. These evaluations are based on the **cumulative attendance percentage** as of the last day of the evaluation period. Pace is calculated by dividing the

total hours accrued (successfully completed) by the total number of hours scheduled.

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 75% (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 67% 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 a student 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 timeframe, 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 skills testing 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	Grade Point	Description
A+	97-100	4.00	Excellent -Mastery of subject matter
A	93-96	3.75	Excellent -Mastery of subject matter
A-	90-92	3.50	Excellent -Mastery of subject matter
B+	87-89	3.25	Very Good: Above average of mastery of subject matter
B	83-86	3.00	Very Good: Above average of mastery of subject matter
B-	80-82	2.75	Very Good: Above average of mastery of subject matter
C+	78-79	2.50	Satisfactory: Acceptable mastery of subject matter
C	75-77	2.25	Satisfactory: Acceptable mastery of subject matter
C-	71-74	2.00	Unsatisfactory/Low pass: Limited mastery of subject matter
D+	68-70	1.75	Unsatisfactory/Low pass: Limited mastery of subject matter
D	65-67	1.50	Unsatisfactory/Low pass: Limited mastery of subject matter
F	Below 65	0.0	Unsatisfactory/Failure: Deficiency in subject matter
INC	-----	0.00	Incomplete
WP	-----	0.00	Withdrawal Passing
WF	-----	0.00	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 test grades.

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 changed to a failure. Instructors must file an incomplete form with the director of the school. Students are given one week to make up for 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 stands for the student withdraws with passing grades. WF stands for the 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.

Institutional Policy on Full-Time Enrollment for Clock-Hour Programs

(Day and Evening Practical Nursing Programs)

Full-Time Academic Year Definition (Clock-Hour Program)

Transitions Career Institute (TCI) has established and documented its full-time academic year structure in accordance with the U.S. Department of Education regulations at 34 CFR 668.3.

TCI defines one full-time academic year for Title IV eligibility as:

- **900 clock hours** of instruction, and
- **At least 26 weeks** of instructional time.

This definition applies uniformly to all students enrolled in TCI's Practical Nursing Program, including both the day and evening cohorts.

Day vs. Evening Program Scheduling

TCI offers both **day** and **evening** schedules for its 1,300-clock-hour Practical Nursing Program:

- The **Day Program** is structured for approximately **24 hours of instruction per week**
- The **Evening Program** is structured for approximately **18 hours of instruction per week**

****Although the evening program meets for fewer hours per week, the total program length exceeds the federal minimum of 900 hours over 26 weeks. Therefore, students enrolled in either the day or evening cohort are considered full-time for Title IV purposes.**

Implications for Financial Aid and NSLDS Reporting

Students in both the day and evening programs are:

- **Eligible for full-time Federal Pell Grant disbursements**, assuming all other eligibility requirements are met.
- **Eligible for Direct Loans** as full-time students.
- Reported to the **National Student Loan Data System (NSLDS)** as **full-time**.
- Considered **in-school** for the purposes of **loan deferment**.

This policy has been consistently applied and is supported by the institution's documented academic calendar, enrollment structure, and curriculum delivery plan, and has not resulted in findings in prior audits or program reviews.

LEAVE OF ABSENCE POLICY (LOA)

Transitions Career Institute recognizes that exceptional and mitigating circumstances may occur that necessitate 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 Withdrawal

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 experience at this time.**

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Purpose:

Transitions Career Institute (TCI) is committed to fully complying with all applicable federal copyright laws, including the U.S. Copyright Act (Title 17, United States Code), and to informing students, faculty, and staff about the lawful use of copyrighted materials in both print and digital formats.

Definition of Copyright:

Copyright is a form of legal protection automatically granted to the creators of original works, including literary, dramatic, musical, artistic, and certain other intellectual works, whether published or unpublished. Protection applies regardless of the creator's nationality or domicile and includes materials accessed, stored, or shared electronically.

Institutional Responsibility:

TCI prohibits the unauthorized use of copyrighted materials in any form, including photocopying, scanning, printing, downloading, or uploading of works protected by copyright. This includes, but is not limited to:

- Course materials
- Textbooks
- Articles
- Audio/video content
- Software
- Peer-to-peer file sharing

All members of the TCI community including students, faculty, staff, and administrators are responsible for adhering to this policy. Unless otherwise established, it is presumed that **all materials are protected by copyright law**.

Acceptable Use of Copyrighted Works:

Material may be used without violating copyright law only when:

- The material is in the **public domain** (e.g., U.S. Government publications);
- The use qualifies as "**fair use**" under Section 107 of the Copyright Act (based on purpose, nature, amount, and effect on the market);
- **Written permission or a license** has been obtained from the copyright holder; or
- The appropriate **royalties or licensing fees** have been paid.

Digital Copyright and File Sharing:

Federal copyright protection extends to digital content accessed online. **Unauthorized downloading, uploading, or sharing of copyrighted materials including via peer-to-peer (P2P) file-sharing networks is a violation of federal law** and is strictly prohibited at TCI. The institution actively monitors its network to prevent misuse and enforces compliance with copyright laws.

Consequences of Copyright Infringement

Civil Penalties:

Individuals found liable for civil copyright infringement may be ordered to pay:

- **Actual damages** or
- **Statutory damages** ranging from **\$750 to \$30,000 per work** infringed,
- Up to **\$150,000 per work** for **willful infringement**,
- Plus, court costs and attorneys' fees (see 17 U.S.C. §§ 504, 505).

Criminal Penalties:

Willful infringement, especially for commercial advantage or private financial gain, may result in:

- **Criminal fines up to \$250,000 per offense,**
- **Imprisonment of up to 5 years,** or both (see 17 U.S.C. § 506 and 18 U.S.C. § 2319).

Institutional Sanctions:

Students or employees found violating this policy may also face disciplinary action by TCI, up to and including:

- **Loss of network privileges,**
 - **Academic or administrative sanctions,**
 - **Suspension or dismissal from the institution,** and/or
 - **Referral to law enforcement,** where applicable.
-

Notification and Education

When:

Ongoing. Copyright guidelines and this policy are communicated annually and made continuously available to all members of the institution.

How:

This information is published and accessible in the following formats:

- The institutional **catalog,**
- **Student and faculty handbooks,**
- **Library and computer labs** (including postings near copiers and printers),
- **New student orientation sessions,** and
- **Institutional website:** www.tcilpn.com

For more information, visit the U.S. Copyright Office: www.copyright.gov

Access to Student Records

Students may review their records by submitting a written request to the Director of Nursing. A specific date and time will be arranged within 48–72 business hours for the review.

Voter Registration Information Policy

Policy Statement:

Transitions Career Institute (TCI) is committed to promoting civic engagement by providing voter registration information to all eligible students, in compliance with federal regulations. As a participant in Title IV Federal Student Aid programs, TCI provides access to voter registration materials for elections for federal and state office, as required under Section 487(a)(23) of the Higher Education Act.

Purpose:

To comply with federal regulations requiring eligible postsecondary institutions to make a good faith effort to distribute voter registration forms and information to students enrolled in degree or diploma programs and physically present on campus.

Distribution Method:

TCI provides voter registration information through:

- **Electronic dissemination** via TCI's student information system (Orbund);
 - **Hardcopy displays** in common student areas, such as the library and student services offices;
 - **New student orientation sessions**, where voter registration links and deadlines are discussed and distributed.
-

How to Register to Vote:

Students may register to vote by visiting the **U.S. Election Assistance Commission** at:

 www.eac.gov/voter-resources

This site allows students to:

- Access their state's voter registration form (if available electronically),
- View **state-specific registration deadlines** and requirements,
- Link directly to their **state's board of elections website**.

For students in **New York**, the following eligibility requirements apply:

To register, you must:

- Be a **United States citizen**,
- Be at least **18 years old** by the next election,
- Be a resident of the county, city, or village for **at least 30 days** before the election,
- **Not be currently incarcerated** for a felony conviction,
- Complete and submit a **Voter Registration Application**, either by mail or in person.

The deadline to register to vote in New York is **21 days prior to Election Day**. If this falls on a weekend or holiday, the deadline is extended to the next business day.

Mail or deliver your completed application to the appropriate **County Board of Elections**.

We encourage all eligible TCI students to exercise their right to vote in federal, state, and local elections.

When and Where Voter Information is Provided:

- **Continuously available** via the Orbund student portal and in the TCI library.
- **Distributed during orientation** for all new students.
- **Physically posted** near student service areas and bulletin boards.

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

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

Transitions Career Institute (TCI) prohibits the unlawful possession, use, or distribution of drugs, narcotics, and alcohol on campus property or during any school-related activity. Any student or employee found in violation of this policy is subject to disciplinary action, which may include probation, suspension, dismissal, or termination, as well as referral to local, state, or federal authorities for prosecution.

All faculty, staff, and students are expected to adhere to this policy. TCI also provides information, resources, and referrals to local and national agencies offering professional assistance with substance abuse issues.

Federal Financial Aid Eligibility and Drug Convictions

Effective July 1, 2021, drug convictions no longer impact a student's eligibility for federal financial aid. The FAFSA Simplification Act eliminated prior restrictions that disqualified students from receiving Title IV Federal Student Aid (such as Pell Grants and Direct Loans) due to past drug-related offenses. Therefore, TCI no longer considers drug convictions when determining eligibility for federal financial aid programs.

This change **does not affect TCI's internal disciplinary process**, and any student or employee found to be in violation of TCI's Drug and Alcohol Policy will still be subject to disciplinary action, regardless of federal aid eligibility.

Annual and Ongoing Notification

- All students receive a copy of the Drug and Alcohol Policy during orientation.
 - The policy is distributed to all continuing students and employees annually.
 - Copies are also available on the TCI website (www.tcilpn.com), in the school catalog, and in the student and employee handbooks.
-

Drug and Alcohol Abuse Prevention Program

TCI implements a comprehensive Drug and Alcohol Abuse Prevention Program (DAAPP), which includes:

- Orientation sessions for new students,
 - Semi-annual prevention workshops,
 - Counseling and referral services provided by Student Services and designated faculty,
 - Community partnerships with licensed treatment centers,
 - A biennial review to evaluate program effectiveness and consistency of sanctions.
-

Sanctions for Violations

Sanctions for students or employees found in violation of TCI's policy may include:

- Written warnings or reprimands,
- Suspension or expulsion (for students),
- Termination (for employees),
- Referral to legal authorities,
- Mandatory counseling or treatment referrals.

Sanctions are applied by the school's Disciplinary Committee or the Human Resources Department, as appropriate.

Regaining Admission or Reinstatement

Students dismissed for drug or alcohol violations may petition for re-admission. Approval is contingent upon:

1. Documented participation in a licensed treatment or counseling program, and
2. Demonstrated compliance with the recommended intervention plan.

Re-admitted students will be eligible to apply for financial aid, **as drug convictions no longer affect Title IV eligibility.**

Resources and Assistance

Local and National Help:

- **SAMHSA National Helpline:** 1-800-662-HELP (4357) – Confidential 24/7 assistance.
- **NYC Health Map:** www.nyc.gov/health – Local treatment centers.
- **Alcohol & Drug Use – NYC.gov:** <https://www1.nyc.gov/site/doh/health/health-topics/alcohol-and-drug-use>

Biennial Review (As Required by the Drug-Free Schools and Communities Act)

Every two years, TCI will review and report on:

- Effectiveness of its prevention program,
- Number and nature of violations and resulting sanctions,
- Any programmatic changes based on findings.

Copies of the report are available from the Office of Student Affairs upon request.

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.

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 maintains 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 2022-2025

NCLEX Pass

Rate

Below are the annual NCLEX-PN pass rates for first-time test-takers. Each cell displays the overall pass percentage, followed by the number of students who passed and the total number of students who took the exam.

Reporting Year	NCLEX- PN	
01/01/2025 – 12/31/2025	89.61%	69/77
01/01/2024 – 12/31/2024	92.68%	76/82
01/01/2023 – 12/31/2023	90.0%	54/60

Located on the following website:

<https://www.op.nysed.gov/professions/registered-professional-nursing/nursing-education/new-york-state-nursing-programs/new-york-state-pn-nclex-results-2023-2027>

<https://www.op.nysed.gov/professions/registered-professional-nursing/nursing-education/new-york-state-nursing-programs/new-york-state-pn-nclex-results-2018-2022>

CAMPUS SAFETY & SECURITY POLICIES

Institutional Commitment

Transitions Career Institute (TCI) is fully committed to the health, safety, and welfare of its students, faculty, staff, and campus visitors. As a non-residential institution, TCI does not employ campus security personnel but maintains a strong partnership with local law enforcement (NYPD) and follows best practices for emergency planning and crime reporting, in accordance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**.

Campus Safety and Security Policies

Reporting Crime and Emergencies

All students, faculty, staff, and visitors are encouraged to **promptly and accurately report:**

- Criminal activity
- Emergencies
- Suspicious behavior
- Accidents or injuries

In an emergency:

- **Dial 911 immediately** to contact NYPD and emergency services.
- Notify a TCI administrator or faculty member as soon as it is safe to do so.
- Phone: (732) 826-0155

TCI does **not have a campus police or security department**. Reports made to local law enforcement will be coordinated with school administration when appropriate. Anonymous reports can be submitted using the **suggestion box** located in the Reading Room.

Emergency Management and Response Plan

TCI has established an **Emergency Management Plan** based on the **National Incident Management System (NIMS)**. This plan outlines how to prepare for, respond to, and recover from emergency situations.

The Emergency Plan includes procedures for:

- Medical emergencies
- Fires
- Natural disasters
- Chemical spills or hazards
- Violent intruders
- Evacuations and lockdowns

Designated school personnel are trained to implement the plan, including:

- Evacuation procedures
- Communication and notification protocols
- Coordination with first responders

Emergency drills are conducted **at least annually** to test the effectiveness of the plan and improve response protocols.

Emergency Notification and Timely Warnings

In accordance with federal regulations, TCI issues **Timely Warnings** and **Emergency Notifications** when credible threats or confirmed emergencies pose a significant or ongoing risk to campus safety.

Emergency Notification

Issued when a significant emergency or dangerous situation is confirmed (e.g., fire, active threat, natural disaster). Notifications are sent **without delay**, unless issuing a notice would compromise efforts to contain the threat.

Notification Methods Include:

- Public address announcements
- Email and text alerts via **TCIALERT System**
- Posters or signage on doors and bulletin boards
- Direct communication from faculty or administrators

Timely Warning

Issued when a Clery-reportable crime (e.g., sexual assault, robbery, aggravated assault) occurs on or near campus and poses an ongoing threat. Warnings include crime details, safety precautions, and contact information.

The **Campus Director** or designee determines when a warning or notification is appropriate and ensures it is communicated through appropriate channels.

Crime Statistics

TCI complies with all Clery Act reporting requirements. Crime statistics are compiled annually from:

- Internal reports filed with administrators
- Local law enforcement data from the NYPD
- Anonymous tips submitted by the TCI community

Crime statistics are disclosed in TCI's **Annual Security Report (ASR)**, published by **October 1** each year and covering the previous three calendar years. The ASR is:

- Distributed annually to all students, faculty, and staff
 - Available upon request in the administration office
 - Posted on bulletin boards and on the TCI website
-

Crime Log

As TCI does not have a campus police department, a **daily crime log** is not maintained. However, all reported crimes and safety-related incidents are documented internally by school administrators and included in the annual report when applicable.

Health and Safety Policy

Transitions Career Institute strives to maintain a safe, healthy environment for learning and working. TCI takes reasonable measures to:

- Ensure facilities, equipment, and materials are safe and in working order
- Provide proper instruction, training, and supervision for all campus activities
- Maintain appropriate safety and protective equipment

- Respond to hazards, injuries, and emergencies promptly
- Promote personal responsibility for safety and hygiene

All personnel are expected to comply with safety rules and procedures. Students are encouraged to report any unsafe conditions or concerns to a faculty member or administrator.

Distribution and Accessibility

This Campus Safety and Emergency Response Policy, along with the Annual Security Report, is:

- **Distributed annually** to all enrolled students, staff, and faculty
 - **Provided to prospective students** upon request
 - **Conspicuously posted** on campus bulletin boards
 - **Available in print** in the school's administration office
-

Summary of Compliance

In accordance with **20 U.S.C. § 1092(f)** and **34 CFR § 668.46**, TCI's Campus Safety and Emergency Response Policy includes:

- Crime reporting procedures
- Emergency response and evacuation procedures
- Emergency notification and timely warning policies
- Crime statistics for the past 3 years
- Annual distribution and publication of safety information
- No on-campus housing (exempting fire safety report requirements)
- No campus police (no daily log, but internal recordkeeping is maintained)

CAMPUS SECURITY POLICIES

Our Commitment to a Safe Learning Environment

Transitions Career Institute (TCI) is committed to providing a safe, respectful, and secure environment for learning. While TCI does not maintain its own campus security department, our administrative staff works closely with local law enforcement authorities to respond to emergencies and promote safety.

TCI does not provide on-campus housing, so residential fire safety reports are not required.

All Clery Act safety requirements for non-residential institutions are followed.

About the Clery Act

TCI complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)), which requires colleges to:

- Collect and report certain crime statistics annually
- Notify the campus community about significant safety threats
- Maintain safety-related policies and procedures
- Provide crime prevention education

The Annual Security Report (ASR) is published by October 1 each year and includes statistics from the prior three calendar years.

Crimes We Are Required to Report

TCI must collect and publish crime statistics for the following offenses that occur on campus or in our designated reporting area:

- Criminal homicide (murder, non-negligent and negligent manslaughter)
- Sexual offenses (forcible and non-forcible)
- Robbery, aggravated assault, burglary, motor vehicle theft, arson
- Hate crimes, including:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/vandalism of property
- Domestic violence, dating violence, and stalking
- Arrests and disciplinary referrals for:
 - Weapons violations
 - Drug law violations
 - Liquor law violations
- Hazing, in compliance with the Stop Campus Hazing Act

Where Our Safety Data Comes From

Crime data is compiled from:

- Incident reports received by school administrators
- Official statistics from the New York City Police Department

- Anonymous reports and internal records
-

Availability of Safety Information

All required information is:

- Distributed annually to students, faculty, and staff
 - Posted on campus bulletin boards
 - Available upon request from administrative offices
-

Emergency Response & Timely Warnings

While TCI does not employ on-campus security staff, we maintain a trained administrative team that:

- Responds to emergencies
- Coordinates with NYPD and 911 services
- Activates the TCIALERT notification system for serious or ongoing threats (via text, email, or public announcement)

Timely warnings will be issued when a reported crime presents a continuing risk to the campus community. These may include incidents such as robbery, assault, threats, or weapons-related events.

What to Do in an Emergency

If you witness or experience a crime or emergency:

1. Call 911 immediately

2. Notify a TCI administrator, if safe to do so:
 - Phone: (732) 826-0155
3. If on campus, inform any staff member nearby for assistance

Reporting a Non-Emergency Crime

For non-emergency incidents, you may:

- Speak directly with a TCI administrator
- Submit an anonymous report via the suggestion box in the Reading Room
- Call the office during school hours at (732) 826-0155

Voluntary & Confidential Reporting

Victims or witnesses may report incidents confidentially. TCI does not require victims to reveal their identity when submitting a report. However, anonymous reports may limit the school's ability to respond fully.

If available, pastoral or professional counselors may accept confidential reports without including them in the official Clery statistics unless the individual consents.

Crime Prevention Tips

While TCI does not have campus security officers, everyone on campus plays a role in creating a safe environment. You can help by following these common safety practices:

- Be alert to your surroundings
- Avoid isolated or poorly lit areas, especially at night

- Walk with others whenever possible
 - Keep your belongings secure
 - Report suspicious behavior immediately
 - Use caution at ATMs and while carrying valuables
 - If you see something, say something — report it
-

Retaliation is Strictly Prohibited

No one at TCI may intimidate, threaten, coerce, or discriminate against any individual for:

- Reporting a crime
- Participating in an investigation
- Exercising their rights under Clery or Title IX

All reports are handled with discretion, and your privacy is respected to the extent permitted by law.

Annual Security Report (ASR) Access

- Published each year by October 1
- Available in print upon request and distributed annually
- Includes: crime statistics, safety policies, reporting procedures, and resources

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 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.

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 cardiopulmonary 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%

Motor Vehicle Theft	0	0	1	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Weapons Violations (Arrests)	0	0	0	0	0	0	0	0	0
Drug Violations (Arrests)	0	0	0	0	0	0	0	0	0
Liquor Law Violations (Arrests)	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0

Crime Activity in Public Areas Near Campus (Community Awareness)

Crime Type	2022	2023	2024
Petit Larceny	14	12	10
Grand Larceny	5	7	6
Burglary	3	2	1
Assault (non-domestic)	4	3	3
Vehicle Theft	7	6	4
Robbery	1	2	1
Criminal Mischief	2	2	1
Drug Offenses	1	1	0
Weapons Possession Arrests	0	1	0

Source: NYPD 109th Precinct CompStat and NYC Open Data (3-block radius)

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 in evacuating 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 Assault, Dating Violence, Domestic Violence, and

Stalking Policy

Our Commitment to a Safe Learning Environment

Transitions Career Institute (TCI) is dedicated to maintaining a safe, respectful, and inclusive campus community where students, faculty, staff, and visitors can learn, work, and grow free from sexual harassment, sexual assault, dating violence, domestic violence, and stalking. We have a **zero-tolerance policy** against these offenses and are committed to supporting victims and holding offenders accountable.

What is Covered Under This Policy?

This policy addresses prohibited conduct including:

- **Sexual Harassment**
- **Sexual Assault**
- **Dating Violence**
- **Domestic Violence**
- **Stalking**

These acts are unlawful, violate our community standards, and will not be tolerated on campus or at any school-sponsored events or activities, whether on or off campus, if they affect the school environment.

Key Definitions

Sexual Harassment:

Unwelcome conduct of a sexual nature that is severe, pervasive, and objectively offensive enough to deny or limit a person's ability to participate in or benefit from educational programs or activities. This includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a

sexual nature.

Examples include, but are not limited to:

- Sexual jokes, comments, or gestures
- Unwanted touching or physical contact
- Pressure for sexual favors or activity
- Displaying sexually explicit images
- Threats or demands related to sexual conduct
- Retaliation for reporting sexual harassment

Sexual Assault:

Any non-consensual sexual act including rape, fondling, incest, or statutory rape. Lack of consent means the victim did not agree freely and willingly due to force, threat, intimidation, coercion, or incapacitation (including by drugs or alcohol).

Dating Violence:

Violence or abuse committed by a person in a romantic or intimate relationship with the victim, including physical, sexual, emotional, or psychological harm.

Domestic Violence:

A pattern of abusive behavior by one partner to control or dominate another in an intimate relationship. This includes physical violence, sexual abuse, threats, emotional abuse, and economic control.

Stalking:

A course of conduct involving repeated unwanted attention, contact, or harassment that causes fear or emotional distress to the victim. This can include following, threatening, or sending unwanted gifts or messages.

Title IX Coordinator and Reporting

Your Rights Under Title IX:

TCI complies with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment and violence, in education.

If you experience or witness any of the behaviors described above, you are encouraged to report them promptly.

Title IX Coordinator: Director of Nursing

Phone Number: [718] 362-9500

Address: 133-11 20th Ave, College Point, NY 11356

The Title IX Coordinator oversees the school's response to sexual misconduct complaints, provides information about reporting options, and ensures that supportive measures are available.

How to Report

You may report incidents to:

- The Title IX Coordinator
- Any school administrator or faculty member
- Local law enforcement (911 or non-emergency police)

You can choose to make a formal complaint, which triggers a formal investigation and resolution process, or report anonymously. While we respect confidentiality, please note that the school may have limited ability to act without enough information.

Support and Resources

We encourage victims to seek medical care, counseling, and support services immediately. You have access to:

- On-campus designated staff trained to assist you
- Referrals to community agencies specializing in victim support (see below)
- Interim measures such as no-contact orders, schedule adjustments, or academic accommodations

Community Resources:

- Catholic Charities, NYC: 888-744-7900
 - The Temple Corps Community Center, NYC: (212) 242-7770
 - Lenox Hill Neighborhood House Women’s Mental Health Shelter, NYC: (212) 570-1461
 - National Domestic Violence Hotline: 1-800-621-4673
-

Investigation and Resolution Process

Formal Complaints:

When a formal complaint is filed, TCI will promptly and fairly investigate in a manner that respects the rights of both the complainant (person reporting) and respondent (person accused).

Investigation:

- Both parties have the right to provide evidence and witnesses.
- Both parties may have an advisor, including an attorney, during the process.
- The standard of proof is “preponderance of the evidence” (more likely than not).
- The school will strive to complete the process within 60 days.

Hearings:

- If requested, a live hearing will be held, allowing cross-examination by advisors.
- The Disciplinary Committee will include trained faculty, a Board member, and when available, a professional counselor.
- Committee members will be impartial and free of conflicts of interest.

Outcome and Sanctions:

- If the accused is found responsible, sanctions will be imposed that may include warnings, suspension, or permanent expulsion (for students) and termination (for employees), depending on the severity of the offense.
- Both parties will be notified simultaneously in writing of the outcome and any sanctions.

- Sanctions become effective immediately but can be appealed on limited grounds.
-

Protection Against Retaliation

TCI strictly prohibits retaliation against anyone who reports or participates in an investigation under this policy. Retaliation includes intimidation, threats, coercion, or discrimination. Anyone engaging in retaliation will be subject to disciplinary action.

What to Do if You Experience Sexual Assault

- Get to a safe place immediately.
 - Call 911 or campus security.
 - Preserve evidence: do not shower, change clothes, or clean up before seeking medical care.
 - Seek medical attention as soon as possible.
 - Contact someone you trust for support.
-

Sexual Offender Registry

In compliance with federal law, TCI provides information on how to access the State of New York's sex offender registry:

https://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

This information is made available to all students, staff, and faculty via the student handbook, posted notices, and the school website.

Education and Prevention

TCI provides ongoing education and training on sexual harassment and violence prevention to all students, faculty, and staff. This includes:

- New student and employee orientation sessions
- Annual mandatory training programs
- Bystander intervention strategies
- Awareness campaigns

Annual Crime Reporting

TCI complies with the Clery Act by maintaining and publishing an annual report on campus crime statistics, including sexual offenses. This report is available to all members of the campus community.

For more information or assistance, contact:

Title IX Coordinator: Director of Nursing

Phone number: [718] 362-9500

Family Educational Rights and Privacy Act (FERPA) Policy

Policy Statement

Transitions Career Institute (TCI) is committed to protecting the privacy and security of student education records. TCI's Student Records Policy complies with the **Family Educational Rights and Privacy Act of 1974 (FERPA)** also known as the **Buckley Amendment** which governs access to and release of student education records. FERPA outlines specific rights for students and imposes responsibilities on educational institutions that receive federal funding.

FERPA Overview

FERPA offers eligible students the following rights regarding their education records:

1. **The Right to Inspect and Review**

Students have the right to inspect and review their education records within **45 days** of submitting a written request to the Registrar or the Vice President of Nursing.

2. **The Right to Request an Amendment**

Students may request to amend records they believe are inaccurate, misleading, or in violation of their privacy rights. Requests must be in writing, specifying the record in question, the amendment sought, and justification for the change.

3. **The Right to Consent to Disclosures**

Personally identifiable information (PII) from a student's education record will not be released without written consent, **except as permitted by law** (see "Exceptions to Consent").

4. **The Right to File a Complaint**

Students may file a complaint with the U.S. Department of Education concerning alleged violations of their FERPA rights:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW, Washington, DC 20202-8520

Definition of Education Records

Education records are records that are directly related to a student and maintained by TCI or a party acting on its behalf. They may be in any format (paper, digital, etc.).

Education records do not include:

- Personal notes kept by instructional, supervisory, or administrative staff
 - Law enforcement records
 - Employment records (when employment is not based on student status)
 - Medical or counseling records maintained solely for treatment
 - Alumni records not related to the individual's student status
-

Access to Student Records

TCI classifies student records as confidential. Access is restricted to:

- The student
 - Authorized TCI officials with a legitimate educational interest
 - Third parties with the student's written consent
 - Other entities as permitted by FERPA (see below)
-

Exceptions to Prior Consent Requirement

TCI may release PII from education records **without student consent** to:

- School officials with a **legitimate educational interest**

- Officials of another school where the student seeks or intends to enroll
- Certain government officials for audit or evaluation purposes
- Organizations conducting studies for or on behalf of TCI
- Accrediting agencies
- Comply with a judicial order or subpoena
- Parents of dependent students (with documented IRS dependency)
- In connection with health or safety emergencies
- In connection with financial aid for which the student has applied or received

Directory Information

TCI may disclose the following **directory information** without prior consent unless the student opts out:

Data Element	Directory Information?
Student's full name	Yes
Student ID number	No
Date of birth	No
Gender	Yes
Ethnicity	No
Mailing/permanent address & phone	Yes
E-mail address	Yes
Enrollment status	Yes
Class level, major/minor	Yes
Dates of attendance	Yes

Data Element	Directory Information?
---------------------	-------------------------------

Program enrolled	Yes
------------------	-----

Cumulative credit/clock hours	Yes
-------------------------------	-----

Diploma awarded (LPN, RN, CNA)	Yes
--------------------------------	-----

GPA or grades	No
---------------	----

Financial records or balances	No
-------------------------------	----

Disciplinary actions	No
----------------------	----

 **Note:** Students may restrict the release of directory information by submitting a written request to the Registrar. This restriction remains in effect until revoked in writing by the student, even after graduation or withdrawal.

Parental Access

FERPA rights transfer to students once they turn 18 or enroll in postsecondary education. However, **parents of dependent students (as defined by IRS rules)** may access education records without the student's consent upon submission of appropriate documentation (e.g., tax return).

Social Security Number Use

TCI may request a student's **Social Security Number (SSN)** for purposes such as financial aid processing, tax reporting, or internal identification. Disclosure is voluntary and refusal does not impact a student's rights. SSNs are stored securely and used only as permitted by law.

Letters of Recommendation and References

Any written or verbal reference containing non-directory information requires a student's written, signed request, specifying:

- Information to be released
- Recipient of the information
- Purpose of the disclosure
- Student's signature and date

A standard **Student Reference Request Form** is available through the Registrar's Office.

Maintaining and Securing Records

- Student transcripts are retained **indefinitely**.
- All other vital records (e.g., enrollment agreements, attendance, financial, disciplinary records) are retained for **a minimum of seven (7) years**.

Faculty and staff are prohibited from sharing education records except as permitted by FERPA. Grades and evaluations must never be posted or shared using personally identifiable information such as name, SSN, or student ID.

Student Privacy and Security Responsibilities for Staff and Faculty

Faculty and staff must:

- Access student records only when there is a legitimate educational need
- Never disclose student information to unauthorized individuals
- Protect login credentials and access to electronic systems
- Follow all institutional data protection and FERPA training requirements

Health and Safety Emergencies

In the event of a significant threat to the health or safety of a student or others, TCI may disclose relevant education record information to appropriate parties (e.g., emergency responders, law enforcement), following FERPA’s “health or safety emergency exception.”

Annual FERPA Notification

In accordance with federal requirements, TCI **notifies students annually** of their FERPA rights through:

- The Student Handbook
- The Institutional Catalog
- The TCI Website

For more information, or to submit a request related to your records, contact:

Office of the Registrar

Transitions Career Institute School of Nursing

Phone: (718) 362-9500

Email: rjordan@tcilpn.org

Hours: Mon–Thu 9:00 AM – 4:00 PM | Fri 9:00 AM – 3:00 PM

Title IV Student Loan Code of Conduct

In accordance with the **Higher Education Act of 1965**, as amended by the **Higher Education Opportunity Act of 2008** (effective August 14, 2008), institutions participating in any **Title IV, HEA loan program** must adopt, publish, and enforce a **code of conduct** that prohibits conflicts of interest related to the administration of **student loans**, including both **federal Direct Loans** and **private education loans**.

Transitions Career Institute (TCI) is committed to upholding the highest standards of **ethical conduct and compliance** in all aspects of financial aid and loan administration. As such, all **employees, officers, and agents** of TCI who have responsibilities related to education loans must comply with the following **code of conduct**:

Prohibited Activities

Employees, officers, or agents of TCI **shall not**:

1. **Enter into a revenue-sharing arrangement** with any lender.

A revenue-sharing arrangement is any arrangement where the institution recommends a lender or its loan products in exchange for a fee or other material benefit.

2. **Solicit or accept gifts** from a lender, guarantor, or loan servicer.

This includes any gratuity, favor, discount, entertainment, hospitality, loan, or other item with monetary value. Exceptions include standard materials (e.g., brochures), food or refreshments provided during training, or items of nominal value (less than \$10).

3. **Accept fees or other benefits** for serving on an advisory board, commission, or group established by a lender or guarantor.

Participation is permitted only if no compensation is received other than reimbursement for reasonable expenses incurred in serving.

4. **Assign a first-time borrower to a particular lender or refuse to certify or delay certification** of any loan based on the borrower's lender choice.

5. **Request or accept any offers of funds** to be used for private education loans, including funds provided to the institution in exchange for concessions or promises to a lender.
6. **Request or accept assistance** from a lender with **call center staffing** or **financial aid office staffing**, unless such assistance is:
 - Professional development training,
 - Providing educational counseling materials (as long as the lender is disclosed),
 - Short-term, non-recurring support during emergencies (with proper disclosures).
7. **Maintain a preferred lender list** without clear, objective criteria, or without disclosing the method and rationale for inclusion.

TCI does **not maintain** a preferred lender list at this time.

Policy Dissemination and Enforcement

This Code of Conduct is distributed to all applicable employees annually and is available on the institution's website and in relevant publications. Violations of this code may result in disciplinary action and/or legal consequences in accordance with institutional policy and federal law.

See College Navigator Information on Next Page

COLLEGE NAVIGATOR WEBSITE

College Navigator is a website developed by the **U.S. Department of Education** as a free consumer information tool. It is designed to help students, parents, high school counselors, and others search for and obtain detailed information about U.S. postsecondary institutions.

Each institution's profile includes data such as:

- Retention and graduation rates
- Programs offered and degrees awarded
- Cost of attendance
- Campus safety statistics
- Student financial aid availability
- Accreditation status

Students may access the College Navigator at:

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

See Next Page for Drug and Alcohol- Free Campus & Workplace Policy

Drug and Alcohol-Free Campus & Workplace

Transitions Career Institute (TCI) adheres to the 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 well-being of all employees, students, and others in our environment. We do not tolerate the use, distribution, or possession of illegal drugs or the abuse of alcohol.

We recognize that alcohol abuse and drug use pose significant threats to the mission and goals of TCI. Therefore, we have established a drug-free environment that balances our respect for individuals with the need to maintain a safe and substance-free school.

Scope of Policy:

TCI's drug-free workplace policy applies during all school and working hours, whenever individuals are conducting business or representing the institution, while on TCI property, at school-sponsored events, at off-site clinical locations, and at any time while engaged in a learning or working activity.

Prohibited Conduct:

It is a violation of this policy to use, possess, sell, trade, or offer for sale alcohol, illegal drugs, or intoxicants.

Conviction Notification Requirement:

Any TCI student or employee convicted of a criminal drug violation in the workplace must notify the institution within three (3) days of the conviction. TCI will take appropriate action within 30 days of receiving the notification.

Confidentiality:

All information received by TCI in relation to the drug-free policy is treated as confidential. Access is restricted to individuals with a legitimate need to know, in accordance with relevant laws, U.S. Department of Education disclosure requirements, and TCI's internal policies.

Encouraging Voluntary Assistance:

TCI encourages students and employees to voluntarily seek help for alcohol and/or drug problems. Early intervention and support improve the chances of recovery and academic or professional success.

Policy Violations and Consequences:

- **Applicants for Admission:** Violations of this policy may result in denial of admission.
- **Students:** Violations may result in progressive disciplinary action, including required participation in a rehabilitation program. Failure to complete or comply with treatment, or repeated violations, may result in dismissal.
- **Employees:** Violations may lead to disciplinary action up to and including termination, based on job performance and compliance with treatment referrals.

Support Services:

TCI recognizes that alcohol and drug abuse and addiction are treatable conditions. We support students and employees in accessing qualified community professionals for assessment and appropriate treatment.

Shared Responsibility:

Maintaining a safe and productive drug-free environment requires cooperation and shared responsibility. Students, employees, and leadership all play important roles. Individuals should not attend class or report to work impaired by drugs or alcohol.

All community members are encouraged to:

- Prioritize safety in their work and learning environments;
- Support peers in seeking assistance;
- Report dangerous or suspicious behavior to a supervisor or instructor.

Supervisors and instructors are responsible for reporting all violations to the appropriate TCI administrator or department head.