



TRANSITIONS CAREER INSTITUTE

133-11 20th Avenue, 2nd Floor • College Point, NY 11356 • (718) 362-9500 • www.tcilpn.com

Student Disclosure Handbook

2025–2026 Edition

Practical Nurse Program

Required Consumer Disclosures • Title IV Financial Aid • Campus Safety • Academic Policies

*Distributed to all new students during orientation and available upon request.
This handbook is updated annually. For the most current version, visit www.tcilpn.com.*

Table of Contents

TABLE OF CONTENTS 2

PRESIDENT'S ADDRESS 8

LICENSURE, APPROVALS & ACCREDITATION 9

U.S. Department of Education9

Accreditation9

Annual Notice of Availability of Consumer Information9

Student Financial Aid Information..... 10

ELIGIBILITY FOR TITLE IV AID PROGRAMS..... 11

Types of Federal Financial Aid — Title IV Programs..... 11

 Federal Pell Grants 11

 Federal Direct Loans..... 11

 Federal Parent PLUS Loans 11

Requirements to Receive Title IV Financial Aid 11

Citizenship Classifications 12

Independent Student Criteria 12

LOAN TERMS, COUNSELING & APPLICATION PROCESS 13

National Student Loan Data System (NSLDS)..... 13

Entrance Counseling for Loan Borrowers..... 13

Exit Counseling for Loan Borrowers..... 13

Federal Financial Aid Application Process 14

 Verification 14

STUDENT LOAN FEES & INTEREST RATES 15

Loan Origination Fees 15

Loan Interest Rates 15

Interest and Repayment Details..... 15

Subsidized Direct Loans 15

Unsubsidized Direct Loans 15

Parent PLUS Loans 16

Financial Aid Contact Information..... 16

COST OF ATTENDANCE (COA)..... 17

COA Components 17

COA for 1,300-Hour LPN Program (2025–2026) 17

COA for Less-Than-Half-Time Students 18

Requesting a COA Adjustment 18

Methods and Frequency of Disbursement 18

Canceling a Disbursement 18

RETURN TO TITLE IV POLICY (R2T4) 19

Overview 19

When This Policy Applies 19

How Aid Is Earned 19

Key Terms 19

Official Withdrawal Process 20

Unofficial Withdrawal 20

Post-Withdrawal Disbursements 20

Order of Return of Unearned Funds 20

Grant Overpayments 20

TCI CANCELLATION & REFUND POLICY..... 21

How to Cancel Enrollment or Withdraw..... 21

Refund Schedule..... 21

Additional Notes 21

Net Price Calculator (NPC) 22

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 23

SAP Standards at a Glance 23

Qualitative Measure 23

Quantitative Measure (Pace)..... 23

Maximum Time Frame (MTF) 23

SAP Evaluation Schedule..... 24

Course Failure and Probation 24

Financial Aid Warning, Probation & Non-Title IV Eligibility 24

Financial Aid Warning 24

Financial Aid Probation 24

Non-Title IV Eligible Status 24

SAP Appeals 24

Course-Related Policies 25

Course Failure..... 25

Course Incomplete..... 25

Withdrawing from a Course..... 25

GRADING SYSTEM..... 26

Grade Point Average (GPA)..... 26

Probation..... 26

ENROLLMENT, LEAVE OF ABSENCE & WITHDRAWAL POLICIES 27

Course Loads and Financial Aid 27

Full-Time Academic Year Definition 27

Leave of Absence Policy (LOA) 27

Withdrawal Policy 28

Post-Withdrawal Disbursement 28

Transfer of Credit Policy 28

COPYRIGHT INFRINGEMENT POLICY..... 29

Prohibited Activities 29

Acceptable Use..... 29

Penalties 29

Civil Penalties 29

Criminal Penalties 29

Institutional Sanctions..... 29

VOTER REGISTRATION INFORMATION..... 30

How to Register..... 30

DRUG & ALCOHOL ABUSE PREVENTION 30

Drug and Alcohol Abuse Prevention Program (DAAPP)..... 30

Sanctions for Violations 31

Regaining Admission 31

Health Risks of Illegal Drugs and Alcohol 31

Marijuana..... 31

Cocaine / Crack Cocaine 31

Methamphetamine 31

Ecstasy 31

Narcotics (Heroin, Codeine, Morphine, Opium)..... 31

Alcohol 31

Community Resources 32

VACCINATION & IMMUNIZATION POLICY..... 32

New York State Immunization Requirements..... 32

TCI Vaccination Policy..... 32

STATISTICAL REPORT & PROGRAM OUTCOMES 33

NCLEX-PN Pass Rates (Fiscal Years 2022–2025)..... 33

Student Body Diversity 33

Placement in Employment..... 33

Retention Rate 34

CAMPUS SAFETY & SECURITY POLICIES 34

About the Clery Act 34

Reporting Crime and Emergencies 34

Clery Act Reportable Crime Categories 34

Emergency Management and Response Plan 35

Emergency Notification Methods..... 35

Evacuation Procedures..... 35

In-Place Shelter (When Evacuation Is Not Safe)..... 35

Campus Access and Security 35

Campus Crime Statistics (2022–2024) 35

Crime Activity in Public Areas Near Campus..... 36

Crime Prevention Tips 36

FACILITIES & SERVICES FOR STUDENTS WITH DISABILITIES 37

FIRE SAFETY POLICY 37

Fire Safety Procedures 37

SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE & STALKING POLICY 38

Definitions 38

Sexual Harassment 38

Sexual Assault..... 38

Dating Violence 38

Domestic Violence 38

Stalking..... 38

Title IX Coordinator & Reporting..... 38

Investigation & Resolution Process 39

Support Resources..... 39

What to Do if You Experience Sexual Assault 39

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) POLICY 39

Student Rights Under FERPA..... 40

Exceptions to Prior Consent Requirement 40

Directory Information..... 40

Maintaining and Securing Records 41

FERPA Contact..... 41

TITLE IV STUDENT LOAN CODE OF CONDUCT..... 41

Prohibited Activities 41

Policy Dissemination 42

COLLEGE NAVIGATOR & DRUG-FREE CAMPUS POLICY 42

College Navigator..... 42

Drug and Alcohol-Free Campus & Workplace 42

Scope of Policy..... 42
Prohibited Conduct 42
Conviction Notification Requirement..... 43
Consequences..... 43

ACKNOWLEDGMENT OF RECEIPT..... 43

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, Transitions Career Institute

Licensure, Approvals & Accreditation

U.S. 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.

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 established standards for acceptable levels of quality in academic and training programs, student services, administrative operations, and fiscal capability.

Transitions Career Institute's Practical Nursing Program is approved and accredited by the Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS). TCI is accredited through July 1, 2034.

Middle States Association Commission on Secondary Schools (MSA-CESS)
 Saint Leonard's Court
 3819-33 Chestnut Street, Suite 310
 Philadelphia, PA 19104-3171
 (267) 284-5000 | www.msa-cess.org

Initial Accreditation: April 12, 2024 | Expires: 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 through their online accounts. Paper copies are available upon request. Detailed information on the following topics can be found in the Student Handbook and/or is available upon request:

- Contact information for financial aid assistance
- Information regarding financial aid programs
- Resources, services, and facilities available to students with disabilities
- Statistics regarding student body diversity
- Cost of Attendance
- Refund Policy, withdrawal requirements, and Return of Title IV
- Academic program details — educational programs, facilities, and faculty
- Institutional and program accreditation, approval, and licensure
- Copyright infringement policies and sanctions
- Vaccination policies
- Retention, completion/graduation, and LPN employment placement rates

Student Financial Aid Information

The Financial Aid Office helps qualified students seeking financial support. The Financial Aid Officer assesses students' resources to determine the best method of meeting their financial obligations and is thoroughly knowledgeable of all funding sources available. Financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

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

Students who intend to request financial assistance are expected to arrange an appointment with the Financial Aid Director after registration is complete. Walk-in appointments are also available.

Eligibility for Title IV Aid Programs

Transitions Career Institute participates in the U.S. Department of Education's Title IV Student Financial Assistance Programs. Eligibility is governed by federal law and regulations.

Types of Federal Financial Aid — Title IV Programs

Federal Pell Grants

A 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 begins six months after enrollment ends or drops below half-time.

Federal Parent PLUS Loans

Available to 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.

Requirements to Receive Title IV Financial Aid

1. Meet TCI's admission criteria and be accepted into an eligible Title IV–approved program.
2. Sign the FAFSA certification statement confirming educational use of aid, no defaulted loans, no grant overpayments, and agreement to repay overpayments.
3. Submit a FAFSA at StudentAid.gov for the 2025–2026 award year. List TCI's Federal School Code: 042160.
4. Complete all verification steps and resolve any federal rejection codes. Aid cannot be processed until all required information is verified.
5. Have not exceeded federal student-loan aggregate borrowing limits.
6. Sign TCI's Enrollment Agreement.
7. Be enrolled at least half-time to qualify for Direct Loans. (Pell Grants are paid based on enrollment status but do not require half-time enrollment.)
8. Be enrolled in a program leading to a diploma or certificate that meets gainful employment requirements.
9. Have a valid Social Security Number and be a U.S. citizen, U.S. national, or eligible non-citizen.
10. Hold a high school diploma or GED.
11. Maintain Satisfactory Academic Progress (SAP) including minimum GPA, completion rate/pace, and maximum timeframe.
12. Demonstrate financial need as determined by the FAFSA and Student Aid Index (SAI). Note: For 2025–26, FAFSA uses SAI in place of Expected Family Contribution (EFC).

13. Pell Grant eligibility is capped at 600% total lifetime eligibility (12 payment periods). Students who have earned a bachelor's degree are also ineligible for Pell.

Citizenship Classifications

In addition to the above requirements, students must meet one of the following classifications:

14. U.S. CITIZEN or U.S. NATIONAL — born in the United States or certain territories, born abroad to U.S. citizen parents, or naturalized.
15. PERMANENT RESIDENT — holder of a Form I-551, I-151, or I-551C (Green Card).
16. Qualifying ARRIVAL-DEPARTURE RECORD — I-94 showing status as: Refugee, Asylum Granted, Cuban-Haitian Entrant, Conditional Entrant (before April 1, 1980), or Parolee.
17. BATTERED IMMIGRANT STATUS — designated by USCIS as a battered immigrant-qualified alien under the Violence Against Women Act.
18. T-VISA — eligible if you have a T-visa or a parent with a T-1 visa.

Independent Student Criteria

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

- Age 24 or older by December 31st of the award year
- Married
- Working toward a master's degree
- Serving on active duty in the U.S. Armed Forces, or a veteran
- Have children and provide more than half of their support
- Both parents deceased after you turned 13
- Have dependents (other than children/spouse) who live with you and you provide more than half their support
- Were in foster care, or a ward of the court, from age 13 to age 18
- Currently or previously in legal guardianship or emancipated minor status
- Homeless or at risk of being homeless

Incarcerated students are not eligible for admission. Students serving sentences at correctional institutions are not admitted, as all classes require physical attendance at TCI's location. Students in halfway houses, home detention, or serving only weekends are not considered incarcerated for TCI purposes.

Loan Terms, Counseling & Application Process

National Student Loan Data System (NSLDS)

NSLDS is the U.S. Department of Education's central database for student aid. It provides a centralized, integrated view of your federal student loans and grants. Access your information at www.nsls.ed.gov. Any loan borrowed by the student or parent will be submitted to NSLDS and will be accessible by guarantee agencies, lenders, and schools designated as authorized users.

Entrance Counseling for Loan Borrowers

TCl conducts entrance loan counseling as part of the admissions process for students interested in applying for Title IV financial aid. This includes a one-on-one interview with the Financial Aid Director covering:

- Detailed explanation of loan repayment responsibilities
- Consequences for failure to repay loans
- Printed materials from the U.S. Department of Education

During required new student orientation, entrance counseling for borrowers is repeated.

Exit Counseling for Loan Borrowers

One-on-one exit loan counseling is provided to all student borrowers nearing completion and to students who formally withdraw. The Financial Aid Director covers the following:

- Average anticipated monthly repayment amounts based on total loan debt and chosen repayment plan
- Repayment plan options including income-driven repayment (IDR), standard, graduated, extended, and other plans
- Borrower's ability to prepay without penalty
- Debt management strategies to avoid delinquency or default
- Explanation of the Master Promissory Note (MPN) and its legal implications
- Terms and conditions for loan forgiveness, cancellation, or discharge (including PSLF, Teacher Loan Forgiveness, disability discharge)
- Terms and conditions for deferment and forbearance
- Consequences of default — credit damage, wage garnishment, tax refund withholding, loss of future aid eligibility
- Options and consequences of loan consolidation
- Federal tax benefits, such as the student loan interest deduction

Important: The borrower is legally obligated to repay the full loan amount even if they:

- Do not complete the program of study,
- Do not complete within the normal time frame,
- Are unable to obtain employment after completing the program, or

- Are dissatisfied with instruction due to circumstances beyond the institution's control.

Exit counseling is required BEFORE a student graduates, when a student withdraws, or if a student ceases attendance in all classes — even without a formal withdrawal. TCI facilitates exit counseling by directing students to complete the required online exit counseling at StudentAid.gov.

Federal Student Aid Ombudsman Group

U.S. Department of Education

Phone: 1-877-557-2575

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

Federal Financial Aid Application Process

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 student's financial situation to calculate the Student Aid Index (SAI), which has replaced the Expected Family Contribution (EFC) starting with the 2024–25 award year.

Students are strongly encouraged to complete their FAFSA electronically by visiting <https://studentaid.gov>. Be sure to list TCI's Federal School Code: 042160.

Verification

Each year, some FAFSA applicants are selected by the U.S. Department of Education for verification. If selected, students will be contacted by the Financial Aid Office and provided with a list of required documents. Verification tracking groups for 2025–2026 include:

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

Required documentation may include a Verification Worksheet, federal tax information (transcripts or signed 1040s), W-2 forms, documentation of untaxed income, and proof of high school completion with government-issued ID.

Financial aid cannot be disbursed until the verification process is completed. Students must respond to verification requests within 30 days of notification.

Student Loan Fees & Interest Rates

Loan Origination Fees

Loan origination fees are charged by the U.S. Department of Education and deducted from the disbursement amount. Current fees for loans first disbursed on or after October 1, 2024, and before October 1, 2025:

Loan Type	Origination Fee
Subsidized & Unsubsidized Federal Direct Loans	1.057%
Federal Direct PLUS Loans (Parent and Graduate)	4.228%

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

Loan Interest Rates

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

Loan Type	Interest Rate
Subsidized Federal Direct Loans (Undergraduate)	6.39%
Unsubsidized Federal Direct Loans (Undergraduate)	6.39%
Federal Direct Parent PLUS Loan	8.94%

Interest and Repayment Details

Subsidized Direct Loans

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

Unsubsidized Direct Loans

- Interest accrues immediately from the time the loan is disbursed, even while in school
- No payments 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 at repayment

- Grace period: Repayment begins 6 months after graduation, withdrawal, or drop below half-time enrollment
- Any unpaid interest is capitalized at the end of the grace period

Parent PLUS Loans

- No payments required while the dependent student is enrolled at least half-time in an eligible program
- Interest accrues while the student is studying
- Repayment begins 30 days after program completion or after the student drops below half-time status

Financial Aid Contact Information

Ms. Quebillah Perry, Financial Aid Coordinator
Transitions Career Institute
133-11 20th Avenue, College Point, NY 11356
Phone: (718) 362-9500 or (929) 352-4743
Email: qperry@tcilpn.org
Hours: Monday–Thursday 9:00 AM – 5:00 PM Friday 9:00 AM – 3:00 PM

Cost of Attendance (COA)

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

COA Components

The COA includes both direct costs (billed by the school) and indirect costs (not paid directly to TCI but necessary for attendance). Allowable components include:

- Tuition and fees
- Books, course materials, supplies, and equipment
- Room and board (whether the student live off-campus, on-campus, or 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

Note: Effective January 1, 2026, tuition increased by \$3,000, from \$24,500 to \$27,500. All other components remain the same.

COA for 1,300-Hour LPN Program (2025–2026)

Expense Item	Without Parent	With Parent
Tuition	\$27,500	\$27,500
Registration Fee / Background Check	\$100 / \$30	\$100 / \$30
Books and Supplies	\$2,500	\$2,500
Room and Board	\$32,045	\$26,845
Transportation	\$12,714	\$9,919
Personal / Miscellaneous	\$11,284	\$11,284
Total	\$86,173	\$78,178

COA for Less-Than-Half-Time Students

Students enrolled in fewer than six clock hours per week will have a reduced COA that includes only tuition and fees, books and supplies, and transportation. Room and board, personal expenses, and other indirect costs are not included for less-than-half-time students.

Requesting a COA Adjustment

Students who experience unusual or exceptional expenses may request a COA adjustment by submitting to the Financial Aid Office: a written explanation, the specific costs involved, and supporting documentation (invoices, receipts, childcare contracts). Each request is reviewed individually. Approved adjustments may increase the COA but do not guarantee additional financial aid will be awarded.

Methods and Frequency of Disbursement

Annual financial aid awards are divided by the number of payment periods for which the student is enrolled and disbursed each payment period, provided the student meets SAP eligibility requirements.

Student loan funds may be posted to the student's school account within the first two weeks of the payment period. U.S. DOE regulations require institutions to issue a Federal Student Aid credit balance no later than 14 days from: (1) the date the credit balance occurred, if after the first day of class; or (2) the first day of classes, if the balance occurred on or before that date.

Canceling a Disbursement

If a borrower wishes to cancel all or part of a loan or grant, they must inform the Financial Aid Director in writing. The school must return the proceeds within the applicable timeframes: within 30 days if the school has not obtained affirmative confirmation; or by the later of the first day of the payment period or 14 days after notification if affirmative confirmation was obtained.

Return to Title IV Policy (R2T4)

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

Overview

When a student receives federal financial aid (Title IV funds), it is under the agreement that funds will be used for educational purposes while actively enrolled. If a student withdraws, is dismissed, fails to return from a leave of absence, or stops attending, federal law requires TCI to calculate how much aid was earned and return any unearned portion to the U.S. Department of Education.

When This Policy Applies

The R2T4 policy applies if a student:

- Officially withdraws in writing
- Unofficially withdraws by ceasing attendance
- Does not return from an approved leave of absence
- Is administratively withdrawn or dismissed

How Aid Is Earned

Title IV aid is earned based on how much of the scheduled hours in the payment period the student completes. If a student completes 60% or more, they are considered to have earned 100% of their aid. If less than 60% is completed, TCI calculates how much aid was earned and returns the remainder.

Example: If your payment period is 450 hours and you completed 172 hours before withdrawing:

$$172 \div 450 = 38.2\% \text{ earned}$$

TCI must return the unearned 61.8% of your federal aid.

Key Terms

Term	Definition
Payment Period	450 clock hours or less, depending on program length (PP1: 0–450 hrs; PP2: 451–900 hrs; PP3: 901–1,300 hrs)
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 only hours completed

Official Withdrawal Process

19. Your withdrawal date is your last recorded day of attendance.
20. TCI performs the R2T4 calculation within 30 days.
21. Any unearned funds must be returned within 45 days of the date of determination.
22. You will receive: a letter detailing the calculation, any amount returned on your behalf, and 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. TCI will make multiple attempts to contact you. Your withdrawal date is your last date of academic attendance. The same R2T4 process applies.

Post-Withdrawal Disbursements

If you earned aid that was not yet disbursed:

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

Order of Return of Unearned Funds

23. Unsubsidized Direct Loans
24. Subsidized Direct Loans
25. Direct PLUS Loans
26. Federal Pell Grants
27. 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 of \$50 or less. If repayment is required, TCI will notify you in writing within 30 days. You will have 45 days to either repay TCI directly or make arrangements with the U.S. Department of Education for the repayment.

TCI Cancellation & Refund Policy

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 federal Return of Title IV Funds (R2T4) regulations.

How to Cancel Enrollment or Withdraw

Students must submit written notice via a signed and dated letter (hand-delivered or mailed), or an email from the student's official email address. The notice must clearly state the intention to cancel your enrollment, include the effective date, and be received within five (5) business days of signing the enrollment agreement.

- In-person: Deliver to the Admissions Coordinator/Registrar and request a signed copy
- By mail: Use Certified Mail with return receipt requested
- By email: Send to osmith@tcilpn.org (Admissions) or rjordan@tcilpn.org (Registrar)

The refund calculation begins on the date the withdrawal notice is received, not the date it is sent.

Refund Schedule

Withdrawal / Cancellation Timing	Refund Policy
Student not accepted by school	Full refund of all monies paid within 45 days
Within 5 business days of signing enrollment agreement (even if instruction began)	Full refund (registration fee non-refundable)
After 5th business day, but before first class	Full refund except non-refundable registration fee
After instruction begins	Pro-rata refund calculated on last date of documented attendance; processed within 45 days
No-show or class canceled by TCI before instruction	Full refund within 45 days

Additional Notes

- The registration fee is non-refundable
- Books, uniforms, tools, and supplies may be non-refundable if issued and not returned unused
- Refunds are issued to the original payor — student, Title IV program, third-party sponsor, or employer
- All refunds are processed by company check within 45 days of the official date of determination

Students who receive a Title IV loan and withdraw must notify their loan servicer in writing with the withdrawal date, last 4 digits of SSN or FSA ID, and signature. The dates on both letters, to TCI and to the loan servicer, must match.

Net Price Calculator (NPC)

In compliance with Section 132(h) of the Higher Education Act of 1965, TCI provides a publicly accessible Net Price Calculator (NPC) on its institutional website. The NPC provides an estimate of the net cost of attendance — total cost, minus estimated grant and scholarship aid.

The NPC provides estimates only and does not represent a final determination or binding offer.

Access the calculator at: <https://www.tcilpn.com/net-price-calculator>

FAFSA must be completed for an official financial aid package: <https://studentaid.gov/h/apply-for-aid/fafsa>

Satisfactory Academic Progress (SAP) Policy

All students enrolled in the Practical Nurse Program at 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.

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

SAP Standards at a Glance

Standard	Requirement
Cumulative GPA (Qualitative)	Minimum 2.50 CGPA
Completion Rate / Pace (Quantitative)	At least 67% of clock hours attempted
Maximum Time Frame	150% of program length — 1,950 clock hours (for 1,300-hour program)

Qualitative Measure

Students must maintain a minimum cumulative grade point average (CGPA) of 2.50. CGPA is awarded at the end of every course. Students who fail to meet the 75% (C) minimum will be placed on Academic Warning with an Academic Improvement Plan. Failure to adhere to the AIP may result in immediate placement on Academic Probation.

Quantitative Measure (Pace)

Students must complete at least 67% of all clock hours attempted within no more than 150% of the program's published length. Pace is calculated as: cumulative hours successfully completed ÷ cumulative hours attempted. Students who fail to meet the PACE standards are placed on Financial Aid Probation.

Maximum Time Frame (MTF)

Students who adhere to their assigned class schedules and achieve minimum passing scores will complete the Practical Nurse Program in 1,300 clock hours. The maximum time frame is 1,950 clock hours — 1.5 times the normal completion time.

Program	Clock Hours
Normal Program Length	1,300 clock hours
Maximum Time Frame (150%)	1,950 clock hours
Normal Timeframe (Day Program)	53 weeks
Maximum Timeframe	80 weeks

SAP Evaluation Schedule

Students are officially evaluated for academic progress after the successful completion of every course, but no later than 450 clock-hour intervals.

Evaluation Point	Clock Hours
End of 1st Payment Period	450 hours
End of 2nd Payment Period	900 hours
3rd Evaluation	1,100 hours

Course Failure and Probation

28. If a student fails a course, they are immediately placed on Academic Probation.
29. The student remains on probation until: (a) the failed course is retaken and passed within 6 months, with adherence to the Academic Improvement Plan; (b) if passed on retake, the student is removed from probation provided CGPA \geq 2.50 and attendance $>$ 90%; or (c) if failed a second time, the student is academically dismissed.
30. If it is mathematically impossible to achieve minimum CGPA before reaching the MTF, the student is academically dismissed.

Financial Aid Warning, Probation & Non-Title IV Eligibility

Financial Aid Warning

Students who fail to meet SAP standards are placed on Financial Aid Warning for one payment period. Students on warning continue to receive Title IV aid. Warning may only be assigned for one payment period and may not be assigned for consecutive periods.

Financial Aid Probation

Students who successfully appeal a SAP decision are placed on Financial Aid Probation for one payment period, during which they remain eligible for Title IV aid. Students must follow an academic advising plan. If SAP standards are met at the end of the probation period, the student returns to good standing. If not met, the student is dismissed unless they can demonstrate ability to complete within the MTF.

Non-Title IV Eligible Status

A student may remain enrolled if they can demonstrate ability to complete within the MTF, though they will not be eligible for Title IV aid. All clock hours attempted during this period count toward the MTF.

SAP Appeals

Any student placed on academic probation for the first time with mitigating circumstances may file a written appeal to the Director of Nursing. Valid mitigating circumstances are strictly limited to:

- Death of an immediate family member, legal guardian, or domestic partner
- Serious illness or injury of the student or an immediate family member
- Catastrophic damage to the student's or family's residence due to an act of nature

The appeal must be submitted as soon as possible (no later than the 6-month maximum timeframe). Supporting documentation is required. If the appeal is granted, the failing grade changes to a non-punitive "W," and the student's CGPA and completion rate are recalculated.

Even if an appeal is granted, the student must retake and complete the failed course before proceeding to the next course. Failure to do so will result in TCI revoking the appeal and reinstating academic probation with the original failing grade.

Course-Related Policies

Course Failure

A failed course receives a grade of "F," counting as clock hours attempted but not achieved (0.00 GPA value). The course must be retaken and satisfactorily completed within the 150% time frame. If repeated, only the higher grade is used in CGPA computation. Additional fees apply for course repetition.

Course Incomplete

An instructor may grant an "I" (Incomplete) if the student cannot complete a course due to extenuating circumstances. Students have up to seven days to complete missing coursework. If not completed, the "I" converts to an "F" and is calculated into the CGPA.

Withdrawing from a Course

Students may withdraw from a course within the first 50% of scheduled hours, receiving a grade of "W" (not factored into CGPA). However, the attempted hours count toward the program hours attempted for SAP and MTF calculations.

Grading System

Competencies taught in all courses are evaluated by written examinations, laboratory skills testing, and clinical performance. The minimum passing score is 75 in the theoretical component and a satisfactory grade (P) in the clinical component.

Grade	Score	GPA Points	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 mastery
B	83–86	3.00	Very Good
B–	80–82	2.75	Very Good
C+	78–79	2.50	Satisfactory: Acceptable mastery
C	75–77	2.25	Satisfactory
C–	71–74	2.00	Unsatisfactory/Low Pass: Limited mastery
D+	68–70	1.75	Unsatisfactory/Low Pass
D	65–67	1.50	Unsatisfactory/Low Pass
F	Below 65	0.00	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

Grade Point Average (GPA)

A student's GPA is based on the summary of grades received through testing. The GPA is determined by multiplying the number of tests by the summary of test grades.

Probation

TCI standards require students to pass each course with a minimum of 75% (C) and maintain a CGPA of 2.50 or higher, while successfully completing 100% of all clock hours. When a student fails any one of these standards for the first time, the student is placed on academic probation and must repeat the failed course. Up to 4 hours of in-school tutoring are available at no additional cost; additional tutoring is \$50 per hour.

A minimum grade of 75% must be maintained on all future courses. Failure to meet this standard will result in academic dismissal from TCI.

Enrollment, Leave of Absence & Withdrawal Policies

Course Loads and Financial Aid

To be eligible for Federal Direct Loan Programs, a student must be enrolled at least half-time. Students enrolled less than half-time are not eligible for Direct Loan programs.

Full-Time Academic Year Definition

TCI defines one full-time academic year as 900 clock hours of instruction and at least 26 weeks of instructional time. Both day and evening program students are considered full-time for Title IV purposes:

- Day Program: approximately 24 hours of instruction per week
- Evening Program: approximately 18 hours of instruction per week
- Both cohorts exceed the federal minimum of 900 hours over 26 weeks

Students in both programs are eligible for full-time Pell Grant disbursements, Direct Loans, and are reported to NSLDS as full-time. They are considered in-school for purposes of loan deferment.

Leave of Absence Policy (LOA)

TCI recognizes that exceptional circumstances may necessitate a Leave of Absence. Students may be granted an LOA upon request with a compelling cause shown. TCI does not allow more than two LOAs throughout a student's enrollment. Upon acceptance of an LOA, TCI uses the student's Last Date of Attendance (LDA) to initiate Return to Title IV and School Refund policies.

LOA requirements:

31. Submit a written request to the Director of Nursing. In emergencies, a verbal request may be made with the Director of Nursing or President/CEO first; a written LOA will be completed on the student's behalf.
32. The request must include the leave start date and expected return date, which cannot exceed six (6) months from the LDA.
33. TCI may adjust the return date to the next available class start date.
34. Failure to return by the scheduled return date results in dismissal from the program.
35. No additional charges are incurred during an approved LOA.
 - Generally, an LOA has no impact on SAP status — the student's status at the time of the leave continues upon return.
 - A student on academic probation at the time of the leave remains on probationary status upon return.
 - If a student begins the leave before completing the midpoint of a course: grade of 'W' (non-punitive).

- If a student exceeded the midpoint of a course while failing: grade of 'WF' (punitive), requiring course repetition.
- If a student does not return within 6 months, they are administratively withdrawn, and the total time allowed for all LOAs cannot exceed 180 days.

Withdrawal Policy

When a student withdraws officially, unofficially, or is administratively withdrawn, TCI uses the student's last day of attendance to compute any refund due, the amount of financial aid to return to the U.S. DOE, and the amount of tuition and fees the student owes.

Withdrawal Type	Grade Assignment
Withdrawn before midpoint (50%) of the course	W — no impact on CGPA
Withdrawn after midpoint with CGPA ≥ 2.50	WP — Withdrawal Passing
Withdrawn after midpoint with CGPA < 2.50	WF — Withdrawal Failing

Any student who does not provide official notification and is absent for more than 14 consecutive calendar days will be withdrawn. The last date of attendance initiates the R2T4 and refund processes.

Post-Withdrawal Disbursement

If you did not receive all funds you earned, you may be due a post-withdrawal disbursement. A post-withdrawal disbursement must first 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. Student loan post-withdrawal disbursements require the student's permission.

Transfer of Credit Policy

Transitions Career Institute does not accept previous training or credits from other schools, universities, or life experience currently. Our comprehensive curriculum is designed to ensure maximum training in each area required for success in the workplace.

Copyright Infringement Policy

TCI is committed to fully complying with all applicable federal copyright laws, including the U.S. Copyright Act (Title 17, United States Code). Copyright is a form of legal protection automatically granted to creators of original works — literary, dramatic, musical, artistic, and other intellectual works — whether published or unpublished.

Prohibited Activities

TCI prohibits the unauthorized use of copyrighted materials in any form, including photocopying, scanning, printing, downloading, uploading, or peer-to-peer file sharing of works protected by copyright. This includes:

- Course materials and textbooks
- Articles and audio/video content
- Software
- Peer-to-peer (P2P) file sharing of any copyrighted work

Acceptable Use

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
- Written permission or a license has been obtained from the copyright holder
- The appropriate royalties or licensing fees have been paid

Penalties

Civil Penalties

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

Criminal Penalties

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

Institutional Sanctions

- Loss of network privileges
- Academic or administrative sanctions
- Suspension or dismissal
- Referral to law enforcement

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

Voter Registration Information

Transitions Career Institute is committed to promoting civic engagement by providing voter registration information to all eligible students, in compliance with federal regulations under Section 487(a)(23) of the Higher Education Act.

TCI provides voter registration information through: electronic dissemination via the Orbund student information system; hardcopy displays in common student areas; and new student orientation sessions where registration links and deadlines are discussed.

How to Register

Students may register to vote at: www.eac.gov/voter-resources. For New York State students, the following requirements apply:

- Must be a United States citizen
- Must be at least 18 years old by the next election
- Must be a resident of the county, city, or village for at least 30 days before the election
- Must not be currently incarcerated for a felony conviction

The deadline to register to vote in New York is 21 days prior to Election Day. Mail or deliver completed applications to your County Board of Elections.

Drug & Alcohol Abuse Prevention

Transitions Career Institute 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 is subject to disciplinary action, which may include probation, suspension, dismissal, or referral to law enforcement.

Effective July 1, 2021, drug convictions no longer impact a student's eligibility for federal financial aid under the FAFSA Simplification Act. However, TCI's internal disciplinary process remains in full effect.

Drug and Alcohol Abuse Prevention Program (DAAPP)

TCI implements a comprehensive prevention program including:

- 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
- Biennial review to evaluate program effectiveness and consistency of sanctions

Sanctions for Violations

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

Regaining Admission

Students dismissed for drug or alcohol violations may petition for re-admission. Approval requires: (1) documented participation in a licensed treatment or counseling program, and (2) demonstrated compliance with the recommended intervention plan.

Health Risks of Illegal Drugs and Alcohol

Marijuana

- May impair short-term memory, slow reflexes, and shorten attention span
- May cause fast heart rate, breathing difficulties, and loss of concentration
- May cause birth defects if used by females during pregnancy

Cocaine / Crack Cocaine

- Can cause irregular heartbeat, heart attack, stroke, seizures, and respiratory failure
- Can cause psychoses, paranoia, depression, and anxiety disorders
- Crack cocaine is almost instantly addictive and can cause fatal heart attack

Methamphetamine

- Can cause convulsions, heart irregularities, high blood pressure, and severe fatigue
- Can cause nausea, elevated body temperature, chest pain, and coma

Ecstasy

- Can cause convulsions, ruptured blood vessels in the brain, and irreversible brain damage
- Can cause hallucinations, muscle tension, fever, and severe anxiety

Narcotics (Heroin, Codeine, Morphine, Opium)

- Can cause irregular blood pressure, collapsed veins, and stroke or heart attack
- Can cause hepatitis, AIDS, and other infections from unsanitary injections
- Can cause coma, heart arrest, and death from accidental overdoses

Alcohol

- Can cause potentially fatal liver damage (cirrhosis) and permanent brain damage
- Can cause heart failure, stroke, and increased cancer risk
- Can cause impaired judgment, verbal skills, and inability to concentrate
- Can cause fetal alcohol syndrome and long-term developmental disabilities in offspring

Community Resources

SAMHSA National Helpline: 1-800-662-HELP (4357) — Free, confidential, 24/7

NYC Health Map: www.nyc.gov/health

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

Vaccination & Immunization Policy

New York State Immunization Requirements

In accordance with New York State Law PHL Section 2165 (measles, mumps, and rubella), PHL Section 2167 (meningococcal disease), and Title 10 NYCRR Subpart 66-2, the minimum immunization requirements for students entering postsecondary schools are evidence of immunity to Measles, Mumps, and Rubella. Clinical or laboratory proof of immunity to each may also be provided.

Vaccination against Hepatitis B is recommended — students should have a series of two or three shots within six months of starting school.

For additional information:

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

TCI Vaccination Policy

All applicants for admission into the Practical Nurse Program must take and pass a physical exam as certified by a licensed physician that includes confirmation of the following:

- GHP — includes CBC with differential
- Rubella Titer & Varicella Titer
- Mantoux Skin Test
- Rubella Titer
- Mumps

This information is required during admissions inquiry, new student orientations, and verifications prior to beginning clinical practice. Information is published in the institution's catalog and on its website.

Statistical Report & Program Outcomes

NCLEX-PN Pass Rates (Fiscal Years 2022–2025)

Below are the annual NCLEX-PN pass rates for first-time test-takers. TCI consistently exceeds the program objective of 80% first attempt pass rate.

Reporting Year	NCLEX-PN Pass Rate	Passed / Tested
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

Source: New York State Education Department — Office of the Professions NCLEX Results

- 2023–2027 Data: <https://www.op.nysed.gov/professions/registered-professional-nursing/nursing-education/new-york-state-nursing-programs/new-york-state-pn-nclex-results-2023-2027>
- 2018–2022 Data: <https://www.op.nysed.gov/professions/registered-professional-nursing/nursing-education/new-york-state-nursing-programs/new-york-state-pn-nclex-results-2018-2022>

Student Body Diversity

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

Demographic Category	Percentage
Female Enrollment	89%
Male Enrollment	11%
Black / African American	68%
Caucasian	2%
Hispanic / Latino	10%
Other Ethnic Groups	20%
Students Receiving Federal Pell Grants	90%

Placement in Employment

TCI completes annual statistics regarding placement of employment for graduates. This information is located in the Student Catalog and covers a three-year period. Published annually.

Retention Rate

TCI maintains retention data for all students, reported to NCES on the IPEDS Fall Enrollment Survey annually. Information is published in the Student Handbook addendum and available upon request.

Campus Safety & Security Policies

Transitions Career Institute 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.

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; and provide crime prevention education. The Annual Security Report (ASR) is published by October 1 each year.

Reporting Crime and Emergencies

All students, faculty, staff, and visitors are encouraged to promptly report criminal activity, emergencies, suspicious behavior, and accidents or injuries.

In an emergency: Dial 911 immediately.
Notify a TCI administrator or faculty member as soon as it is safe.
Phone: (732) 826-0155
Non-emergency reports: Speak with a TCI administrator, submit an anonymous report via the suggestion box in the Reading Room, or call (732) 826-0155.

Clery Act Reportable Crime Categories

- Criminal homicide (murder, non-negligent and negligent manslaughter)
- Sexual offenses (forcible and non-forcible)
- Robbery, aggravated assault, burglary, motor vehicle theft, arson
- Hate crimes (larceny-theft, simple assault, intimidation, vandalism)
- Domestic violence, dating violence, and stalking
- Arrests and disciplinary referrals: weapons violations, drug violations, liquor law violations
- Hazing, in compliance with the Stop Campus Hazing Act

Emergency Management and Response Plan

TCI has established an Emergency Management Plan based on the National Incident Management System (NIMS). The plan covers medical emergencies, fires, natural disasters, chemical spills, violent intruders, evacuations, and lockdowns. Emergency drills are conducted at least annually.

Emergency Notification Methods

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

Evacuation Procedures

- Close all windows and leave the overhead light ON
- Feel the door for heat before opening. If hot, do not open it — hang a light-colored object from the window and call 9-1-1 to report your location
- If conditions allow, close (but do not lock) the door and walk directly to the nearest exit
- DO NOT use elevators
- After exiting, stand clear of the building (at least 300 feet away) and report to your designated check-in area
- Follow directions of fire and police personnel; NEVER reenter the building until given permission

In-Place Shelter (When Evacuation Is Not Safe)

- Stay inside or reenter the building quickly
- Go into a room with no windows and only one or a few doors if possible
- Close and lock the door and all windows; turn off all ventilation systems
- Avoid drinking water from fountains or taps; if a chemical was released, move to the second floor and follow the same procedures

Campus Access and Security

Building doors are locked until 8:00 AM and locked again at 8:30 PM. Entry is granted through intercom access only. Security cameras monitor and record activity throughout the campus. Designated staff and faculty are trained in emergency procedures and certified in CPR. School administrators can be reached by local authorities 24 hours a day, 7 days a week.

Campus Crime Statistics (2022–2024)

Location: 133-11 20th Avenue, College Point, NY 11356 | On-Campus = On; Non-Campus/Public = Non

Crime Type	2022 On	2022 Non	2023 On	2023 Non	2024 On	2024 Non
Murder / Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0

Crime Type	2022 On	2022 Non	2023 On	2023 Non	2024 On	2024 Non
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Weapons Violations (Arrests)	0	0	0	0	0	0
Drug Violations (Arrests)	0	0	0	0	0	0
Liquor Law Violations (Arrests)	0	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0	0

Crime Activity in Public Areas Near Campus

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

Crime Type (3-Block Radius)	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

Crime Prevention Tips

- Stay alert and always be aware of your surroundings
- Avoid isolated or poorly lit areas, especially at night; walk with others when 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, or exercising rights under Clery or Title IX.

Facilities & Services for 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. TCI's space meets applicable requirements of the Americans with Disabilities Act.

The nursing profession demands a degree of physical strength and dexterity to care for patients, and the comprehensive curriculum requires intellectual capability to master required nursing knowledge and skills. For these reasons, TCI makes initial determinations, based on required medical exams, as to whether an applicant has the requisite physical and mental capacity to benefit from the training.

For applicants whose disabilities do not hinder the likelihood of successful program completion with appropriate services, TCI provides necessary support, including:

- Rearranging classroom furniture and laboratory setups to the extent possible without adversely affecting instruction
- Different instructional methodologies for students with intellectual disabilities, as suggested by education specialists
- Private testing conditions and additional testing time for students with testing anxiety
- Individual tutoring sessions upon request

Fire Safety Policy

TCI has procedures in place in the event of a fire or suspected fire on campus. In compliance with local fire department and applicable government regulations, evacuation routes for each area and floor have been prepared and are posted throughout the school. Unannounced fire drills are conducted at least three times annually.

When a fire alarm goes off, it should be assumed that there is a fire. All persons on campus should act accordingly, without exception.

Fire Safety Procedures

- Immediately stop anything you are doing
- Take your personal belongings if safe to do so
- Do not take food or drink with you
- Do not use cell phones or electronic items during evacuation
- If time permits, turn off all lights and electrical equipment
- Close the door of the room as you exit

- Place your hand on any door before opening to ensure 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 you evacuate from the second floor, stay next to the inside railing to go down the stairs
- Follow directions of any authority or school administrator present
- After reaching ground level, immediately exit the building and move at least 300 feet away

Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence & Stalking Policy

TCI has a zero-tolerance policy against all forms of sexual misconduct, domestic violence, and stalking. We are committed to supporting victims and holding offenders accountable.

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 educational programs or activities. Examples include sexual jokes or gestures, unwanted touching, pressure for sexual favors, displaying sexually explicit images, and retaliation for reporting.

Sexual Assault

Any non-consensual sexual act including rape, fondling, incest, or statutory rape. Lack of consent means the victim did not agree freely 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, including 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. This can include following, threatening, or sending unwanted communications.

Title IX Coordinator & Reporting

Title IX Coordinator: Director of Nursing

Phone: (718) 362-9500

Address: 133-11 20th Avenue, College Point, NY 11356
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You may report incidents to the Title IX Coordinator, any school administrator or faculty member, or local law enforcement (911). You may make a formal complaint — which triggers a formal investigation — or report anonymously.

Investigation & Resolution Process

- Both parties have the right to provide evidence and witnesses
- Both parties may have an advisor, including an attorney
- Standard of proof: preponderance of the evidence (more likely than not)
- School strives to complete the process within 60 days
- If requested, a live hearing will be held with cross-examination by advisors
- The Disciplinary Committee includes trained faculty, a Board member, and when available, a professional counselor
- Both parties are notified simultaneously in writing of the outcome and sanctions

Support Resources

Catholic Charities, NYC: 888-744-7900

The Temple Corps Community Center, NYC: (212) 242-7770
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Lenox Hill Neighborhood House Women's Mental Health Shelter: (212) 570-1461

National Domestic Violence Hotline: 1-800-621-4673
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Sexual Offender Registry (New York State):

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

What to Do if You Experience Sexual Assault

- Get to a safe place immediately
- Call 911 or notify a TCI administrator
- 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

Family Educational Rights & Privacy Act (FERPA) Policy

TCI's Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), 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.

Student Rights Under FERPA

- 36. The Right to Inspect and Review — students may inspect education records within 45 days of submitting a written request to the Registrar or Vice President of Nursing.
- 37. The Right to Request Amendment — students may request amendment of records they believe are inaccurate or misleading. Requests must be in writing, specifying the record and justification.
- 38. The Right to Consent to Disclosures — personally identifiable information (PII) will not be released without written consent, except as permitted by law.
- 39. The Right to File a Complaint — students may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.

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 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 and phone	Yes
Email address	Yes
Enrollment status	Yes
Class level and major/minor	Yes
Dates of attendance	Yes
Program enrolled	Yes

Data Element	Directory Information?
Cumulative clock hours	Yes
Diploma awarded (LPN, RN, CNA)	Yes
GPA or grades	No
Financial records or balances	No
Disciplinary actions	No

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, even after graduation or withdrawal.

Maintaining and Securing Records

- Student transcripts are retained indefinitely
- All other vital records (enrollment agreements, attendance, financial, disciplinary records) are retained for a minimum of seven (7) years
- Grades and evaluations must never be posted or shared using personally identifiable information

FERPA Contact

Office of the Registrar — Transitions Career Institute School of Nursing
Phone: (718) 362-9500
Email: rjordan@tcilpn.org
Hours: Monday–Thursday 9:00 AM – 4:00 PM Friday 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, TCI has adopted and enforces a Code of Conduct that prohibits conflicts of interest related to the administration of student loans, including federal Direct Loans and private education loans.

Prohibited Activities

Employees, officers, or agents of TCI shall not:

40. Enter a revenue-sharing arrangement with any lender — any arrangement where TCI recommends a lender in exchange for a fee or material benefit.
41. Solicit or accept gifts from a lender, guarantor, or loan servicer (exceptions: standard brochures, food during training, or items of nominal value under \$10).
42. Accept fees for serving on advisory boards established by a lender or guarantor (reasonable expense reimbursement only is permitted).

43. Assign a first-time borrower to a particular lender or refuse/delay certification of any loan based on the borrower's lender choice.
44. Request or accept funds to be used for private education loans in exchange for concessions or promises to a lender.
45. Request or accept assistance from a lender with call center or financial aid office staffing, except for professional development, educational counseling materials, or short-term emergency support with proper disclosures.
46. Maintain a preferred lender list without clear, objective criteria or without disclosing the method and rationale.

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

Policy Dissemination

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

College Navigator & Drug-Free Campus Policy

College Navigator

College Navigator is a free consumer information tool developed by the U.S. Department of Education, available at <https://nces.ed.gov/collegenavigator/>. It provides detailed information about postsecondary institutions, including retention and graduation rates, programs and degrees offered, cost of attendance, campus safety statistics, student financial aid availability, and accreditation status.

Drug and Alcohol-Free Campus & Workplace

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.

Scope of Policy

TCI's drug-free workplace policy applies during all school and working hours, whenever individuals are conducting business or representing TCI, 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 of any kind.

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.

Consequences

- Applicants for Admission: Violations may result in denial of admission
- Students: Violations may result in progressive disciplinary action, including required participation in a rehabilitation program; repeated violations or failure to comply with treatment may result in dismissal
- Employees: Violations may lead to disciplinary action up to and including termination

All information received by TCI in relation to this policy is treated as confidential.

SAMHSA National Helpline: 1-800-662-HELP (4357) — Free, confidential, 24/7

NYC Health Map: www.nyc.gov/health

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

Acknowledgment of Receipt

I hereby acknowledge that I have received and read the Transitions Career Institute Student Disclosure Handbook for the 2025–2026 academic year. I understand that it is my responsibility to be familiar with all disclosures, policies, and requirements contained herein.

Student Printed Name:

Student Signature:

Date:

Program / Cohort:

Please return the signed acknowledgment page to the Admissions Coordinator or Registrar. Retain this handbook for your reference throughout the program.