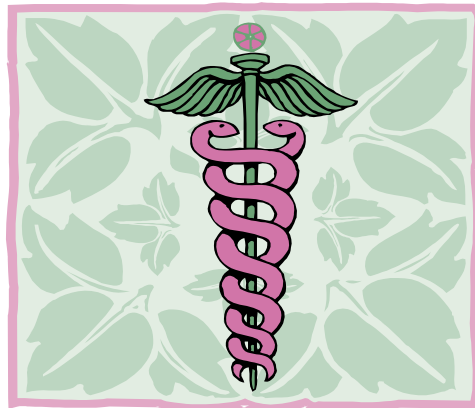


MEDICAL INSTITUTE OF PALM BEACH, INC.

**5821-B Lake Worth Rd.
Greenacres, FL 33463
Phone: (561) 964-5148
Fax: (561) 964-5685
www.medicalinstitute.pb.edu**



Consumer Information Updated 07-2019

**Licensed by the Commission for Independent Education
Florida Department of Education**

**Additional information regarding this institution may be obtained by
contacting the Commission for Independent Education:**

**325 W. Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400**

Toll Free telephone number: 888-224-6684 www.fldoe.org

Accredited by the Council on Occupational Education

7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350

Toll free telephone number: 800-917-2081 www.council.org

Mission Statement

Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better by offering programs in fields that offer high employment potential. A supportive staff and an innovative faculty are open to helping each student reach their goals. In a warm, friendly and professional setting, students realize their strengths in a team approach with staff and faculty. With the future in mind, the welfare of each student is continuously considered. A winning spirit promoting self-esteem and viable career alternatives is the goal of everyone with **Medical Institute of Palm Beach, Inc.**

Institutional Philosophy

The purpose of the institute is to provide quality education to students seeking careers in medically related fields. In an effort to fulfill the needs of these professions for trained personnel and to provide meaningful careers to capable individuals, the institute is constantly updating its curricula and recognizing its obligation to the students and the profession they serve.

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation and state license information may be viewed in the front lobby. Department of Education eligibility and certification letters may be viewed upon request to the Campus Director of Medical Institute of Palm Beach.

The information included within this publication is given to each enrolled student by instructing them that the information is available on our website. Additionally, you may access this consumer information for Medical Institute of Palm Beach by requesting a printed version of this information. To request a paper copy of this information, please see the Contact Information for Assistance in Obtaining Institutional or Financial Aid Information in the section immediately following.

Institution	Address	Contact
Medical Institute of Palm Beach OPE ID: 041485-00	5821-B Lake Worth Rd. Greenacres, FL 33463	Mayda Zambrano Campus Director

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Medical Institute of Palm Beach has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a)(1), Sec. 485(f), [Sec.485(h)], and Sec. 485(j).

Institution	Address/Telephone	Contact
Medical Institute of Palm Beach OPE ID: 041485-00	5821-B Lake Worth Rd. Greenacres, FL 33463 (561) 964-5148	Karla Canas Financial Aid Director

Student Financial Aid Information:

The purpose of student financial aid is to provide assistance to students who, without financial aid, would be unable to attend.

Need Based and Non-Need Based Financial Assistance Programs

There are many different types of aid available. Some of these are Grants, Loans, and Veterans Benefits.

Federal Pell Grant (PELL):

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less.

For more information visit www.studentaid.ed.gov.

Iraq and Afghanistan Service Grant:

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant.

Additional Student Eligibility Requirements:

- Must be eligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds and
- Be under 24 years old, or
- Be enrolled in school at least part time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

William D. Ford Federal Direct Loan Program:

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. For more information visit www.studentaid.ed.gov.

There are three types of loans in the program:

Subsidized Stafford Loan - A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. The fixed interest rate is 3.76%.

Unsubsidized Stafford Loan - A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The fixed interest rate of 3.76% can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

PLUS Loans - Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 6.31%.

Veteran's Education Benefits - Medical Institute of Palm Beach, Inc. is approved by the Department of Veteran Affairs to provide assistance to eligible veterans. Please bring in your VA Enrollment Certifications Form to the Financial Aid Department and we will assist you with the eligibility process. You can find more information on the web by visiting www.gibill.va.gov.

Veterans need to be aware of a few special circumstances when completing the Free Application for Federal Student Aid (FAFSA). These circumstances include the student aid treatment of veteran's education benefits and the definition of a veteran for student aid purposes.

Veteran benefits are usually treated as resources, not income, for federal student aid purposes. There are, however, a few exceptions. Please go to the following website to get additional information: <http://www.finaid.org/military/vedbenefits.phtml>

Combat pay can be a source of confusion when completing the FAFSA. Please go to the following website to get additional information: <http://www.finaid.org/military/combatpay.phtml>

Veteran status for Student Aid Purposes is not necessarily the same as the Veteran Status for VA Purposes. Please go to the following website to get additional information:

<http://www.finaid.org/military/veteranstatus.phtml>

Terms and Conditions of Title IV, HEA Loans:

General Terms and Conditions -

General Eligibility -

- Be a US citizen, eligible non-citizen, national, or permanent resident of the USA.
- Show financial need (based upon an analysis of you and your family's income and assets).
- Have a high school diploma or General Education Development (GED) Certificate.
- Have a valid Social Security Number.
- Be enrolled in a Title IV participating institution and attending on at least a half time basis.
- Make Satisfactory Progress.
- Males must register (have registered) with the Selective Service.
 - Fully complete a Free Application for Federal Student Aid and any requested additional information.
 - Sign a statement of educational purpose and a certification statement on overpayment and default (found on the Free Application for Federal Student Aid).
 - Not be delinquent, in default, or owe refund of an overpayment on any grant aid.

How do I apply?

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) which collects your family's income and asset information. If you have any difficulty in accessing or understanding the FAFSA, you may make an appointment at any our school to have assistance in filling out the FAFSA.

Important!

- Know your deadlines.
- Use the School Code Search.
- Verification - We may be asked by the Department of Education for additional, supporting information regarding your FAFSA. We will not be able to process your application without any requested documentation.

Once You Have Completed Your FAFSA -

1. Your FAFSA will be analyzed and assigned an Eligibility Index Number (EFC) which stands for Estimated Family Contribution.
2. You will receive a Student Aid Report (SAR).
3. An Institutional Student Information Record (ISIR) will be sent to the schools you selected.

Eligibility Index Number -

Financial need is determined by an annual, congressionally approved formula applied for all financial aid applicants. To determine financial need, an index is created based upon facts about you and your family's income and assets; the size of your family; number of family

members attending post-secondary school(s); and any unusual circumstances or financial hardships specific to you. This index is used to determine your financial aid assistance in meeting the cost of attending a post-secondary institution.

Determining Financial Need -

Financial Need = **Cost of Going to School** less your **Expected Family Contribution**.

Cost of Going to School is tuition, fees, books, supplies, equipment, and other educational costs.

Expected Family Contribution is the amount that is determined to be your family's contribution to your education.

Pell Grants -

Pell Grants are awarded based upon financial eligibility determined by your Free Application for Federal Student Aid (www.fafsa.ed.gov). To become eligible and to maintain eligibility, a student must be enrolled and meet or exceed satisfactory academic progress (SAP) including attendance minimums.

Federal Direct Stafford Loan -

The amount of this loan, in combination with other financial aid, cannot exceed the cost of attendance as determined by the institution.

Educational Costs -

Defining Estimated Cost of Attendance -

Cost of Attendance (COA) is an average figure to determine your financial aid eligibility. It includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses such as unreimbursed medical/dental expenses, clothing, and transportation.

Criteria for Selecting Recipients and Determining Amount of Award

Expected Family Contribution -

The Expected Family Contribution (EFC) is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's income, family size, and the number of individuals in your family who will attend college during the year are all considered.

The information you report on your Free Application for Federal Student Aid (FAFSA) or your FAFSA4caster is used to calculate your EFC. Schools use EFC to determine your federal student aid eligibility and financial aid award.

For more information, please visit: *Funding Education Beyond High School: The Guide to Federal Student Aid* at: http://studentaid.ed.gov/students/publications/student_guide/index.html. To request a free copy of *Funding Education Beyond High School: The Guide to Federal Student Aid*, call the Federal Student Aid Information Center at **1-800-4-FED-AID (1-800-433-3243)**.

Determining Independent Student Status –

Answer the questions below to determine if you will need to provide parental information. Once you answer “**YES**” to any of the questions, you are considered an independent student on the Free Application for Federal Student Aid (FAFSA):

- Were you born before January 1, 1996?
- As of today, are you married?
- At the beginning of the 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you now have or will you have children who will receive more than half of their support from you between July 1, 2019 and June 30, 2020?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2020?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2018, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

- At any time on or after July 1, 2018, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2018, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you are considered a dependent student, your parents must answer the parental questions on the FAFSA. If you can answer **Yes** to **any** of the questions above, you are considered an independent student and information about your parents is not required on the FAFSA.

If you have a special circumstance that prevents you from providing parental information you **may** be able to submit your FAFSA. However, your FAFSA will be incomplete. You must contact the financial office at your college and provide them with documentation to verify your situation.

Student Eligibility Requirements -

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling at Medical Institute of Palm Beach must:

- Complete an application for enrollment.
- Submit a copy of a Driver's License/State ID, Social Security Card and
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home school completion.

Note: Medical Institute of Palm Beach does not enroll students using "Ability to Benefit" unless they are grandfathered in.

Frequency of Disbursements -

When financial aid is awarded, it is awarded for the payment period. The financial aid award is required to be split equally between two payment periods. Financial aid is paid to a student's account when the following conditions are met.

1. The student is determined to be eligible and is awarded.
2. Loan funds have been received from the lender.
3. The student has achieved the appropriate number of hours.
4. The student is determined to be maintaining Satisfactory Academic Progress.
5. The disbursement date for the term has been reached.

We continue to release funds throughout the term to student accounts as students are awarded and as funds arrive from the lenders. If the student has signed a Title IV authorization form,

the school reserves the right to hold the credit balance in the student's account until the end of the award year. At which time, all funds remaining will be released to the student.

Rights and Responsibilities of Students Receiving Title IV Rights:

Students receiving financial aid have the right to:

- Accept or decline any of the financial aid award(s).
- Know what financial assistance is available, including all federal, state, and institutional aid programs.
- Know the procedures and deadlines for submitting applications for each financial aid program (including federal, state, and institutional aid programs).
- Know how the financial aid awards were calculated, the criteria to receive each award, and how the funds will be distributed or disbursed.
- Know the school policy on enrollment, attendance and good academic standing.
- Seek financial aid counseling.
- Know the consequences of defaulting on a student loan.
- Know that the information you give to the Financial Aid Office will be treated confidentially as mandated by the Family Educational Rights and Privacy Act (FERPA).
- Know information regarding a loan lender, interest rate, the total amount to be repaid, deferment options, repayment procedures, and the length of time you have to repay the loan, and when repayment begins.
- Submit a request to review extenuating circumstances, requesting reconsideration of your financial aid eligibility if you or your family's financial conditions change.
- Submit an Academic Progress Appeal if you do not meet the Standards of Satisfactory Academic Progress.
- Know the Medical Institute of Palm Beach Refund and the Federal Return to Title IV Policies.

NOTE: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. Revision of a student's estimated Cost of Attendance to include educational costs not already incorporated. Circumstances not allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

A request for professional judgment must be submitted with the proper form(s); documentation required for verification (signed tax return, verification worksheet) and supporting the circumstance(s). Review is done on a case---by---case basis only and the decision by the

financial aid administrator is final. Approval of the request does not guarantee additional financial aid eligibility. Contact Medical Institute of Palm Beach for more information.

Responsibilities -

Students receiving financial aid are responsible for:

- Completing all applications and forms accurately and on-time.
- Re-applying for financial aid each year.
- Providing requested documentation and information in a timely manner and keeping copies for your own records.
- Reading and understanding all materials sent to you.
- Completing entrance loan counseling prior to receiving the first disbursement and exit counseling prior to graduation or leaving school.
- Repayment of all loans in accordance with the terms of your promissory note. You are responsible for notifying your lender if any of the following occurs before your loan is repaid:
 - change of address,
 - graduation,
 - withdrawal,
 - name change, or
 - transfer to another institution.
- Requesting personal assistance if you have questions or don't understand the information provided to you.
- Knowing the financial aid information provided to you.
- Notifying the institution of any name or address changes.
- Knowing and complying with the rules governing your financial aid awards.
- Compliance with institution policies on refunds and Federal Return to Title IV Aid should you withdraw from the institution (either officially or unofficially).
- Notifying the institution of any financial awards you receive from outside resources (including scholarships, grants, Veteran's Benefits, tuition waivers, or other educational/tuition assistance) not already reported on your Financial Aid Award Notification.
- Maintaining Satisfactory Academic Progress.
- Using financial aid for educational expenses incurred while enrolled.
- Repayment of any over award of financial aid.

Satisfactory Academic Progress:

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at the end of each payment period, 450 clock hours and 900 clock hours for Medical Assistant, 304 and 608 clock hours for Pharmacy Tech and 304.5 and 609 clock hours for Massage Therapy. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At the required scheduled clock hours of the program, if a student is not meeting the SAP requirement they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At the next scheduled review, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the Campus Director for evaluation. If the Campus director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point. There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative - A student must maintain a cumulative GPA of "C" (77%) or better in order to remain in school and be considered in good academic standing at each evaluation point. The Campus Director may permit a student to retake a failed examination. A passing grade on the retaken examination would replace the original failed grade. The school maintains all student progress records. If the student's cumulative GPA is below a "C" (77%) at the evaluation point of the scheduled clock hours for the program, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative GPA to a "C" (77%) or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Campus Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative - Attendance is checked at each evaluation point. A student must have at least 66.67% attendance at the scheduled clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 66.67% attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the Campus Director if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid.

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. For example, the normal time frame for full time students in the Medical Assistant program is 8.5 months and maximum timeframe is 12.5 months with each payment period no longer than 6.25 months. Part time students normally complete the program in 13 months with a maximum time frame of 19.5 months with each payment period no longer than 9.75 months.

If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 66.67% attendance and a cumulative GPA of "C" or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of

reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Probation Status -

Any student whose GPA falls below 77% or whose course completion percentage falls below 66.67% will be placed on academic probation. Academic probation will last for at least one module. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above. During the period of warning and probation, students are considered to be making Satisfactory Academic Progress and remain eligible for financial aid.

Appeal Process - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Campus Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Campus Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation but will not be eligible for financial aid. Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy - Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Campus Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to reenroll more than twice. Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Campus Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination. The point in time that a student returns to school will depend on the previous class training that school credits the student.

Reestablishing Title IV Eligibility - Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of

the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Leave of Absence (LOA):

A student in circumstances which make it impossible for him/her to maintain adequate class attendance must submit a written request for a Leave of Absence to the Director of Education, which will be forwarded to Financial Aid Services and to the Registrar. At the discretion of the Director of Education, the student will be allowed to continue his/her coursework upon returning to institute. Leaves of Absences will be granted for a maximum of 180 days.

Only one leave of absence will be granted in a 12-month period. In extenuating circumstances (e.g. medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can be granted within a 12-month period, provided that proper documentation is presented and that both leaves do not total more than 180 days. If a student fails to return from an approved Leave of Absence, the Institute will determine that the student has withdrawn the next day, and the withdrawal date will be the expected return date of the Leave of Absence.

Withdrawal (official and unofficial):

Official: A student wishing to withdraw must notify the Director of Education in writing. The student's last date of attendance is used in determining his/her final grade. In addition, it is mandatory that the student arranges an appointment for an exit interview with the Financial Aid Advisor.

Unofficial: A student's enrollment will be terminated when the institution identifies that the student has been out of institute for 14 consecutive days without establishing an approved leave of absence under the institution's published leave of absence policy. If we cannot locate the student an exit interview package will be mailed to the student.

The Department of Education requires that all students receiving a Federal Perkins Loan, Subsidized/Unsubsidized Federal Stafford Loans (FFEL or Direct), be notified concerning their loans. The institution counsels each student regarding loan indebtedness. Each student has an Entrance and Exit Interview, regarding their loan obligations, to ensure they understand the amount borrowed and their rights and responsibilities regarding repayment.

All students must report to the Financial Aid Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received, refunds that have been made and to provide the student with an estimated payment schedule. If the student is unable to meet with Financial Aid, an exit interview is mailed.

Course Incompletes and Repetitions:

This school does not offer grades of "incomplete" and accordingly, these have no impact on SAP. If a student withdraws from a program of study and reenrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who

returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses.

Non-Credit and Remedial Courses:

Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Sample Loan Repayment Schedule:

Estimates Monthly Payments for Direct Loans and FFEL Program Loans (by Repayment Plan and Debt When Your Loan Enters Repayment)

Non-Consolidated Borrowers								
Date When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduate		Graduated	
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$58	\$6,904	N/A	N/A	N/A	N/A	\$40	\$7,275
\$10,000	\$115	\$13,809	N/A	N/A	N/A	N/A	\$79	\$14,550
\$25,000	\$288	\$34,809	N/A	N/A	N/A	N/A	\$198	\$36,375
\$50,000	\$575	\$69,048	\$347	\$104,109	\$284	\$112,678	\$396	\$77,749
\$1000,000	\$1,151	\$138,096	\$694	\$208,217	\$568	\$225,344	\$792	\$145,498

Necessity for Repaying Loans:

Student loans are real loans and it is imperative that you pay them back. The following is directly from the Department of Education's website:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp#default>

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.

- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

For more information and to learn what actions to take if you default on your loan(s) see the Department of Education's Default Resolution Group Website:

<https://ifap.ed.gov/ifap/helpContactInformationDetailedList.jsp?contactname=Default%20Resolution%20Group>

Study Abroad:

Medical Institute of Palm Beach does not participate in any programs which are approved for study abroad.

Financial Aid Applicable to Employment:

Medical Institute of Palm Beach does not have any financial aid conditions or terms applicable to employment.

Exit Counseling:

Medical Institute of Palm Beach provides to every student loan borrower under the Federal Direct Loan program, exit counseling information whenever the student ceases enrollment. If the student does not appear for exit counseling, we will mail the Exit Counseling Guide for Direct Loan Borrowers. Additionally, borrowers can find additional information at the following website: <https://studentloans.gov/myDirectLoan/index.action>
Once there please select – Complete Exit Counseling (you must log in).

Notice of Federal Student Financial Aid Penalties for Drug Law

Violations:

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

Possession of a Controlled Substance	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
Sale of a Controlled	Ineligibility Period
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A. The student satisfactorily completes a drug rehabilitation program that:
 1. Complies with the criteria prescribed in the federal regulations; and
 2. Includes two unannounced drug tests;
- B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C. The conviction is reversed, set aside, or otherwise rendered nugatory.

Privacy of Records - Family Educational Rights and Privacy Act (FERPA):

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, or student handbook) is left to the discretion of each school.

For additional information, you may call 1---800---USA---LEARN (1---800---872---5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Recordkeeping:

Source: Federal Student Aid Handbook, Volume II, Privacy of Student Information (FERPA Rules) -

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right:

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

Student's & Parents' Rights to Review Educational Records:

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records.

While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior Written Consent to Disclose the Student's Records:

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and,
- be signed and dated.

If the Consent is Given Electronically, the Consent Form Must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

Disclosures to School Officials:

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records.

Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

If your school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this

information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

Disclosures to Government Agencies:

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition -

Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosures in Response to Subpoenas or Court Orders:

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the Disclosure of Information:

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

FERPA Responsibilities and Student Rights:

A school is required to:

- Annually notify students of their rights under FERPA;
- Include in that notification the procedure for exercising their rights to inspect and

review education records; and

- Maintain a record in a student's file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Student has the right to:

- Inspect and review education records pertaining to the student;
- Request an amendment to his/her records; and
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

- A student should submit to the Campus Director, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

- The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance
Office U.S. Department of
Education 400 Maryland
Avenue, SW Washington,
DC 20202-5901

Record Keeping and Access:

- All files are the property of Medical Institute of Palm Beach.
- We do not copy; we do not fax, and we do not electronically scan files and their contents.
- Files are kept for a minimum of 3 years.
- Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain THEIR copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc.

A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.

Consumer Information on College Navigator Website:

The National Center for Educational Statistics (NCES) provides consumer information on all colleges who receive Title IV funds on the College Navigator website. <http://nces.ed.gov/collegenavigator/>

Facilities and Services Available to Students with Disabilities:

We will try to accommodate any reasonable request for qualified students with disabilities. Students requesting accommodations or other support services should notify the Assistant Director of Medical Institute of Palm Beach:

Contact	Address	Telephone/e---mail
Mrs. Mayda Zambrano	5821-B Lake Worth Road Greenacres, FL 33463	(561) 964-5148

Net Price Calculator:

To see the Net Price Calculator for Medical Institute of Palm Beach, please go to the following website link: <https://www.medicalinstitute.pb.edu/net-price-calculator>

Refund Policy, Requirements for Withdrawal and Return of Title IV,

HEA Financial Aid:

The following refund policy, requirements for withdrawal and return of Title IV financial aid apply to Medical Institute of Palm Beach.

Refund Policy:

Medical Institute of Palm Beach, Inc. participates in the United States Department of Education student aid programs and is required to comply with the Higher Education Amendments of 2005. The legislation requires the institution to offer a refund policy that provides the most beneficial refund to the students. A refund is the difference between the amount the student paid to the institution (including financial aid) and the amount the student can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following:

- The Federal Calculation as defined by the Higher Education Amendments of 2005.
- If the institution is permanently closed and no longer offering instruction after a student has enrolled.
- If a program is cancelled subsequent to a student's enrollment, the institution shall, at its option:
 - Provide a full refund of the monies paid; or
 - Provide a completion of the program.

Note: Students receiving assistance from the Federal Title IV Programs may be subject to a special refund or Return to Title IV requirements as of 10/07/2000 per Federal Regulations. Federal Regulations require the Return to Title IV funds in the following order, if applicable: Unsubsidized Stafford loans, Plus loans, Subsidized Stafford loans and Pell grants.

Return to Title IV Calculations:

A Return to Title IV Calculation, as required by Federal Regulations, will be used to determine how much Title IV aid has been earned by the student and how much the institution and/or student/parent must return to the Department of Education. Please see the Financial Aid Director for complete information.

Refund Policies:

A student's enrollment will be terminated when (a) the student gives notification of his or her intent to withdraw, or (b) the student has fourteen (14) consecutive absences including non-scheduled class days, without establishing an approved Leave of Absence. The institution will process and post refunds within forty-five (45) days from the date of determination (the date on which the institution determined that the student's enrollment should be terminated). The student's withdrawal date (the date on which enrollment is deemed to have ended) will be the same as the date of determination in those cases where the student gives notice but will be a different date when the student did not give notice as explained below. All refunds for non-Title IV students will be made within 30 days from the date of determination.

A student wishing to withdraw must notify the Director of Education in writing. If the student received Title IV federal financial aid (loans and grants), any portion of that aid not **earned** as of the withdrawal date, must be returned by the institution and/or student. For the purpose of calculating what Title IV aid has been earned, the **withdrawal date** for students who provide notice of withdrawal will be the date on which such notice was given and the withdrawal date for students who stop attending without notice will be their last day of attendance. The percentage or portion of aid that a student earned as of their withdrawal date is based on the hours scheduled divided by the total number of hours in the payment period. Unearned Title IV aid must be returned by the institution or the student, in case of aid exceeding institutional charges that was given directly to the student.

Student Withdraws After Completing 60% of the Program:

When a student withdraws after having been in attendance for over 60% of the payment period, then she/he is treated under the Federal Financial Aid Regulations as having earned all of the Federal Financial Aid awarded for that payment period, and there is no obligation to return any of the aid. The institution will still complete a return calculation.

Refund of Personal Funds:

If a student uses personal funds to pay for some or all of the Institution's charges for a payment period, the Institution will determine if a refund is due under the same policy as outlined above and, if a refund is due, it will be paid to the student within fourteen (14) days of the date on which the Institution determined that the student's enrollment should be terminated.

Student Fails to Return from an Approved Leave of Absence:

If a student fails to return from an approved Leave of Absence (LOA), the Institution will determine that the student has withdrawn the next day. Any refunds due to Title IV programs will be made within forty-five (45) days from the date of determination that the student had withdrawn. Refunds due to the student will be made within fourteen (14) days from the date of

determination. In the case of a prolonged illness or recovery from injuries sustained in an accident, death in the family or other circumstances that make it impractical for a student to complete the program, then the Institution will make a fair settlement with the student.

The Institution will provide the student with a copy of all documentation related to the calculation of any returned Title IV and any other refunds and the payment of such returns and refunds.

Medical Institute of Palm Beach, Inc. provides an Installment Payment Plan to assist students to meet their cost of education once all other available sources of aid have been exhausted. The Installment Payment Plan's current interest rate is 5%, which begins to accrue after the student's last date of attendance (LDA). The student must sign an Installment Payment Agreement. Payments on the Installment Payment Plan begin the first day of the following month after their LDA (i.e.; LDA 3/15/13, payments begin 4/1/13), although payments can be made while in institute but are optional.

Order of Return of Title IV Funds:

A school must return Title IV funds to the program from which the student received aid during the payment period or period of enrollment as applicable; in the following order, up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford Loan (other than PLUS loans)
- Subsidized Federal Loan
- Federal PLUS Loan
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

A sample of the Return to Title IV Calculation work sheet is available through the Financial Aid office upon student request.

Student Overpayments:

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school and/or the Department of Education to return the unearned grant funds; failure to do so will result in no additional Title IV aid.

Medical Institute of Palm Beach will issue a grant overpayment notice to student within 30 days from the date of the school's determination that student withdrew, giving the student 45 days to either:

- Repay the overpayment in full to Medical Institute of Palm Beach
- or Sign a repayment agreement with the U.S. Department of Education.

The Student's Responsibilities:

Returning of unearned Title IV, HEA program funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

Post Withdrawal Disbursement:

Medical Institute of Palm Beach is authorized to return any excess funds after applying them to outstanding balances on previous periods or other remaining institutional costs to the separate funds in the order of Pell Grant and then student. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a **post withdrawal disbursement**. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursements may occur within 90 days of the date that the student withdrew.

If you have questions about your Title IV program funds, you can call Federal Student Aid Information Center at 10-800-4-FEDAID (1800-433-3243), TTY users may call: 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Medical Institute of Palm Beach, Inc. offers the following programs:

Programs with Financial Aid for Those Who Qualify:

- Medical Assistant
- Pharmacy Technician
- Massage Therapy Technician

Programs without Financial Aid Assistance:

- Nursing Assistant
- Home Health Aide

MEDICAL ASSISTANT DIPLOMA

900 Clock Hours

PROGRAM OBJECTIVE

The program is designed to prepare students for an entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the Medical Assistant to include front and back office skills.

PROGRAM DESCRIPTION

The program focuses on a broad range of skills necessary for the medical office, which include: admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment and performing EKGs.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
MA100	Medical Terminology	100
MA101	Medical Office Management	100
MA102	Anatomy & Physiology	100
MA103	Word Process. & Bus. English (keyboarding)	100
MA104	Clinical Procedures	100
MA105	Laboratory Procedures I	100
MA106	Laboratory Procedures II	100
MA107	Clinical Externship	200
Co- Requisite CPR-BLS100	Basic Life Support for the Health Care Provider	
	Totals	900

Entrance Requirements

High school diploma or GED

Tuition and Fees

Tuition	\$13,845.00
Registration	50.00
Total	\$13,895.00

Note: Tuition includes: books, uniforms and certification fees.
This entry-level program does not offer any career path.

PHARMACY TECHNICIAN DIPLOMA

608 Clock Hours

PROGRAM OBJECTIVE

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Pharmacy Technicians, dispensing and providing pharmacy support to pharmacists and clients.

PROGRAM DESCRIPTION

This course is designed to provide the knowledge and hands on experiences required to successfully execute the duties, the roles and responsibilities of the Pharmacy Technician.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
HSC100	Health Science Core Fundamentals	60
HSC108	Anatomy & Physiology	60
CPR100	CPR-Cardiopulmonary Resuscitation	4
HEA100	HIV/AIDS Education	4
COM100	Computer Applications	60
MAS102	Fundamentals of Medical Insurance	36
MED100	Medical Terminology for Pharmacy	24
MAT100	Basic Math	36
MAT102	Pharmacology	36
PHY100	Introduction to Pharmacy Systems	36
PHY101	Pharmaceutical Classifications	30
PHY102	IV and Unit Dose Preparations	24
PHY103	Pharmacy Applications & Dispensing	60
PHY104	Pharmacy Management	22
PHY105	Medication Safety	24
PHY106	Career Preparation	12
PHY107	Externship	80
	Total	608

Entrance Requirements

High school diploma/GED

Tuition and Fees

Tuition	\$8,850.00
Registration	50.00
Total	\$8,900.00

Note: Tuition includes: books, uniforms, drug screening, certification/registration fees and study guides. However, certain externship sites require that a criminal background check, medical examinations and/or drug screenings be performed on all extern applicants. These sites will only consider those applicants who pass their criminal background/medical/drug screening requirements. The following is a link to the statutes: [Chapter 465, Florida Statutes: Pharmacy](#), [Chapter 893, Florida Statutes: Drug Abuse Prevention and Control](#), [Chapter 456, Florida Statutes: Health Professions and Occupations: General Provisions](#), [Chapter 120, Florida Statutes: Administrative Procedure Act](#), [Chapter 499, Florida Statutes: Drug, Cosmetic, and Household Products](#). **It is the students' responsibility to ensure they meet all requirements for registration and certification. Pharmacy Technician students must receive a license from the Florida Board of Pharmacy in order to seek employment.** This entry-level program does not offer any career path.

MASSAGE THERAPY TECHNICIAN DIPLOMA 609 Clock Hours

PROGRAM OBJECTIVE

The objective of the program is to prepare students to enter the workforce as an entry-level Massage Therapist. The program provides the student with a career in the rapidly growing profession of massage therapy; which provides the student with an opportunity to gain satisfaction in helping clients to recover from injuries and improve overall wellness, as well as treat clients with chronic diseases.

PROGRAM DESCRIPTION

The program includes anatomy & physiology, diseases and their treatment, business english and math, theory and practice of massage techniques, hydrotherapy, and alternative treatment modalities to give the graduate a broad foundation of knowledge and skills. The supervised clinical externship ensures proper and professional hands-on massage practice.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
MT100	Anatomy and Physiology I	75
MT101	Anatomy and Physiology II	75
MT102	Basic Massage Theory & History of Massage	100
MT104	Allied Modalities	100
MT105	Business	15
MT106	Theory and Practice of Hydrotherapy	15
MT107	Florida Laws & Rules	10
MT108	Professional Ethics	4
MT109	HIV/AIDS Education	3
MT110	Prevention of Medical Errors	2
MT111	Oriental Theory & Practice	85
MT112	Clinical Practicum	125
	Totals	609

Entrance Requirements

High school diploma/GED

Tuition and Fees

Tuition	\$6,845.00
Registration	50.00
Total	\$6,895.00

Note: Tuition includes: books, uniforms, licensure and examination fees. A criminal background is performed prior to entering into the program. Students are advised that having a violation in their background may limit their employment possibilities. Following is the link of the statutes to review should you have any violations: [Chapter 480, Florida Statutes: Massage Practice](#), [Chapter 456, Florida Statutes: Health Professions and Occupations: General Provisions](#), [Chapter 120, Florida Statutes: Administrative Procedure Act](#). It is the students' responsibility to inquire with the Florida Board of Massage Therapy as to their ability to apply for licensure and examination. Massage Therapy Technician students must receive a license from the Florida Board of Massage in order to seek employment. This entry-level program does not offer any career path.

NURSING ASSISTANT DIPLOMA

120 Clock Hours

PROGRAM OBJECTIVE

The Nursing Assistant program will provide the knowledge and skills required to perform basic nursing care. In this program, the students will learn about ethical and legal issues, communication, documentation, safety, OSHA, HIPPA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques, and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system. The objective is to prepare the students to fulfill the role of the Nursing Assistant and to be eligible to provide a safe and effective basic nursing care and to be eligible to take the national nursing assistant examination in the State of Florida to get certified, to be more competitive in the workplace market.

PROGRAM DESCRIPTION

The program is designed to teach students hands-on care to residents of long-term care facilities. The student will be trained in the classroom, laboratory and clinical settings in order to learn how to meet the resident's physical and psychosocial needs, and to provide a safe environment for the residents. The program also provides the training in effective communication and interpersonal skills before they are placed in any clinical setting. Through laboratory and clinical experiences and under the supervision of the Registered Nurse, students will continue to develop skills to identify basic residents' needs, and provide basic nursing skills according to Nursing Assistant's scope of practice.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
NA 101	Introduction to Long Term Care	30
NA 102	Advanced Nursing Assistant	25
NA 103	Theory for Nursing Assistant includes Ethical & Legal Issues affecting the Nursing Assistant	10
NA 104	Lab Practicum for Nursing Assistant	10
CPR-BLS100	Basic Life Support for Health Care Providers	5
NA 105	Clinical for Nursing Assistants	40
	Total	120

Entrance Requirements

High school diploma/GED

Tuition and Fees

Tuition	\$1,150.00
Registration	<u>50.00</u>
Total	\$1,200.00

Note: Tuition includes: books, uniform and licensure fee. Prior enrollment student need to have a recent physical, PPD and criminal background. Students are advised that having a violation in their background may limit their employment possibilities. It is the students' responsibility to inquire with the Florida Board of Nursing as to their ability to apply for licensure. Nursing Assistant students must receive a license from the Florida Board of Nursing in order to seek employment. The career path for this entry-level program is Patient Care Technician (PCT).

HOME HEALTH AIDE DIPLOMA

75 Clock Hours

PROGRAM OBJECTIVE

The program is designed for the entry-level Home Health Aide who will be employed by agencies to work in the patient's homes. The students will be trained to provide consistent quality care for patients in their home setting and returning them to pre-episodic level with disease limitations and to maximize rehabilitation level of function.

PROGRAM DESCRIPTION

The program will introduce the responsibilities of the Home Health Aide ethical and legal issues, communication, documentation, safety, OSHA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
HHA 101	Introduction to Home Health Aide	40
HHA 102	Advanced Home Health Aide	30
CPR-BLS100	Basic Life Support for the Health Care Provider	5
	Total	75

Entrance Requirements

High School diploma or GED

Tuition and Fees

Tuition \$500.00

Registration 50.00

Total \$550.00

Note: Tuition includes: books and uniform.

The career paths for this entry-level program are: Certified Nursing Assistant (CNA), Patient Care Technician (PCT).

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing):

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Drug and Alcohol Abuse Prevention Program:

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our School Catalog states:

1. We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities.
2. Below, please find a summary of applicable legal sanctions under local, state, and federal law for unlawful possession, use and distribution of illicit drugs and alcohol.
3. Below, please find a summary of how drug use affects health.

STATE OF FLORIDA

CRIME AND PUNISHMENT CHART

YEAR 2000

(all penalties subject to change each year & misdemeanor sentencing may vary per city and county, fines do not include assessments)

www.CrimeAndPunishment.Net

CRIME

PUNISHMENT

An asterisk * signifies that effective July 1, 1999 Florida statutes established 10/20/Life guidelines: 10 year minimum prison term for certain felonies or attempted felonies when the offender possesses a firearm or destructive device during commission of offense or flight there from; 20 year minimum term of imprisonment when firearm is discharged and 25 to Life imprisonment if someone is injured or killed.

Abuse of Emergency 911 number	Up to \$1000 Fine &/or 1 Year in Jail		
Adultery & Fornication	Up to \$500 Fine &/or 6 Months in Jail		
ALCOHOL RELATED CRIMES	1st Offense	2nd Offense	3rd Offense
Drinking & Driving (DUI) (conviction on driving record forever)	\$250 to \$500 Fine Suspend License up to 12 months or MASEP	\$500 to \$1000 Fine Up to 9 mo. in Jail Suspend License up to 5 Years	\$1000 - \$2500 Up to 1 Year in the Jail
Declared Legally Drunk	Breathalyzer test .08		
DUI Causing Death or Mutilation	Felony, Up to 15 Yrs in Penitentiary		

Disorderly Intoxication	Up to \$500 Fine & / or 60 Days in Jail
Giving Alcohol to a Minor	Up to \$500 Fine &/or 60 Days in Jail
Minor who Purchases Alcohol, False I.D.	Up to \$500 Fine and Up to 60 Days in Jail
Sale of Alcohol to Minors	1st & 2 nd Offense Up to \$500 Fine &/or 60 Days Jail
Animals (killing, injuring or maiming)	Up to \$5,000 Fine &/or Up to 5 Yrs In Pen.
Animals (cruelty to)	Up to \$1000 Fine &/or Up to 1 Year In Jail
*Arson (dwelling, church, or other building)	Felony, Up to \$10,000 Fine &/or Up to 30 Yrs Pen
Assisting Suicide	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
Auto Hit & Run (involving disfigurement)	Felony, Up to \$5,000 Fine &/or Up to 5 Yrs in Pen.
Battery (hitting)	Misdemeanor, Up to \$1000 Fine &/or 1 Yr. in Jail
*Battery, Aggravated (weapon causing disability)	Felony, Up to \$10,000 &/or Up to 15 Yrs Pen.
*Aggravated Assault on Police Officer	Felony, Up to \$5,000 Fine &/or 3 to 15 Yrs Pen.
*Battery, Aggravated on Police Officer	Felony, Up to \$10,000 Fine &/or 5 to 30 Yrs in Pen.
*Battery, Aggravated Assault on Victim 65 / Older	Felony, Up to \$10,000 Fine &/or 3 to 15 Yrs Pen.
Bigamy	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
Bribery (political candidates or athletic contest)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
Causing a Minor to Commit a Felony	Misdemeanor Up to \$1000 Fine &/or Up

or Contributing to Delinquency / Neglect (under 17)	to 1Yr Jail
Child Abandonment (under 6)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs in Pen.
*Child Abuse or Battery	Felony, Up to \$5000 Fine or 5 Year in Penitentiary
*Child Abuse (burn, torture, or serious injury)	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
Failure to Report Child Abuse	Up to \$500 Fine &/or Up to 60 Days in Jail
Desertion / non-support of minor under 18	Felony, Up to \$5000 Fine &/or Up to 5 Years Pen.
Exploitation of Minor under 18 (with sexual or obscene motion pictures or presentations)	Misdemeanor, Up to \$1000 Fine &/or Up to 1 Yr Jail
Touching Child For Lustful Purposes (defendant 18 or above & victim under 16)	Felony, Up to \$10,000 Fine &/or Up to 15 Years Penitentiary
Child (selling)	Felony, Up to \$5000 Fine &/or Up to 5 Years Pen.
Child (consensual sex, child under 16 to 12 Yrs of age)	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
Child, Parental Responsibility for Acts of Minors	Liable up to \$2000 for Child under 18 but over 10 + Restitution &/or Up to \$500 Fine
Any Offense by a Minor under 18, under Youth Court Jurisdiction for a Misdemeanor or Felony	Can be Committed to Training School for a Period not to Exceed 19 th Birthday, + Restitution
Deer or Doe (killing)	Up to \$500 Fine &/or Up to 60 Days in Jail
Destroying or Defacing Cemetery	Felony, Up to \$5000 Fine &/or 5 Years in Pen.
Destruction of Public Property (under \$200)	Up to \$500 Fine &/or Up to 60 Days in Jail

Destruction of Public Property (over \$1000)	Felony, Up to \$5000 Fine &/or Up to 5 Years in Pen
Disorderly Conduct & Disturbing the Peace	Up to \$500 Fine &/or Up to 60 Days in Jail
Disobeying a Police Officer	Up to \$1000 Fine &/or Up to 1 Year in Jail
Dog Fights	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Jail
Dog Fights (spectator)	Up to \$1000 Fine &/or Up to 1 Years in Jail
Driving with Suspended License	\$500 Fine &/or 60 Days in Jail
CONTROLLED SUBSTANCES (DRUGS)	
Marijuana (less than 20 grams)	Up to \$1000 Fine &/or Up to 1 Year in Jail
Marijuana (possession with intent to sell)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
Marijuana (over 20 grams but less than 25 lbs.)	Felony, Up to \$5000 Fine & / or Up to 5 Yrs Pen.
Possession of a Controlled Substance	Felony, Up to \$5000 Fine &/or Up to 5 Yrs. in Pen.
Possession of a Controlled Substance (with intent to sell)	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
Drug Paraphernalia (with drugs)	Up to \$1000 Fine & / or Up to 1 Year in Jail
Prescription Forgery	Felony, Up to \$5000 Fine & / or Up to 5 Yrs in Pen.
Possession of Drugs in Jail	Up to \$5,000 Fine & / or Up to 5 Yrs Pen.
Trafficking of a Controlled Substance (Fine Determined By Type Of Drug & Amount)	

*Marijuana, Trafficking (over 25lbs. / 300 plants)	Felony, Up to \$50,000 Fine & 3 to 30 Yrs Pen.
*Trafficking of Cocaine Mixture (28 grams)	Felony, Up to \$50,000 Fine & 3 Yrs Pen. Mand. Min.
*Trafficking of Cocaine Mixture (200 grams)	Felony, Up to \$100,000 Fine & 7 Yrs Pen. Mand. Min.
*Trafficking of Cocaine Mixture (400 grams)	Felony, Up to \$250,000 Fine & 15 Yrs Pen. Mand. Min.
*Trafficking of Oxycodone, Hydrocodone, Morphine, Heroin (4 grams)	Felony, Up to \$50,000 Fine & 3 Yrs Pen. Mand. Min.
*Trafficking of Oxycodone, Hydrocodone, Morphine, Heroin (14 grams)	Felony, Up to \$100,000 Fine & 15 Yrs Pen. Mand. Min.
*Trafficking of Oxycodone, Hydrocodone, Morphine, Heroin (28 grams)	Felony, Up to \$500,000 Fine & 25 Yrs Pen. Mand. Min.
*Trafficking of Methamphetamine or Amphetamine (14 grams)	Felony, Up to \$50,000 Fine & 3 Yrs Pen. Mand. Min.
*Trafficking of Methamphetamine or Amphetamine (28 grams)	Felony, Up to \$100,000 Fine & 7 Yrs Pen. Mand. Min.
*Trafficking of Flunitrazepam / Rohypnol (4grams)	Felony, Up to \$50,000 Fine & 3 Yrs. Pen. Mand. Min.
*Trafficking of Flunitrazepam / Rohypnol (14 grams)	Felony, Up to \$100,000 Fine & 7 Yrs. Pen. Mand. Min.
*Trafficking of Flunitrazepam / Rohypnol (28 grams)	Felony, Up to \$500,000 Fine & 25 Yrs. Pen. Mand. Min.
A SCHEDULE I DRUG IS	HEROIN, MARIJUANA, LSD
A SCHEDULE II DRUG IS	CRACK, COCAINE, MORPHINE, CODEINE

A SCHEDULE III, IV, V DRUG IS	PRESCRIPTION DRUGS
If Possession or Sale of any Drug is within 1000 Ft of a School, Church, Public Park, Movie Theater, Etc.	Of Cocaine Rohypnol, Heroin, 1 st Degree Felony Of Marijuana, LSD, Mescaline, 2 nd Degree Felony
Drug Conviction for Possession or Sale (Felony or Misdemeanor) New Federal Law Passed 10-7-98	Under <i>Student Aid</i> Laws, 1 st Conviction of <u>Possession</u> can not obtain any Government Student Aid, Loans or Grants for 1 Year. 2 nd Conviction, 2 Yrs, 3 rd Conviction, Indefinite. 1 st Conviction of <u>Sale</u> , 2 years, 2 nd Conviction, Indefinite.
Embezzlement (under \$300)	Up to \$500 Fine &/or Up to 60 Days in Jail
Embezzlement (over \$300)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
Expired or No Driver's Licensed or Car Tag	Up to \$500 Fine &/or Up to 60 Days in Jail
False Alarm (fire)	Up to \$1000 Fine &/or Up to 1 Year in Jail
False Pretense – Bad Checks (under \$150)	Up to \$500 Fine &/or 60 Days Jail (+ Restitution)
False Pretense – Bad Check 2nd Offense (under \$150)	Up to \$1000 Fine &/or Up to 1 Year Jail (+ Restitution)
False Pretense – Bad Checks (over \$150)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen. (+ Restitution)
<u>Felony Conviction</u> A Felon can Not own a gun, vote, sit on jury & may not be able to be employed in a job, which requires a State License.	
Felony, (Capital Felony)	Death or Life without Parole
Felony, (Life Felony)	Not Punishable by Death But Life without Parole
Felony, (1st Degree Felony)	Up to \$10,000 Fine &/or Up to 30 Yrs Pen.
Felony, (2nd Degree Felony)	Up to \$10,000 Fine &/or Up to 15 Yrs Pen.

Felony, (3rd Degree Felony)	UP to \$5000 Fine &/or Up to 5 Yrs Pen.		
Forgery (with intent to defraud of any kind)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.		
Fraud (credit card) (less than \$100)	1 st Offense, Up to \$1000 Fine &/or Up to 1 Yr Jail		
Fraud (credit card) (over \$100)	1 st Offense Felony Up to \$5000 Fine &/or Up to 5 Yrs Pen		
Fraud (food stamp) (over \$200)	Up to \$5000 Fine &/or Up to 5 Yr. In Jail		
Fraudulent Statements to Govt.	Up to \$500 Fine &/or Up to 60 Days Jail		
Gambling - General	Up to \$500 Fine &/or Up to 60 Days in Jail		
Gambling - with a Minor	Felony, Up to \$5000 Fine &/or Up to 5 Years Pen.		
General Misdemeanors	Up to \$500 Fine &/or 60 Days in Jail		
*Hate Crimes	Any Felony or Misdemeanor Act Racially Motivated May be Punishable by One Degree Higher		
Incest	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.		
Indecent Exposure	Up to \$1000 Fine &/or 1 Year in Jail		
*Kidnapping (general)	Felony, Jury can give Up to LIFE		
LARCENY and/or THEFT	1stOffense	2nd Offense	3rd Offense
Shoplifting (less than \$300)	Up to \$500 Fine & / or 60 Days in Jail	Up to \$1000 Fine & / or 12 Mo. In Jail	<u>Felony</u> . Up to \$5000 Fine & / or 5 years in Pen.
Shoplifting (over \$300)	Felony, Up to \$5000 Fine & / or 5 Years in Pen.		
Grand Larceny (over \$300)	Felony, Up to \$5000 Fine &/or Up to 5 Years Pen.		
Petit Larceny (under \$300)	Up to \$500 Fine &/or Up to 60 Days in Jail		

*Burglary of Dwelling or Occupied Church	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
*Burglary of Unoccupied Church	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
*Burglary of Non-Dwelling or Auto	Felony, Up to 5 Years in Penitentiary
*Burglary with Explosives	Felony, Up to \$10,000 Fine &/or Up to 30 Yrs Pen.
Possession of Burglar's Tools	Felony, Up to 5 Years in Penitentiary
Taking Possession of Motor Vehicle	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
*Carjacking 1st Offense (with weapon)	Felony, Up to Life / Without Weapon Up to 30 Yrs. Pen.
Chop Shop (stolen vehicles)	Felony, Up to \$5,000 Fine &/or Up to 5 Yrs Pen.
Robbery (no weapon)	Felony, Up to 15 Years Penitentiary
*Armed Robbery (firearm)	Felony, Up to Life NOT Eligible for Parole
Receiving Stolen Property	Felony, Up to \$10,000 Fine &/or 15 Years in Pen.
Stealing Dog (under \$300)	Up to \$500 Fine &/or 60 Days in Jail
Leaving Scene of an Accident (with injuries)	Felony, Up to \$5000 Fine &/or Up to 5 Year In Pen.
Littering Highway (Under 15 Pounds)	Civil Up to \$50 Fine, + Restitution
Littering Highway (Over 15 Pounds To 500 Pounds)	Up to \$1000 Fine &/or 1 Year in Jail + Restitution
Malicious Mischief (under \$200)	Up to \$500 Fine &/or Up to 60 Days in Jail
*Manslaughter	Felony, Up to \$10,000 Fine &/or 15 Yrs Penitentiary

*Murder, Capital (homicide)	Felony, Death or Life Without Parole
*Murder, Capital (conspiracy to commit)	Felony, Up to \$10,000 Fine &/or Up to 30 Yrs Pen or Life
Misdemeanor (1st Degree)	Up to \$1000 Fine &/or Up to 1 Yr. In Jail
Misdemeanor (2nd Degree)	Up to \$500 Fine &/or Up to 60 Days in Jail
Obscene / Threatening Phone Calls	Up to \$500 Fine &/or Up to 60 Days in Jail
Obstructing of Justice	Up to \$1000 Fine &/or Up to 1 Yr. In Jail
Obstructing Public Streets	Up to \$500 Fine &/or Up to 6 Months in Jail
Perjury (official proceeding)	Felony, During Trial Up to \$5000 Fine &/or 5Yrs Pen
Prostitution	Up to \$500 Fine &/or Up to 60 Days in Jail
*Rape (attempted assault with intent to ravish female)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
*Rape (victim 16 or 17 with 24 or older)	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
Resisting Arrest (with violence)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs Pen.
*Sexual Battery (no injury)	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs in Pen.
*Sexual Battery (with force or injury)	Felony, Up to \$10,000 Fine &/or Up to 30 Yrs in Pen
*Sexual Battery (under 12 Yrs of age)	Capital Felony, Life without Parole
*Sexual Battery 2nd Offense	Felony, Up to \$10,000 Fine &/or 10 Yrs Pen. Mand. Min.

Stalking Offense (no threat)	Up to \$1000 Fine &/or Up to 1 Year in Jail
*Stalking Offense (threat)	Felony, Up to \$5000 Fine &/or Up to 5 Years Pen.
Statues of Limitations (Capital Felony)	Life – No Limitation
Statues of Limitations (1st Degree Felony)	4 Years
Statues of Limitations (1st Degree Misdemeanor)	2 Years
Still (unlawful possession of)	Felony, Up to \$5000 Fine &/or Up to 5 Yrs in Pen.
Tobacco (sale or gift of to a minor under 18)	Up to \$500 Fine &/or 60 Days in Jail
Threat, Intimidation by Letter	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs in Pen.
Traffic Violations	
6-9 m.p.h. over speed limit	\$55.00 Fine (school zone \$80)
10-14 m.p.h. over speed limit	\$130 Fine (school zone \$230)
15-19 m.p.h. over speed limit	\$155 Fine (school zone \$280)
20-29 m.p.h. over speed limit	\$180 Fine (school zone \$330)
30 m.p.h. & over speed limit	\$280 Fine (school zone \$530)
Moving Violation	\$90 Fine
Non-Moving Violation	\$60 Fine
Safety Seat Belt Violation	\$60 Fine
Child Restraint Violation	\$90 Fine
Passing a Stopped School Bus on Right	\$230 Fine

Disable Parking Violation	\$280 Fine
Failure to Stop at Railroad Crossing	\$130 Fine
Trespassing	Up to \$1000 Fine &/or Up to 1 Yr. In Jail
Unnatural Intercourse	Misdemeanor Up to \$500 Fine &/or 60 Days in Jail
Voyeurism (peeping Tom)	Misdemeanor Up to \$500 Fine &/or 60 Days in Jail
*Violent Felony Offender (3rd time)	Mandatory Minimum of 5, 15, 30 or Life in Pen. Depending on Degree of Felony
WEAPONS	
Concealed Pistol, Rifle or Shotgun (firearm)	Felony, Up to \$5000 Fine &/or 5 Yr. In Penitentiary
*Possession of Firearm or Destructive Device During the Commission of a Felony	Felony, 10 Yrs Pen. Mand. Min.
*If Firearm is Discharged During Commission of Felony	Felony, 20 Yrs Pen. Mand. Min.
*If Firearm causes Injury or Killing During the Commission of a Felony	Felony, 25 Yrs to Life in Pen. Mand. Min.
*Convicted Felon in Possession of Firearm	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs Pen.
*Violent Career Criminal in Possession of a Firearm	Felony, Up to \$10,000 Fine & 15 Yrs in Pen. Mand. Min.
Exhibiting Deadly Weapon, Threatening Manor	Misdemeanor Up to \$1000 Fine & / or 1 Year in Jail
*Shooting in Dwelling	Felony, Up to \$10,000 Fine &/or Up to 15 Yrs. Pen.
*Drive-By Shooting or Bombing	Felony, Up to \$10,000 Fine &/or 15 Yrs Penitentiary
Highway Shootings at Lights, Signs	Up to \$1000 Fine or Up to 1 Year in Jail

Etc	
*Semi-Automatic w/high-capacity Detachable Box Magazine or Machine Gun During Felony	Felony, Increase to 15 Yrs Pen. Mand. Min.



All Information Obtained from
William N. Meggs Office of State
Attorney, Second Judicial Circuit,
Tallahassee Florida

How Does Drug Use Affect Health?

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus.

Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles.

A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at: <http://ncadi.samhsa.gov> and the Drug Enforcement Administration of the U.S. Department of Justice website: <http://www.usdoj.gov/dea/concern> Federal Trafficking Penalties can be found at: <http://www.usdoj.gov/dea/penalties>

Vaccinations Policy:

Medical Institute of Palm Beach does not require vaccinations for admission into our program. If you are interested in getting more information about vaccinations, please contact your local public health department or consult with your health care provider. <http://www.immunize.org/cdc/schedules/>

Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log:

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

For a more detailed explanation of each of the requirements, please refer to the Annual Campus security Report.

Should an emergency or dangerous situation arise that may impact the health or safety of students and/or employees adhere to the following guidelines:

- **Fire Evacuation:** Exit the building in the event of a fire; follow signage to the nearest exit.
- **All Other Emergency Situations:** Refer to Campus Director for instructions.

Information for Crime Victims about Disciplinary Proceedings:

Upon written request, this institution will disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the

institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon written request, to the next of kin of the alleged victim.

VAWA(Violence Against Women Act):

Medical Institute of Palm Beach does conduct in depth training regarding Violence Against Women to all students and to staff members. Information is available in the Clery Act/Campus Security Act Disclosure Statement.

Completion, Placement and Licensure Rates:

Information concerning retention rates is available in the Student Consumer Information section of the institution's website (<https://www.medicalinstitute.pb.edu/net-price-calculator>).

Here are the Completion, Placement and Licensure Rates for the Medical Institute of Palm Beach by program of study:

Medical Assistant:

Completion Rate – 82%

Placement Rate – 93%

Licensure Rate – N/A

Massage Therapy:

Completion Rate – 85%

Placement Rate – 78%

Licensure Rate – 83%

Pharmacy Technician:

Completion Rate – 70%

Placement Rate – 90%

Licensure Rate – N/A

Home Health Aid:

Completion Rate – 97%

Placement Rate – 90%

Licensure Rate – N/A

Placement in Employment:

Types of Employment:

Medical Institute of Palm Beach graduates have acquired the versatility to work in their preferred area within the industry. Their skill will make them highly employable and attractive to prospective employers. They may find entry level employment.

Placement Information:

Following graduation, we encourage graduates to keep us apprised of their employment. We survey past graduates throughout the year by phone, interview, and by mail to gather results for our annual report to COE. We make this information available to prospective students. We ask that all graduates remember the benefit to future admission applicants and to stay in touch with us.

Voter Registration Forms:

Medical Institute of Palm Beach provides voter registration forms and available at the Student Services Department.

National Student Loan Data System (NSLDS):

Medical Institute of Palm Beach, hereby informs you whether you are a potential student, student, or parent of a student that enters into an agreement regarding a Title IV, HEA loan that the loan will be submitted to the National Student Loan Data System (NSLDS), and they will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

To access the site, visit www.nslds.ed.gov.

Entrance Counseling for Student Loan Borrowers:

Your Federal Direct Loan is a serious obligation; therefore, it is important that you understand your rights and responsibilities involved in this transaction. You must complete an Entrance Interview before you are eligible to receive Federal Direct Loans. The purpose of the Entrance Interview is to make you aware of your rights and responsibilities.

Exit Counseling for Student Loan Borrowers:

After you graduate or drop from our school, you must complete an Exit Interview. The purpose is to remind you of your rights and responsibilities with your Federal Direct Student Loans.

Private Education Loan Disclosures (Including Self-Certification Form):

Code of Conduct for Education Loans (some of these bans are not relevant once the school is only participating in the Federal Direct Loan Programs):

We are required by the Department of Education to develop, publish, and enforce a code of conduct. The Higher Education Opportunity Act (HEOA) set the code of conduct into law on August 14, 2008. Below applies to all officers, employees, and agents of our institution.

Ban on Revenue Sharing:

Neither Medical Institute of Palm Beach nor any of their officers, employees or agents will enter into revenue sharing arrangements with any lender or servicer which is defined by the Higher Education Opportunity Act of 2008, amending the Higher Education Act of 1965, Pub. L. # 110-315 (2008), (HEOA) or any arrangement between a school and a lender that results in the lender paying a fee or other benefits, including a share of its profits, to the school, or its officer, employees or agents, as a result of our institution recommending a lender to its students or families of those students.

Ban on Gifts:

Financial Aid Officer (or employees who otherwise have responsibilities with respect to education loans or financial aid) will not accept gifts from any lender, guaranty agency or loan servicer. This prohibition is not limited just to those providers of Title IV loans but includes lender of private educational loans as well. The law does provide for some exceptions related to specific types of activities or literature including:

- Brochures or training material related to default aversion of financial literacy.
- Food, training or informational material as part of training as long as that training contributes to the professional development of those individuals attending the training.
- Philanthropic contribution from a lender, guarantee agency or loan servicer unrelated to education loans.

Ban on Contracting Arrangements:

No Financial Aid Officer (or employees who otherwise have responsibilities with respect to education loans) will accept any fee, payment or financial benefit as compensation for any type of arrangement or contract to provide services to or on behalf of a lender relating to education loans.

Prohibition against Steering Borrowers:

Financial aid Officers (or employees who otherwise have responsibilities with respect to education loans) will not steer borrowers to particular lenders, or delay loan certifications. This prohibition includes assigning any first-time borrower's loan to a particular lender as part of the award packaging or other methods.

Prohibition on Offers of Funds for Private Loans:

Financial Aid officers or employees at Medical Institute of Palm Beach will not request or accept any agreement of or offer of funds for private loans. This includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.

Ban on Staffing Assistance:

No Financial Aid Officer or employees at Medical Institute of Palm Beach will request or accept any assistance with call center staffing or financial aid office staffing. However, HEOA does not prohibit schools from requesting or accepting assistance from a lender related to:

- Professional development training for financial aid administrators.
- Providing educational counseling materials, financial literacy materials, or debt management material to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
- Staffing services on a short-term, nonrecurring basis to assist the school with financial aid related functions during emergencies, including State-declared or federally declared natural disasters, and other localized disasters and emergencies identified by the Secretary.

Ban on Advisory Board Compensation:

Medical Institute of Palm Beach employees will not receive anything of a value from a lender, guarantor, or group in exchange for servicing on an advisory board. They may, however, accept reimbursement for reasonable expenses incurred while servicing in this capacity.

Sanctions:

Employees that violate this Code of Conduct will be disciplined in a manner consistent with our institution policies and procedures. Disciplinary action may include termination of employment.

Preferred Lender Lists:

Medical Institute of Palm Beach does not have any specific lenders for private education loans or for Title IV, HEA loans.

Preferred Lender Arrangements:

Medical Institute of Palm Beach does not have any specific lenders for private education loans or for Title IV, HEA loans.

Private Education Loans:

Medical Institute of Palm Beach does not have any specific lenders for private education loans or for Title IV, HEA loans.

Annual Report on Preferred Lender Arrangements:

Medical Institute of Palm Beach does not have any specific lenders for private education loans or for Title IV, HEA loans.

GENERAL EMERGENCY PROCEDURES

Who to Contact:

All employees are expected to be familiar with and to follow procedures outlined in the Medical Institute of Palm Beach Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention:

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility:

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the Campus Director.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting:

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms:

Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property.

Good Housekeeping:

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention:

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the Campus Director. Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) and Multi-purpose
Flammable Liquid and Gases such as Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) and Carbon Dioxide
Electrical such as Electronic Instruments and Switchgear Installations	Carbon dioxide (Preferred) and Dry Chemical

Storage of Flammable Liquids:

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F.

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule:

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility:

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid:

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Hurricane:

If (in the judgment of the Campus Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the Campus Director the threat of danger is past.
- If the hurricane or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding:

Because of the elevation of the School, buildings in the shopping center where at Medical Institute of Palm Beach is located, it is not likely there would be a flood. However, during periods of flooding, the Campus Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Closing the School as the Result of Severe Weather:

Only the Campus Director has the authority to close the school. When this action is taken, the Campus Director will notify the students and faculty.

Self-Determination Policy:

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation:

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor’s responsibility to prevent panic, control traffic, and provide calm leadership.

The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES:

1. To coordinate the school's response to critical incidents while pay special attention to the safety and security needs of members of the Medical Institute of Palm Beach community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT:

A critical incident is a situation that involves Medical Institute of Palm Beach student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals:

The Campus Director of Medical Institute of Palm Beach will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR SCHOOL

Step 1 - The Campus Director is notified of a critical incident involving a Medical Institute of Palm Beach student or employee at (561) 964-5148.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 – The Campus Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the Campus Director will contact the faculty who in turn will notify students.

Any media contact, press releases, email or website assistance must be coordinated through the Campus Director.

Step 3 – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – School will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the emergency.

The Campus Director goes to scene of the incident to assess the need for back-up personnel. Based on the initial findings and upon agreement of the Campus Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** – Campus Director initiates family contacts.

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	(800) 222-1222
Suicide Hotline	(800) 784-2433
Hospitals:	
JFK Medical Center	(561) 842-6141
St. Mary's Medical Center	(561) 844-6300

Emergency Communication Guidelines:

In the event of an emergency that directly affects Medical Institute of Palm Beach all students and employees will be notified by telephone.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**
 1. Call the appropriate college official at the location.
 2. Clearly identify the location of the incident.
 - a. Building name
 - b. Physical location on campus
 - c. Room or area where fire is located
 3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
 4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER (i.e., Hurricanes):

- **Hurricane Watch** – Indicates that conditions are right for a hurricane to develop and that the sky and public information system should be monitored.
- **Hurricane Warning** – Indicates a hurricane has been sighted or is indicated on radar and confirmed by spotters.
 - When a **Hurricane Warning** is received by way of public broadcast:
 - Medical Institute of Palm Beach and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
 - Emergency flashlights will come on in each room.
 - Open doors and window coverings to take advantage of natural lighting.
 - Help those in need of assistance.
 - Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- EXAMPLES:
 - Robbery
 - Assault (verbal or physical)
 - Theft in progress
 - Hostage situation
 - Gang activity
 - Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School Director immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the Campus Director.
5. The Campus Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the Campus Director.
- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately notify the Campus Director or Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally when his/her behavior is limited; therefore:

1. Contact the Campus Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
 - Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the Campus Director should be notified of the location of the emergency.
 2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in each classroom and the front desk with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the Campus Director. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AN EVACUATION DRILLS:

Medical Institute of Palm Beach conducts a test of the emergency response an evacuation procedures at least once a year. The test may be announced or unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the Campus Director's Office and includes the date, time and whether the drill was announced or unannounced.