



1/1/2021

Consumer Information

Office of Compliance
ADVANCED COLLEGE

The following sections provide information that colleges are required by federal law to make available to all enrolled and prospective students. This site acts as a central resource for information that can be found in other AC websites, brochures, and other publications. If you need help finding information or you would like a paper copy of any items, please see an Admissions Representative.

NOTE: Because of the nature of federal, state, and institutional guidelines affecting financial aid programs, the information contained in this policy is subject to change.

GENERAL INFORMATION ABOUT ADVANCED COLLEGE (AC)

I. Institutional Accreditation: Council on Occupational Education

II. State Authorization Regulations: Bureau for Private Postsecondary Education (BPPE)

III. Policies for Students Without a High School Diploma or Equivalent

The applicant must be a high school graduate or its equivalent (high school diploma, general education development certificate (GED), or state proficiency certificate, college transcript or college diploma. To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if she:

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- Has the recognized equivalent of a high school diploma, such a general education development certificate (GED), or other state sanctioned test or diploma-equivalency certificate.
- Has completed homeschooling at the secondary level as defined by state law;
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive credential for their education; or
- Is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

IV. Withdrawal from a Program

Students who wish to withdraw from a program need to contact the Program Director and/or Chief Academic Officer and will need to meet with the Financial Aid Director.

V. Nondiscrimination Statement

Advanced College is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation that is unlawful or prohibited by the Advanced College Policy. The College prohibits discrimination, including harassment and retaliation by College employees, students, contractors, or agents of the College and by anyone participating in a College sponsored activity against an individual based on a protected classification. Protected classification includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or another protected category. The College also prohibits retaliation because an individual has engaged in a protected activity.

Advanced College will take prompt and appropriate action to: (1) thoroughly investigate complaints under this policy and (2) prevent, correct, and if necessary, discipline individuals who engage in behavior that violates this policy in accordance with College policies. All staff is responsible for participating in creating a campus environment free from all forms of prohibited

discrimination and for cooperating with College officials who investigate allegations of policy violations.

VI. Student Complaint Process:

Advanced College has created a formal system to facilitate the resolution of any concern or issue with the College, including the process of recruitment and enrollment, the educational process, financial matters, and placement assistance. The first place to start if you have a concern or issue is to raise it informally with your instructor or, if it is not an instructional issue, with the appropriate AC staff member. If that approach does not resolve your concern, you begin the formal dispute resolution process by presenting a written description of your complaint to your instructor, or in the case of a non-instructional issue, to the appropriate AC staff member. The written complaint, which should be on the AC Complaint Form, should include as much information as possible to assist in addressing your concern, and must include a statement of what you would like done to resolve the matter. That form must be signed and dated, and it must include your address and telephone number. Copies of the AC Complaint Form are available in the office of the School Director. In the event you do not obtain a resolution to your satisfaction at this level, you must request that your complaint be considered by the School Director. You may at any time contact the state agency at the following address. AC appreciates the opportunity to address student complaints before this agency is contacted. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov ,
toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or “a student
or any member of the public may file a complaint about this institution with the
Bureau for Private Postsecondary Education (BPPE), by calling toll-free telephone
number (888) 370-7589 or by completing a complaint form, which can be obtained
on the Bureau’s internet website www.bppa.ca.gov”

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA. 95833 at (916) 263-7800

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350 at (770) 396-3898

VII. Privacy of Education Records

Advanced College endorses and seeks to comply with all provisions of the “Family Educational Rights and Privacy Acts of 1974,” (FERPA) as amended, and all pertinent regulations. The purpose of this legislation was and is to afford students certain rights with regard to their respective education records. In essence, these rights are: (1) the right to inspect and review education records, (2) the opportunity to challenge the contents of education records, and (3) the right to exercise some control over the disclosure of information from education records.

The Family Educational Rights and Privacy Acts (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age). These rights include:

- ✓ The right to inspect and review the student's education record within 45 days after the day Advanced College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will decide 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 official 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 school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
 - ✓ If Advanced College decides not to amend the records as requested, Advanced College 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 Advanced College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - ✓ Advanced College 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 typically includes a person employed by Advanced College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Advanced College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has legitimate educational interests if the school official needs to review an education record in order to fulfill his or her professional responsibilities for Advanced College.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

The Family of Educational Rights and Privacy Act (FERPA), a federal law, requires that Advanced College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Advanced College may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow Advanced College to include information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs;

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. If you do not want Advanced College to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify Advanced College in writing. Advanced College has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factor that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a

right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s state-supported education programs. Disclosures under this provision may be made subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal – or – State supported educational programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit evaluation, or enforcement or compliance activity on their behalf. (§ 99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31 (a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena (§ 99.31 (a)(9))
- To appropriate officials in connection with health or safety emergency, subject to § 99.36. (§ 99.31 (a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding § 99.31 (a)(13))
- To the public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the

school's rules or policies with respect to the allegation made against him or her. (§ 99.31 (a)(14)).

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31 (a)(15))

VIII. Graduation, Completion and Transfer-Out Rates

These are found on the website under gainful employment and under each specific program.

Job Placement Assistance

Placement services available to students include:

- Providing general information on job opportunities with the demands of local businesses and governmental agencies
- List of known vacancies and job opportunities
- Contacting prospective employers to identify job opportunities
- Assisting with employment applications and resume preparation
- Assisting the student in obtaining interviews with employing personnel
- Following up with graduates after placement

The College will make the best effort to help and assist students in job placement, but no guarantee of employment can be made based upon state law.

Cost of attending AC, placement information and types of employment:

All costs can be found on the College's website at www.advancedcollege.edu

- ✓ **Vocational Nursing – tuition and fees: \$35,000.00**
On-Campus Room & Board: not offered
- ✓ **Phlebotomy – tuition and fees: \$2,500.00**
On-Campus Room & Board: not offered
- ✓ **Medical Assistant – tuition and fees: \$18,500.00**
On-Campus Room & Board: not offered
- ✓ **Dental Assistant – tuition and fees: \$18,500.00**
On-Campus Room & Board: not offered
- ✓ **Computerized Accounting – tuition and fees: \$13,573.00**
On-Campus Room & Board: not offered
- ✓ **Associate of Science in Surgical Technology – tuition and fees: \$34,000.00**
On-Campus Room & Board: not offered
- ✓ **Associate of Applied Science in Healthcare Management – tuition and fees: \$27,000.00**
On-Campus Room & Board: not offered

I. Textbooks

List of textbooks can be found at the Admission's Office

II. Digital Copyright at Advanced College

Advanced College prohibits the reproduction or transmittal in any form or by any means now known or to be invented, electronic or mechanical, including photocopying, recording, or any information storage or retrieval system of any copyright materials without written permission from the publisher. **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. Advanced College prohibits the reproduction or transmittal in any form or by any means now known or to be invented, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system of any copyright materials without written permission from the publisher. Unauthorized distribution of copyrighted material, illegal downloading, including peer-to-peer file sharing, may cause disciplinary actions to be taken against students and subject them to civil and criminal liabilities.**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, and 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 website of the U.S. Copyright Office at www.copyright.gov

III. Protecting Sensitive Information

Advanced College is responsible for coordinating the development and dissemination of information security policies, standards, procedures, and guidelines for the College. The College is also responsible for coordinating various regulatory compliance efforts.

HEALTH AND SAFETY

IV. Drug & Alcohol Abuse Prevention Information:

Advanced College is a state approved private postsecondary institution that is required to have all students follow the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. The use, possession, or distribution of alcoholic beverages, illicit drugs and/or controlled substances is strictly prohibited by all employees and student on school property, or any site associated with instruction of AC students. Advanced College supports a drug-free environment and students/staff must comply with this policy. A violation will result in taking appropriate action up to and including termination as outlined in

the school catalog. As a result, random drug/alcohol screenings or search may be conducted of the students/staff in our commitment to provide a safe drug-free environment. Training is conducted during Orientation for students and new employees. If a student is convicted of a drug-related offense after admission, he or she must notify the School Director within five (5) days of the conviction.

Legal Sanctions

A violation of this policy is considered a major offense, which may result in requirements for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, and seizure of property, loss of eligibility for federal benefits, including federal financial aid, suspension, revocation, or denial of driver's license and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. For more information about specific circumstances, students/staff should consult applicable local, state, and federal law and/or seek legal counsel. A federal or state drug conviction can disqualify a student from using federal student aid. Please refer to the U.S. Department of Education's Office of National Drug Control Police for more information at: <https://www.whitehouse.gov/ondcp/treatment-and-recovery>

Substance Abuse Education Treatment

Drug and alcohol counseling, treatment, and rehabilitation programs are available from a variety of community sources. The school does not offer professional counseling services but offers the following resources information:

**National Institution on Drug Abuse (M-F, 8:30 a.m. – 4:30 p.m.) 1-800-662-HELP
Substance Abuse and Mental Health Services Administration (SAMHSA)
Hotline: (800) 662-HELP; <http://findtreatment.samhsa.gov/>
Cocaine Helpline 1-800-COCAINE
Reach-Out Hotline 1-800-522-9054
(Alcohol, drug-crisis, intervention, mental health referral)**

Health Risks

Health risks are generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most drugs, it is possible that users will develop a psychological and physical dependence. The general categories of drugs and their effects are as follows:

- Alcohol: produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.
- Anabolic Steroids: seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males

- Barbiturates/Benzodiazepines/Depressants (rohypnol, Quaaludes, valium, etc.): slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- Stimulants (i.e. Amphetamine/Cocaine/Crack): stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.
- Hallucinogens (PCP, MDMA, LSD, etc.): interrupt the functions of the part of brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma,, and heart and lung failure.
- Cannabis (marijuana, hashish, hash, etc.): impairs short-term memory comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis.
- Narcotics (heroin, morphine, Demerol, Percodan, etc.): initially produce feelings of euphoria often followed by drowsiness, slow and shallow breathing, and nausea and vomiting. An overdose may result in convulsions, coma and death.

Federal Student Aid Penalties for Drug Convictions

A state or federal drug conviction may disqualify a student from receiving federal student aid. A local or municipal conviction may not disqualify. Convictions which occur during the time student was receiving federal financial aid are counted against student's aid eligibility.

V. Campus Security and Access to Campus Facility

Students are informed about security and safety/emergency procedures during orientation. Faculty and staff are informed during New Employee Orientation in Emergency and Evacuation policy/procedures, campus security procedures and life safety. Fire and disaster drills are held annually, and students and staff are informed that it is the responsibility of each person to adhere to all safety and security practices. All students/faculty/staff should only be on campus during scheduled school hours, or while attending to other legitimate academic or administrative functions and required to wear and display their badge. All visitors are required to sign in with the front desk.

Students, faculty and staff are informed about security and safety/emergency procedures during orientation to promote awareness of crime prevention, assault and other harmful acts. During these orientations, they are also told about good practices in crime prevention (including securing their vehicle and other personal property) and how to report a crime, emergency or other incident. All crimes, security incidents, serious injuries or severe illness incidents should be recorded on an Incident Report Form and given to the Campus Director.

Students or staff who suspects a crime has been committed or are the victim of any type of criminal act should immediately report to the Campus Director. If you witness a crime in progress, or are a victim, you can also call 9-1-1 or report directly to local law enforcement agencies, and then notify the Campus Director. AC prepares an Annual Security Report each year of the crime statistics (inclusive of but not limited to murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, drug abuse violations, weapons possessions) and notes any significant changes in policy, procedures, locations and key individuals since the last report if applicable, and will adhere to requirements detailed in the Title IV Federal Student Aid Handbook.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college distributes annually to all current students and employees a disclosure regarding the availability. All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

Procedure for Reporting as Identified in the Crime Report (Clery Act):

The College also complies with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” The Title IX discrimination under any educational program or activity receiving federal financial assistance.” Complaints filed under the Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX as follows:

Step One: The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct, and investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complain in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the college’s Title IX Coordinator, 5258 Pirrone Ct., Salida, CA. 95368, or email to rkhan@advancedcollege.edu. The Title IX Coordinator will generally respond with a resolution to the student/employee’s complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

Emergency Response Procedures

This plan explains the procedures to take in case of emergencies such as accidents, illnesses, bomb threats, natural disasters, fires and campus disturbances/domestic violence. If a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurs, all parties will be notified. All students, faculty and staff must immediately evacuate the building whenever the fire alarm sounds. Prior to initiating the Emergency Preparedness Plan, Campus Director or any college administrator on duty will confirm that a bona fide emergency exists, determine the appropriate method of communication and message content without delay. Emergency Preparedness Plan will be tested at least once each year. Emergency exit lights are located at all exit points. Fire extinguishers are in several locations throughout the building. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions. Immediately notify a member of the administrative staff.

Administrative staff should call 911 and give instructions for immediate building evacuation. Please refer to the Emergency Evacuation Map which is located near the door of all classrooms, the clinical learning in lab, the student lounge, and within the administrative offices in several locations. The AC main campus building has three sets of exit doors. Rear exit doors remain locked always. The front entrance door opens into the reception area which has a receptionist present always. The AC Stockton Campus has five sets of evacuation routes with rear exit doors remaining locked always. The front entrance door opens into the reception area with a receptionist present always. Medical Emergency Procedures

This policy will be distributed to all school students, faculty, and staff to ensure that medical emergencies receive appropriate treatment as swiftly as possible. If an individual is physically injured or suffers an accident on Advanced College Premises, the following shall apply:

- Call a Vocational Nursing or Allied Health faculty with CPR license or Director of Nursing to assess the situation.
- Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.
- Medication to individual who is in emergency situation should not be provided. .
- Remain with the individual until emergency medical services and rescue crew arrives.
- Comfort the individual by reassuring him/her that medical assistance is on its way.
- Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

Student Emergency Information

All Advanced College students will be requested to provide their personal emergency contact information upon enrollment. Students should be responsible for keeping their emergency contact information up-to-date by contacting the School Admission Office during normal business hours or the Evening Coordinator during the evening class hours.

Employee Emergency Information

In the same manner, all school, employees will be requested to provide their personal emergency contact information up to date. Employee emergency contact information can be found by contacting the Campus Director and/or Chief Academic Officer during normal business hours or the Evening Coordinator during the evening class hours.

VI. Financial Aid Information

Aid from Federal Sources

Advanced College administers the following forms of federal student aid based on need (for more information visit studentaid.gov/types):

1. Federal Pell Grant

This is for students who have not earned bachelor's degree and does not have to be repaid. The amount depends on the student *EFC*, Expected Family Contribution, costs to attend the school and the program of study.

2. Federal Supplemental Educational Opportunity Grant (FSEOG)

This is limited for students with an exceptional financial need and grants are based on available funds. This does not have to be repaid. Pell Grant recipients with the lowest expected family contributions will be considered first for a FSEOG.

3. Federal Direct Subsidized Loan

This is for those eligible students with financial needs and may borrow funds at a fixed interest rate. Interest does not accrue while in school and during authorized periods of deferment. The student must also complete the FAFSA each year as well as meet the loan eligibility requirements to be awarded a Subsidized Loan.

4. Federal Work Study

Work study jobs are available to students who still have unmet need after financial aid has been awarded and is determined by the FAFSA. Work study jobs are typically on campus and students are placed in jobs on a first come, first-served basis once eligibility has been determined. The wages earned from work study are not counted toward student income when you file the following years FAFSA, so they are a way to reduce your expected family contribution, while still having a part time job. The student will need to meet with Financial Aid to submit all necessary paperwork. The minimum and maximum award amount is based on pay rate (which is at least the Federal minimum wage), the number of hours a week the student is working, and the student's financial need.

In addition, Advanced College administers the following types of federal student aid which are not based on need:

a. Federal Direct Unsubsidized Loans

This is for eligible students who may borrow funds at a fixed interest rate established annually by the Department of Education. Apart from demonstrating financial need, students must meet all eligibility criteria of the Direct Subsidized Loan Program.

b. Federal Parent PLUS Loan

These are federal loans that parents of dependent students can use to help pay education costs.

General Eligibility Requirements for Federal Student Aid

Basic eligibility requirements for federal student aid include citizenship requirements and requirements relating to the student's ability to benefit from postsecondary education. The student must:

- Be a U.S. citizen, permanent resident, or eligible non-citizen
- Have a valid Social Security Number (SSN), except for students from the Freely Associated States (e.g., Marshall Islands, Federated States of Micronesia and Republic of Palau)
- Have a high school diploma, the recognized equivalent of a high school diploma (including a General Educational Development (GED) certificate), or have completed a high school curriculum in a home school setting that satisfies the state's requirements for home schooling. (Students who first enrolled in an accredited college or university before July 1, 2012, may qualify by satisfying alternative criteria, such as completing six credit hour or equivalent course work toward a degree or certificate).

Application Requirements

To Qualify for Federal Student Aid, students must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Comply with verification requirements, if the student's FAFSA is selected for verification by the college or university the student plans to attend or the federal government

- Demonstrate financial need, if applicable. Some federal grant, work, and loan programs require the student to demonstrate financial need. The Direct Unsubsidized Loan, Grad PLUS Loan, and Parent PLUS Loan do not depend on financial need.
- Sign a Statement of Educational Purpose, certifying that he or she will use Title IV federal student aid only to pay for education costs. (Students may not be enrolled in multiple colleges and universities solely to obtain Title IV federal student aid refunds (credit balances) to pay for non-educationally related expenses).
- Students or parents of students who enter into an agreement for a loan using Title IV need to know that this information “will be submitted NSLDS and is accessible by authorized agencies, lenders, and institutions.”
- In addition, male students must have registered with Selective Service between the ages of 18 and 25 to be eligible for federal student aid. A failure to register must not be knowing and willful. Male students between the ages of 18 and 25 and may check a box on the FAFSA to register with Selective Service.

Requirements Relating to Previously Received Aid Funds

These are requirements relating to previously – received federal student aid funds. The student must:

- Not be in default on a Title IV federal student loan or owe a refund on a Title IV federal student grant or loan overpayment. If the student has borrowed in excess of annual or cumulative Title IV federal student loan limits, the students must return the excess funds to the lender.
- Have repaid Title IV federal student aid funds obtain fraudulently
- Not have property subject to a judgment lien for a debt owed to the U.S. government

Maintaining Eligibility

To retain eligibility for federal student aid, the student must:

- Maintain Satisfactory Academic Progress (SAP), which typically includes maintaining at least a C average (2.0 GPA on a 4.0 scale) and maintaining progress toward a degree or certificate that is consistent with graduation within 150 percent of the normal timeframe for completion
- Not be convicted for the sale or possession of illegal drugs (controlled substances) while receiving federal student aid

Other Requirements

In addition, a student’s eligibility for Title IV Federal Aid may be affected by such factors as remedial coursework, correspondence study, study via distance education, program of study and incarceration.

For example, incarcerated students are ineligible for federal student loans. Students who are incarcerated in a federal or state penal institution are also ineligible for Federal Pell Grant. While incarcerated students remain eligible for Federal Work Study and FSEOG, they may be unlikely to receive such aid. Eligibility is restored after release from prison, except if the student is subject to an involuntary civil commitment for a sexual offense. Students who have a conviction for the sale or possession of illegal drugs while receiving federal student aid may be subject to limitations on their eligibility for federal student aid.

Criteria for Selecting Recipients of Federal Aid

- What is EFC?

- Expected Family Contribution
- What 5 factors are considered in calculating the EFC?
 - Income, Assets, Household Size, Number of students in college, Age of older parent
- Need-based undergraduate grand aid
 - To qualify for need-based, you must demonstrate that without financial assistance, you could not afford to attend Advanced College. The college determines your “need” by evaluating the information you provide when you complete the financial aid forms. Need-based programs include grants, certain loans, and student employment. In order to qualify for a Federal Pell Grant you have to be either a U.S. citizen or eligible non-citizen and must be enrolled or accepted for enrollment at an accredited college and must maintain a Satisfactory Academic Progress both on a qualitative and quantitative measurement.

How Advanced College Determines Financial Aid Awards

AC awards financial aid based on need. Need-based financial aid reduces barriers to higher education for students and families who could not otherwise afford college costs. This need-based packaging philosophy assures that:

- Students with similar circumstances are treated equally
- “Need” is the only criteria used to award most undergraduate financial aid (only about 4% of total financial aid funds available are not based solely on need)

Financial need is the difference between (estimated cost of attendance) and your expected family contribution:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

Cost of Attendance (COA) Policy

The U.S. Department of Education directs institutions to disclose costs associated with attending their programs in order to determine the amount of financial aid for which a student may be eligible. The cost of attendance for a student estimates a student’s educational expenses for a period of academic enrollment. The following table displays the costs of attendance for Advanced College (all campuses). For complete itemized breakdown, please see Catalog.

Program	Registration Fee	Books & Supplies	Tuition	Total Cost of Program
Vocational Nursing	\$100.00	\$3,625.00	\$31,275.00	\$35,000.00
Computerized Accounting	\$100.00	\$1,533.00	\$11,940.00	\$13,573.00
Medical Assistant	\$100.00	\$2,403.00	\$15,997.00	\$18,500.00
Dental Assistant	\$100.00	\$4,444.00	\$13,956.00	\$18,500.00
Phlebotomy	\$100.00	\$548.00	\$1,852.00	\$2,500.00
Associate of Science in	\$100.00	\$3,526.00	\$30,374.00	\$34,000.00

Surgical Technology				
Associate of Applied Science in Healthcare Management	\$100.00	\$2,792.00	\$24,108.00	\$27,000.00

Policy Statement:

The U.S. Department allows certain educational expenses to be used when determining a school's Cost of Attendance (COA). A school has the discretion to determine which costs will be used to determine the COA. Advanced College uses a standard cost category that are applied uniformly to all students in categories such as room and board, books and supplies, transportation, and miscellaneous fees.

Advanced College does not offer dormitory facilities or off-site housing. Per the California Student Aid Commission, statistics for 2019-2020, average housing costs are \$1,145.00 per month, average food costs is \$531 per month, average transportation costs is \$142 per months, average personal is \$444 per month. The total cost of living expenses excluding tuition is \$2,481.00 per month. *These averages are based on off campus housing figures. This information can be accessed at: https://www.csac.ca.gov/sites/main/files/file-attachments/final_student_budget_grid_2019-20.pdf

A student's cost of attendance can be adjusted in certain circumstances. Each of the standard components above can potentially be increased if the student has excess expenses. These adjustments would be handled on a case-by-case basis using professional judgement and a student can meet with the Financial Aid office to discuss budget adjustments. A student's cost of attendance can also be increased for various costs, such as those related to childcare or the purchase of computer software.

Your expected family contribution (EFC) is determined by the U.S. Department of Education's Central Processing System, using formulas determined by Congress and written into public law. Your own EFC is calculated based on the information you provided in your FAFSA (Free Application for Federal Student Aid). Please note:

1. Terms and Conditions:

- a. **LOAN CANCELLATION:** you may pay back all or part of loan disbursement within the timeframes set by the Act (Higher Education Act of 1965), as explained in the Borrower's rights and responsibilities in the Master Promissory Note that Advanced College will give you at the time of certifying your loans and in the Disclosure Statement you will receive from ED. If you return the full loan amount within those timeframes, you will not have any loan fee or interest charges. If you return part of a disbursement within those timeframes, ED will reduce the loan fee and interest charges in proportion to the amount reduced.
- b. **INTEREST:** the interest rate for any loan you receive is a fixed rate that is calculated in accordance with the HEA of 1965. The interest rate for the Direct Subsidized Loans and Direct Unsubsidized Loans is calculated each year. You are not required to pay the interest that accrues on Direct Subsidized Loan during an in-school, grace, deferment period, and during certain periods (income-based repayment and pay as you earn). You must pay the interest that accrues on a Direct Unsubsidized Loan during all periods

(including in-school, grace, deferment, and forbearance starting on the date of the first disbursement).

- c. **LOAN FEE:** As provided the HEA of 1965, Department of Education charges a loan fee for each Direct Subsidized Loan and Direct Unsubsidized Loan you receive. The loan fee is the percentage of the loan amount and will be deducted proportionately from each disbursement of each of your loans. The specific fee you are charged will be shown on disclosure statements that will be sent to you.
- d. **GRACE PERIOD:** You will receive a 6-month grace period on repayment of each loan. The grace period begins the day after you cease to be enrolled at least half-time at an eligible school.
- e. **REPAYMENT:** you must repay the full amount of the loans plus accrued interest. You will repay each loan in monthly installments during a repayment period that begins immediately following 6-month grace period on that loan. Department of Education will provide you with a choice of repayment plans. The borrower's rights and responsibilities statement (MPN) include information on these repayment plans. You may pay all or any part of the unpaid balance on your loans at any time without penalty.

2. RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING TITLE IV

As a borrower you have a right to:

- ✓ Written information on your obligations and information on your rights and responsibilities as a borrower
- ✓ A copy of your MPN either before or at the time your loan is disbursed
- ✓ A grace period and an explanation of what this means
- ✓ A notification if you are in your grace period or repayment
- ✓ A disclosure statement, received before you begin to repay your loan that includes information about the interest rates, fees, the balance you owe, and a loan repayment schedule
- ✓ A deferment or forbearance of repayment for certain defined periods, if you qualify and request
- ✓ Prepay your loan in whole or in part anytime without early – repayment penalty
- ✓ A documentation when my loan is paid in full

As a borrower you are responsible for:

- ✓ Completing exit counseling before you leave school or drop below half-time enrollment
- ✓ Repaying my loan according to your repayment schedule even if you do not complete your academic program, you are dissatisfied with the education you received, or you are unable to find employment
- ✓ Notifying your lender or servicer if you
 - Move or change your address
 - Change your telephone number
 - Change your number
 - Change your social security number OR
 - Change employers or my employers' address or telephone number changes
- ✓ Making monthly payments on your loan after your grace period ends unless you have a deferment or forbearance, and
- ✓ Notifying your lender or loan servicer of anything that might alter your eligibility for an existing deferment or forbearance

3. DISCLOSING TO STUDENTS OR PARENTS ABOUT ACCESS OF LOANS TO AUTHORIZED AGENCIES

The information in your file may be disclosed to federal, state, or local agencies to:

- ✓ Verify your identity and determine your eligibility to receive a loan
- ✓ Permit the servicing or collection of your loans
- ✓ Investigate possible fraud and compliance with federal student aid program regulations
- ✓ Locate if you are delinquent in your loan payments
- ✓ Default rate calculations, disclosures may be made to guarantee agencies, to financial and educational institutions
- ✓ Report Title IV loans to NSLDS to provide financial aid history information to authorized agencies, lenders and educational institutions, disclosures may be made to educational institutions
- ✓ Provide method to institutions to efficiently submit student enrollment status, disclosures may be made to guarantee agencies or financial and educational institutions

Verification Policies and Procedures (for selected)

Verification is the process of confirming the accuracy of data reported on your FAFSA. Beginning in the 2012-2013 academic years, this process was simplified with the addition of the Data Retrieval Tool on the FAFSA. Use the Data Retrieval Tool (DRT) allows IRS information to be directly transferred into the FAFSA. Two weeks after a tax return is filed, a student may log into their FAFSA and select the DRT tool to transfer data into their FAFSA.

Selection: Approximately 30% of all FAFSA filers are selected for verification by the federal government in a given academic year. Advanced College may also select certain FAFSA filers in addition to the DOE selection if there is a reason to suspect that FAFSA information is inaccurate. For selected students, the verification process must be completed before the student can receive any federal need-based financial aid.

Notification: Students will receive notice that they have been selected for verification through DOE on their SAR (Student Aid Report) which is sent to them as a result of filing FAFSA. Advanced College will also notify selected students by sending a Missing Information Letter and have also instructors to notify the selected students.

Documentation: If selected for verification, students will be required to use the data retrieval tool or supply their tax return transcript from the previous year. They must request the tax return transcript from the IRS at www.irs.gov or 800-908-9946.

Deadlines for Verification Documentation and Corrections:

Students should submit documentation as soon as they receive notice of selection for verification. If all required documentation is not received at least 60 days prior to the start of the program, there is no guarantee that funds will be available by the start of the program.

Helpful Tips for Completing Verification:

- ✓ Submit the required information as soon as possible
- ✓ Use the Data Retrieval Tool (DRT) on the FAFSA, if eligible
- ✓ If you choose not to use the DRT, request your tax return transcript from the IRS at www.irs.gov or 800-908-9946

- ✓ If you are required to submit W-2 forms, make sure to include one for every job from the previous year

Requirements for Officially Withdrawing from our Program

- I. Students who wish to withdraw from a program need to contact their Program Director and meet with the Financial Aid Department.

Requirements for Official Withdrawal and Return of Title IV Funds (R2T4) Policy How a withdrawal affects financial aid:

Federal regulations require Title IV financial funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all programs for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid fund he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all his/her financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- ✓ Completely withdraws, or
- ✓ Stops attending before completing the program

Based on this calculation, Advanced College students who receive federal financial aid and do not complete their classes during a payment period could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the payment period.

The following policies will help you to understand that a withdrawal potentially affects the students academically as well as financially. We encourage students to read all the information below prior to making a final decision.

How the Earned Financial Aid is Calculated:

Students who received federal financial aid must “earn” the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

Institutions are required to determine the percentage of Title IV aid “earned” by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student’s complete withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Financial Aid Office.

For example, if a student completes 30% of the payment period, they earn 30% of the aid they were originally scheduled to receive. This means that 70% of the scheduled awards remain “unearned” and must be returned to the federal government. Once 60% of the payment period is

completed, a student is considered to have earned all his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that must be returned to the federal government:

- ✓ The percentage earned is equal to the number of calendar days completed to set up to the withdrawal date, divided by the total clock hours in the payment period (less any scheduled breaks that are at least 5 days long).
- ✓ The percentage unearned is equal to 100% minus the percent earned. Students who provide written confirmation to Advanced College at the time of ceasing attendance that they plan to attend another course later in the same payment period are not considered to have withdrawn from the program. If the student does not provide written confirmation of plans to return to school later in the same payment period, AC considers the student to have withdrawn and begins the R2T4 process immediately. However, if the students do return to AC in the same payment period, even if they did not provide written confirmation of plans to do so, the students is not considered to have withdrawn after all is eligible to receive the Title IV funds for which the students was eligible before ceasing attendance. AC will then reverse the R2T4 process and provide additional funds that the student is eligible to receive at the time of return.

Institutional funds are earned and recalculated based on the pro-rated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid. Federal law requires school not calculate how much federal financial aid a student has earned if that student completely withdraws or stops attending before completing the semester, or based on this calculation, Advanced College (AC) students who receive federal financial aid and do not complete their classes during a payment period could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the payment period.

Steps in the return of Title IV funds policy

1. Students Title IV information
Advanced College will determine:
 - A. The total amount of Title IV aid disbursed for the semester in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
 - B. The total amount of Title IV disbursed plus the Title IV aid that could be disbursed for the payment period in which the student withdrew.
2. Percentage of Title IV aid earned
Advanced College will calculate the percentage of Title IV aid earned as follows:
The number of clock hours completed by the student divided by the total numbers of clock hours in the payment period in which the student withdrew. The total number of clock hours in a payment period shall exclude any scheduled breaks of more than five days. Clock hours completed divided by clock hours in the payment period = Percentage Completed. If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.
3. Amount of Title IV aid earned by the student
Advanced College will calculate the amount of Title IV aid earned as follows:
The percentage of Title IV earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew.

Total Aid Disbursed x Percentage Completed = Earned Aid

4. Amount of Title IV aid to be disbursed or returned
 - ✓ If the aid already disbursed equals the earned aid, no further action is required
 - ✓ If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

- ✓ If the aid already disbursed is less than the earned aid, then AC will calculate a post-withdrawal disbursement.

Types of Withdrawal

For Financial aid purposes there are two types of withdrawals: Complete and Unofficial Complete

- ✓ Official withdrawal from Advanced College by the student. The current academic year's policy for a complete withdrawal can be found in the AC's General Catalog – Academic Policies

Unofficial

- ✓ Federal financial aid regulations consider a student to be an unofficial withdrawal if the student receives all fail grades or a combination of all fail and withdraw grades for the term

Determination of the Withdrawal Date

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the official drop form. If a student stops attending classes without notifying the college, the withdrawal date will be the last date of academic activity determined by Advanced College. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by Advanced College.

Student Notification of Repayment

A notification letter outlining the amount returned to the federal and institutional program(s) along with the federal government's repayment worksheet will be mailed to the student's permanent address. Advanced College will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and subsequently will bill the student's account. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from Return of Title IV calculation.

When a Student Fails to Begin Attendance

If a student receives financial aid, but never attends classes, the Business Office and Financial Aid must return all disbursed funds to the respective federal and institutional aid programs.

II. Aid from State and Local Programs, School Aid, and other Private Sources

1. State Aid: Advanced College is a Cal-Grant approved institution. Eligible students must have substantial financial need (Pell Grant eligible) as determined by the

Free Application for Federal Student Aid (FAFSA). Students must also be a resident of the state of California.

- III. How Students Apply for Aid and How Aid Eligibility is Determined**
Students apply for financial aid from Advanced College by completing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov> if the student has financial need; AC awards a combination of need-based grants and federal loans.
- IV. How Advanced College Distributes Aid Among Students**
Advanced College awards federal grants and loans based on financial needs as determined by the FAFSA.
- V. How and When Financial Aid is Delivered**
Funds are disbursed to the student's account at the beginning of each payment period provided that all requirements are completed.
- VI. Terms and Conditions of Employment that is Part of the Financial Aid Package**
Federal Work Study is a federal financial aid program that provides part-time jobs for undergraduate students. For more information on finding employment rules and regulations, please contact the Department of Financial Aid.
- VII. Loan Counseling and Repayment**
All first-time borrowers of Federal Direct Loans must complete Loan Entrance Counseling at <http://studentloans.gov>
- VIII. Obtaining a Deferment or Forbearance for a Federal Education Loan**
Under certain circumstances, students can receive period of deferment or forbearance that allow them to postpone loan repayments. Loans that are already in default are not eligible for a deferment or forbearance. Information on eligibility can be found at <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>
- IX. Private Education Loans**
Private educational loans are private lender loans and are not part of the William D. Ford Direct Loan Program. These loans have different loan eligibility requirements and terms (repayment, interest rate, etc.).