

Consumer Information Guide

ADVANCED CAREER INSTITUTE

Consumer Information Guide

MISSION STATEMENT

The Mission of Advanced Career Institute is to provide short-term, high-quality educational programs to prepare students for entry-level employment.

Advanced Career Institute maintains four goals:

1. PROVIDE programs that are designed to teach the skills necessary for entry-level employment, career development, and advancement in the student's chosen field.
2. DELIVER instruction in a safe, professional, educational environment using effective equipment, and efficient class sizes.
3. ENDEAVOR to utilize emerging technologies to support learning and enable the pursuit of personal and professional goals.
4. STRIVE diligently to provide placement assistance to students and graduates of ACI while providing top talent to the workforce in our communities.

Admin Office

P.O. Box 3027

Visalia, California 93278

Phone (559) 740-0215 • Fax (559) 740-0217

Visalia (Main Campus)

1243 N. Clancy Street

Visalia, CA 93291

Phone 559-651-1978 • Fax 559-651-8032

Fresno (Branch Campus)

2953 S. East Ave.

Fresno, CA 93725

Phone 559-441-4345 • Fax 559-441-4348

Merced (Branch Campus)

1741 W. Ashby Rd., Suite B

Merced, CA 95348

Phone 209-580-4960 • Fax 559-209-580-4735

Las Vegas (Branch Campus)

4020 E. Lone Mountain Rd., Suite 100

North Las Vegas, NV 89081

Phone (702) 463-5050 • Fax (702) 463-4343

Fresno Welding Lab (Extension)

4266 N. Knoll Avenue

Fresno, CA 93722

Phone (559) 441-4345 • Fax (559) 441-4348

Bakersfield (Branch Campus)

2925 Mosasco Street, Suite B

Bakersfield, CA 93312

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www.Advanced.edu

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PURPOSE

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements relevant to Consumer Information.

This guide is intended to provide, briefly describe, and deliver upon request, information regarding requisite consumer information to current students and prospective students. Included in this guide is a summary of all of the Basic Consumer Information Requirements (BCIR). Note that this Basic Consumer Information Guide summary is also hand delivered to all students during student orientation prior to enrolling in any program at Advanced Career Institute.

The HEOA requires the Secretary (United States Department of Education) to collect and display on the College Navigator website an extensive list of information about each institution that participates in the Title IV student aid programs. The Secretary must update this information annually, and regularly consult with current and prospective college students, their families, institutions, and other experts to improve the usefulness of the College Navigator website.

The College Navigator site will include some items which are also found in the institution's catalog and/or addenda such as general institution information, transfer credit information, etc., and will also include key statistics about the institution which will assist students in their decision making process.

The schools Financial Aid office will be available during normal operating hours to help persons obtain consumer information or to answer questions regarding Advanced Career Institute's Consumer Information Guide (CIG).

CATALOG INFORMATION

All applicants for admission and current students receive a copy of the institution's catalog and applicable addenda. Prospective students may also request a copy of the catalog and applicable addenda. There are several required Consumer Information disclosures that are found in the catalog or addenda.

The School Catalog is made available to students during New Student Orientation. An electronic version of the catalog is also available on the institution's website at www.advanced.edu.

COVID-19 PANDEMIC RESPONSE

Advanced Career Institute is considered essential to California's economic well-being, as per the guidance of the California State Commissioner of the Department of Economic Development (DECD) and Executive Order N-33-20 signed by Governor Newsom effective March 19, 2020, and thus had no closures during the COVID-19 pandemic.

Protecting the safety and wellbeing of our students throughout the COVID-19 pandemic has been a top priority for Advanced Career Institute. Advanced Career Institute's mitigation strategy includes layers of safety practices in accordance with guidance from the CDC, State and County Health Departments. Core strategies included masks; physical distancing; small, stable groups; hand hygiene; enhanced cleaning of our facilities and screening for symptoms or close contact. Each layer provided additional protection for our students, visitors, and staff.

CARES ACT HEERF GRANT EMERGENCY FUNDING

Information regarding the CARES Act Higher Education Emergency Relief Fund (HEERF) can be found at <https://advanced.edu/heerf/>. The webpage also includes links to view HEERF Grant funding policies and reporting which includes the amount for our campus, including methodology used to calculate student eligibility and amounts.

COST OF ATTENDING

Please consult your institution's catalog or enrollment agreement for information on this topic. You may also find estimates of Cost of Attending, including tuition and fees, books and supplies, room and board, transportation, and any additional costs of a program, for the Academic Year on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Please note that information can also be requested in paper format from the student's Financial Aid Office. Information as it appears on the college navigator website is based on IPEDS data that are deemed final and closed, based on prior year's statistical submissions.

The most up-to-date information regarding Cost of Attending is available in the documents mentioned above, which are also in electronic format on the institution's website.

NET PRICE CALCULATOR

In accordance with U.S. Department of Education regulations, we provide you with a Net Price Calculator (NPC), which will calculate an estimated net price of education specific to the institution and based on your individual circumstances. You will be required to answer several questions in order for the calculator to provide an estimated net price. Access the online Net Price Calculator through your institution's Consumer Information Guide link, located at <https://advanced.edu/student-disclosures-and-consumer-information/>.

COLLEGE FINANCING PLAN

The institution is committed to providing students with the tools and information necessary to make an educated decision for their educational futures. In meeting that goal, and in conjunction with the VA's Principals of Excellence program and Consumer Information requirements, students are provided with a College Financing Plan, a document developed by the U.S. Department of Education that will provide information gathered from IPEDS and Gainful Employment initiatives, as well as estimated aid information, based on information provided to the Financial Aid office from the student. For more information on the development of the College Financing Plan, please visit the U.S. Department of Education's College Financing Plan website at:

<http://www2.ed.gov/policy/highered/guid/aid-offer/index.html>

FINANCIAL AID AVAILABLE

The following financial assistance programs are available at Advanced Career Institute to help you finance your education and training:

- Pell Grants*
- Direct Subsidized and Unsubsidized Loans*
- Plus Loans*
- Private Loans
- Institutional Payment Plans
- VA Benefits
- Workforce Innovation and Opportunity Act (WIOA)**
- Department Of Rehabilitation (DOR)**

*Students must meet satisfactory academic progress requirements to remain eligible for all federal and state financial assistance programs. Financial aid is available for those who qualify.

**Student eligibility is determined by these government agencies. Please visit your local office for eligibility information. Advanced Career Institute is approved to receive these funds and apply them towards your tuition cost.

Workforce Innovation and Opportunity Act:

Advanced Career Institute participates in the Workforce Innovation and Opportunity Act (WIOA) that provides training for those who have been laid off, are changing their career or want to improve their skills. If you're interested in enrolling in one of the WIOA-approved programs at Advanced Career Institute, you must apply at a WIOA office and be selected for the program. During the WIOA selection process, students may still work with Advanced Career Institute officials on program availability and other possible financial aid availability.

APPLYING FOR AID

Pell Grants:

The student must complete the free application for Federal Student Aid (FAFSA).

Direct Subsidized and Unsubsidized Loans:

The student must complete the FAFSA for Federal Student Aid and fill out the Master Promissory Note (MPN).

Plus Loans:

The student's parents must complete the free application for Federal Student Aid (FAFSA), a credit check is required for approval and the Plus Loan Master Promissory Note (MPN).

Private Loans:

Private education loans, sometimes called alternative loans, are available for students who have additional need to cover educational costs beyond what federal aid programs will offer. Private loans are offered by private lenders and there are no federal forms to complete. Eligibility for private student loans often depends on your credit score. Students are to consider federal aid sources prior to considering private lending as the terms of federal aid sources are typically more advantageous. Upon applying for a private education loan, students are required to complete a self-certification form that includes the following information:

- Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The institution is required on request to provide this form or the required information only for students admitted or enrolled at the institution. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person.
- Free or lower-cost Title IV federal, state, or institution student financial aid may be available in place of, or in addition to, a private education loan.
- To apply for Title IV federal grants, loans, and work-study, submit a Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov, or by calling 1-800-4-FED-AID, or from the institution's financial aid office.
- A private education loan may reduce eligibility for free or lower-cost federal, state, or institution student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the institution's financial aid office.

Students should also be aware that although some forms of private lending may appear to have a lower interest rate than a federal loan, there may be other terms and conditions of the loan that could be less advantageous. You should contact your institution's financial aid office for more information on private education loans or to discuss your financing options.

LOAN REPAYMENT AND COUNSELING

Repayment of Direct Loans will begin 6 months after graduation or any other termination of enrollment. Students will generally have up to 10 years to repay Direct Loans. Deferment and forbearance options are available under certain circumstances (for example, if you are unable to find full time employment, or are experiencing an economic hardship). A deferment allows you to temporarily stop making payments on your loan.

If you don't meet the requirements for a deferment but are temporarily unable to make your loan payments, forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments or extend the time for making payments.

Regarding Federal Direct Parent PLUS loans, the parent borrower has the option to begin repayment either within 60 days from the date the loan is fully disbursed or wait 6 months after the dependent student ceases to be enrolled on at least a half time basis. The parent has the option to defer the payment of principal and interest while the student is in institution.

No interest is charged on Direct Subsidized Loans while you are in the institution. For Federal Direct Unsubsidized Loans, interest is charged on these loans during attendance at the institution and during grace, deferment, and repayment periods. You may choose to pay interest while it accumulates while you are in institution, or you can allow it to accrue and be added to the principal balance, on which additional interest amounts will be based.

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and Direct Loans are available to student regardless of income.

As a student borrower, in addition to the FAFSA, you will be required to complete both a loan entrance counseling and a Master Promissory Note before a Direct Loans can be disbursed to you. Entrance counseling is done during the initial financial aid appointment for all federal loan borrowers. Exit counseling must be completed before you leave the institution. Generally, exit interviews are completed 30 days prior to completion date. For information on exit counseling, or the total and types of loans that have been disbursed to you, or for information on federal grants that you have received, go to <http://www.nslds.ed.gov>. The institution will advise you of all available grant aid prior to awarding loans. The institution encourages students to borrow the minimum amount required in order to meet their budgeted cost of attendance.

Please use the estimate of your total loan debt to determine your estimated monthly payment in comparison to the recommended annual salary for the position that you are seeking to obtain after your education is completed. On-time repayment of your student loans is included as a positive item on your credit report. It demonstrates your willingness to pay and reflects your maturity as a responsible consumer. Additionally, you can avoid late fees, additional interest, and other penalties that delinquent and defaulted students encounter.

Also note that you may deduct interest paid on qualified education loans on your income tax return. Please consult an experienced tax preparer on this fact and the availability of other

education credits such as the Hope Scholarship and Lifetime Learning Credit before filing your income tax return.

The U.S Department of Education has established a website to assist students in this process. Visit the Department's Loan Simulator website at:

<https://studentaid.gov/loan-simulator/>

This may help you to better understand your loan obligation and required payments, as well as repayment options that may be available. You can also find more information on how to manage your federal student loans at the Department's <https://studentaid.gov/> site which also includes information such as online counseling, estimated repayment amounts, etc.

STUDENT LENDING CODE OF CONDUCT

To comply with the 2008 Higher Education Opportunity Act (HEOA), enacted August 14, 2008, Advanced Career Institute adopts the following Student Loan Code of Conduct to serve as formal guidance in ensuring the integrity of the student aid process and ethical conduct of School employees in regards to student loan practices.

Revenue Sharing

Revenue-sharing arrangements per the 2008 Higher Education Opportunity Act means any arrangement between an institution and lender, in which the lender makes Title IV loans to students or to the families of such students. In such an arrangement, the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, or an office or employee of the institution. Advanced Career Institute and its employees will not enter into any type of revenue-sharing arrangement with any lender.

Gifts

Employees of the Financial Aid Office or any School employees, officers, or agents who have any responsibility for the student loan process are prohibited from soliciting or accepting any gifts from lenders, guarantors, or servicers of educational loans. Per the 2008 HEOA, a gift is any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimums amount. This includes a gift of services, transportation, lodging or meals, purchase of a ticket, payment in advance, or reimbursement after the expense was incurred.

Contracting Arrangements

Employees of the Financial Aid Office (or others as noted above) may not accept from a lender, or affiliate of any lender any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender related to education loans.

Borrower Choice

The Financial Aid Office will not assign a borrower's student loan to a particular lender. The borrower will be responsible for deciding who to borrow his/her loan through after review of lender benefits and services. The School will not refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency. However, the student must realize that not all lenders will work with all schools/borrowers, so if the borrower chooses a lender that will not provide loans for Advanced Career Institute, the borrower must select a new lender.

Opportunity Pool Loan

Advanced Career Institute will not request or accept from any lender any offers for private education loans, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.

Staffing Assistance

Advanced Career Institute will not request or accept from any lender any assistance with Financial Aid Office staffing.

Advisory Board Compensation

Employees of the Financial Aid Office (or others as noted above) who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, are prohibited from receiving anything of value from the lender, guarantor, or group of lenders, except for reimbursement for reasonable expenses incurred by the employee for serving on the advisory board, commission, or group.

VERIFICATION

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

The following are policies and procedures regarding the verification of information provided by applicants for Federal student financial aid under the Title IV Programs:

1. Only those students who are selected for verification by the U.S. Department of Education (ED) or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and an IRS Tax Return Transcript from the prior year.

2. No Federal Pell Grant, or Direct Loan Funds will be disbursed prior to the completion of verification.
3. Students eligible to receive Pell, or Direct Loan will have until 120 days after their last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the institution for payment of all tuition and fees due or risk termination from the institution. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
4. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.
5. The student must resolve inaccurate or conflicting information on any application before the institution may disburse Federal funds. In cases where there is credible information indicating that the student may have engaged in fraud or criminal misconduct in connection with his/her application, the institution will refer the case to Office of Inspector General (OIG). Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
6. The financial aid file must be documented with the date that verification is completed. No Title IV disbursements will be approved for release prior to the date that all Verification procedures have been completed including, if needed, a revised and valid ISIR.

AWARDING OF AID

Pell Grants:

The Pell Grant is a "gift grant" that is the foundation of federal student aid. It does not have to be repaid (unless, for example, you withdraw from school and owe a refund). The Pell Grant is based on need and the cost of education at the school he/she chooses to attend. The most a student can receive in an award year, if eligible, is \$7,395. The amount of Pell you are awarded is impacted by your program and program length.

Direct Subsidized Loan:

The Subsidized Loan program enables students who demonstrate financial need to borrow money at a low interest rate to meet educational expenses. As an undergraduate student, he/she may borrow up to \$3,500 for the first year and \$4,500 for the second year, if eligible. A student cannot borrow more than the cost of attendance at his/her school less any other financial aid he/she may receive. The student must repay the loan. The interest rates on Direct Subsidized Loans are fixed and are calculated each year in accordance with formulas specified in the laws and regulations that set the terms and conditions of Direct Loans. Payments will begin six (6) months after the last date of attendance. The amount of loans you can borrow is impacted by your dependency status, program, and program length etc.

Direct Unsubsidized Loan:

The Unsubsidized Loan for students is an educational loan that must be repaid. Financial need is not a requirement. Independent undergraduates may borrow up to \$6,000 per academic year and dependent students may borrow up to \$2,000 per academic year. The interest rates on Direct Unsubsidized Loans are fixed and are calculated each year in accordance with formulas specified in the laws and regulations that set the terms and conditions of Direct Loans. Students may elect to pay the interest while in school, or students may allow the interest to accrue and be capitalized. Payments will begin six (6) months after last date of attendance. The amount of loans you can borrow is impacted by your dependency status, program, and program length etc.

PLUS Loans:

The Plus Loan is an educational loan that must also be repaid by the parents. Parents of dependent students may borrow up to the total cost of education per academic year for a child enrolled at least half-time. The interest rates on PLUS Loans are fixed and are calculated each year in accordance with formulas specified in the laws and regulations that set the terms and conditions of Direct Loans. The first payment is due 60 days after the final disbursement. If parents are denied a Plus Loan the student may borrow up to \$6,000 in an unsubsidized loan.

VA Benefits:

The student, or at least one of the parents of the student, must be a Veteran of the United States Armed Services. Prospective students must seek additional assistance regarding VA Benefits from the School's Certifying Official.

GENERAL ELIGIBILITY**Pell Grants/Direct Loan:**

- ✓ You are enrolled in the AG Transportation, Advanced Welding Technology or IT Professional Program.
- ✓ You are a U.S. citizen or an eligible non-citizen.
- ✓ You demonstrate that you have need. (Need is the difference between the cost of education and expected family contribution). Need is determined by the information that is supplied on the free application for student aid.
- ✓ You maintain satisfactory progress towards completing your course of studies.
- ✓ You are not in default of a Federal Direct Stafford Loan, or a Plus Loan.
- ✓ You have a High School Diploma or General Education Development (GED) certificate.
- ✓ You do not owe a refund on a Pell Grant or SEOG at any school.
- ✓ You must be enrolled as a regular student working toward a degree or certificate in an eligible program.
- ✓ You have a valid Social Security Number.
- ✓ You sign a statement of updated information.

RIGHTS AND RESPONSIBILITIES

With regard to financial aid, you have the right to know:

- ✓ What financial aid programs are available to you from Federal, State, and other sources, if applicable, and an explanation of all aid sources including what sources must be repaid
- ✓ The procedures for applying for various sources of aid and the deadlines for applying
- ✓ The criteria for awarding aid and how need for aid is determined
- ✓ How much funding you will receive and how much of your costs have been met by this funding
- ✓ How the institution distributes aid among students
- ✓ How and when the institution disbursed aid
- ✓ The conditions for any loans that you are awarded and accept
- ✓ Academic Progress Standards (*Found in the School Catalog*)
- ✓ Refund policies (*Found in the School Catalog*)
- ✓ You may view the contents of our student financial aid file in accordance with the Federal Educational Right to Privacy Act (FERPA)
- ✓ All documents submitted to the Financial Aid Office are confidential

You may view the contents of your student financial aid file in accordance with the Federal Educational Right to Privacy Act. All documents submitted to the Financial Aid Office are confidential.

As a student and recipient of financial aid, your responsibilities are to:

- Review all information about the institution's programs before you enroll
- Complete all applications and forms accurately and timely, ask your Financial Aid Officer questions if necessary
- Know and comply with the rules of any aid that you receive, including provisions of any promissory note that you sign, providing any data requested by the Financial Aid Office to verify application information (see Verification below), and understanding the consequences of defaulting on a loan
- Maintain satisfactory academic progress (SAP)
- Accept responsibility for all agreements that you sign
- Review and comply with all rules and regulations pertaining to financial aid, academic and conduct policies
- Keep your address and contact information current by notifying your Financial Aid Officer or admissions representative

TITLE IV PROCESSING

Pell Award – An eligible student could receive one (1) full PELL Grant per award year if the student has a Student Aid Index of -1500 to 0 SAI.

Pell Disbursement – Once the school receives the student's ISIR, all documentation has been received by the Financial Aid Department and the student has started classes, the school will receive half of the student's Pell Award on the eighth day after enrollment. After the successful completion of the first payment period, the school will receive the other half of the student's Pell Award at the student's midpoint.

Student Loan Disbursement -Loans are disbursed on two (2) separate occasions. The first half of the loan will be disbursed approximately 31 days after the first day of class and the other half at midpoint of the loan period. No Pell or Loan disbursements can be made unless the student is making satisfactory progress in his/her attendance and academic studies.

RETURN TO TITLE IV POLICY

Please refer to the school catalog for more information on this topic and to view the complete R2T4 and withdrawal policy. If a student withdraws from the institution and the student received Title IV Federal Student Aid (FSA) assistance during the period, the institution must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amount disbursed during the term.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds.

If the amount disbursed is greater than the amount earned, unearned funds must be returned. The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

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

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Title IV FSA funds that require refund are credited in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Direct PLUS loans
4. Federal Pell Grants for which a Return is required
5. Federal Supplemental Educational Opportunity Grant
6. Iraq and Afghanistan Service Grant for which a Return is required
7. Other Title IV assistance
8. State Tuition Assistance Grants (if applicable)
9. Private and institutional aid
10. The Student

CREDIT BALANCES

Student aid funds, Federal, State, and other if applicable are generally received by the institution via electronic funds transfer (EFT). Grant and loan funds are posted to the student recipient's tuition and fees account (Student Ledger Card). Grant and loan funds received are first used to pay the student's outstanding tuition, book, and fees charges. If a credit balance is created by the receipt of federal grant and loan funds, the credit balance will be disbursed to the student, or parent if the credit balance is due to Direct Parent PLUS loan funds, within fourteen days of the creation of the credit balance unless the student has authorized the institution to return the credit balance to his/her lender to reduce the student's loan debt.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to meet the minimum qualitative and quantitative Satisfactory Academic Progress (SAP) standards throughout their program. SAP is one of the factors reviewed for FSA funds to be disbursed and for the student to matriculate through the program.

Please consult the School Catalog for more information on this topic.

TEXTBOOK INFORMATION

Textbooks are included in the program's direct costs. Advanced Career Institute includes Textbooks as a convenience for the student and at a cost below competitive market rates. In accordance with federal regulations effective July 1, 2016, a student may request to opt-out of Textbooks and purchase Textbooks elsewhere. The institution does not operate a bookstore where books are sold individually; however, in accordance with the Higher Education Opportunity Act (HEOA) of 2008 and in addition to the Higher Education Act of 1965 (as amended), each postsecondary educational institution must disclose information on the recommended and required textbooks needed to complete each course of study. A paper copy of this information is available upon request from your Admission's Representative.

ACCREDITATIONS AND APPROVALS DOCUMENTATION

A student may receive a copy of the institution's accreditation, licensure, or other approvals by submitting a written request to the institution director. Institution accreditation, approvals, and membership certificates are displayed in the lobby of each campus. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus Director.

Please consult your institution's catalog and/or addenda for more information on this topic.

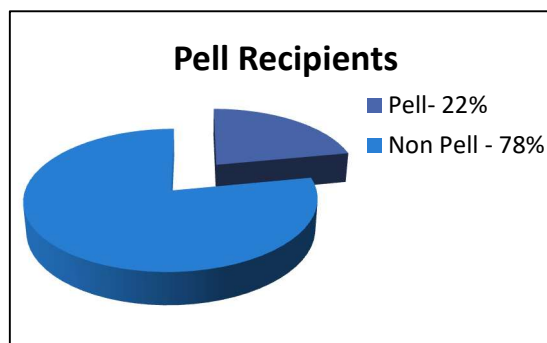
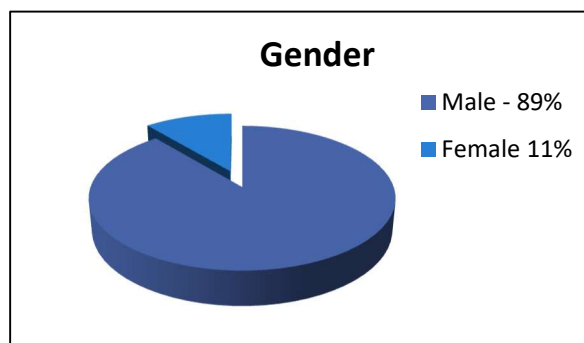
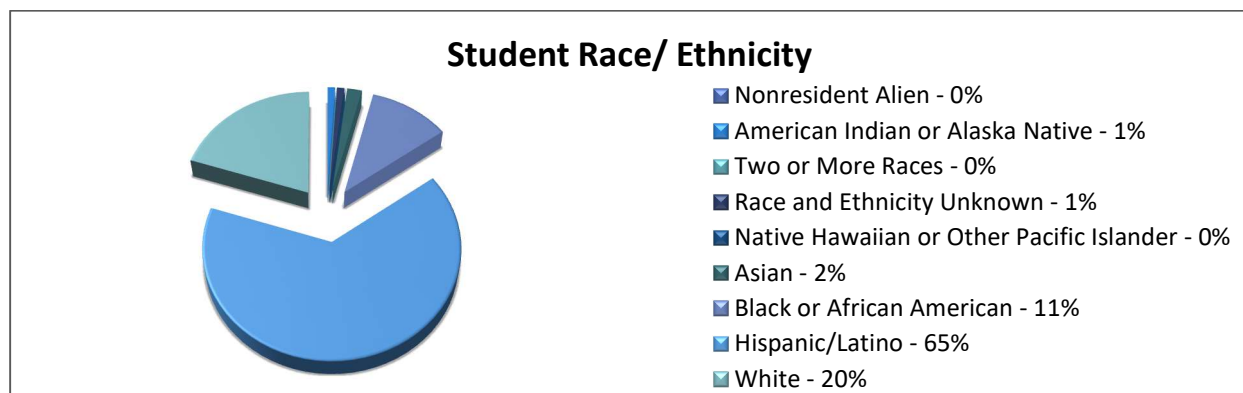
STUDENT BODY DIVERSITY

Under the 2008 Higher Education Act, institutions are required to report graduation rates using the following categories: gender, ethnicity, and financial status.

The information listed below may be found on the College Navigator website at: <http://nces.ed.gov/collegenavigator/> and on the IPEDS website at: <http://nces.ed.gov/ipeds/>. A hard copy is available upon request from the Campus Director.

The following statistics are based on the IPEDS Fall Collection 2023:

Enrollment: 780



PLACEMENT STATISTICS INFORMATION

Although the institution does not advertise its placement statistics, it is required to calculate rates for its accrediting body and for some states. The HEOA states that if you calculate rates for any reason, then you must make available those rates.

The placement statistics will include an explanation of the source of the information, timeframes, and methodology used to compile the rates.

The rates are made available for the purposes of satisfying the HEOA, along with Program Integrity Measures, and are not to be construed as advertising. Placement Statistics are provided to all prospective California students through the School Performance Fact Sheet (SPFS) prior to enrolling. Placement Rates are also found on the institution's consumer information page at <https://advanced.edu/student-disclosures-and-consumer-information/> . The Career Service's Office can also provide information on the types of employment obtained by graduates of the institution's programs.

INFORMATION ON RETENTION RATES

You may find information on retention rates for first-time full-time students on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. Retention Rates are provided to all prospective California students through the School Performance Fact Sheet (SPFS) prior to enrolling.

Students may view the institution's retention rates through the College Navigator website at: <https://nces.ed.gov/collegenavigator/?q=advanced+career+institute&s=all&id=480019#retgrad> . Information as it appears on the college navigator website is based on IPEDS data that are deemed final and closed, based on prior year's statistical submissions.

For a copy of the most up-to-date retention rates as reported to IPEDS, please consult the institution's Education Director, or visit the institution's website.

INFORMATION ON COMPLETION/GRADUATION RATES

You may find information on Completion/Graduation Rates for the institution's students on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. Graduation Rates are provided to all prospective California students through the School Performance Fact Sheet (SPFS) prior to enrolling.

Students may view the institution's Completion/Graduation rates through the College Navigator website at:

<https://nces.ed.gov/collegenavigator/?q=advanced+career+institute&s=all&id=480019#retgrad>. Information as it appears on the college navigator website is based on IPEDS data that are deemed final and closed, based on prior year's statistical submissions.

For a copy of the most up-to-date Completion/Graduation rates as reported to IPEDS, please consult the institution's Education Director, or visit the institution's website.

AVAILABILITY OF GED TESTING

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to <http://www.cde.ca.gov/ta/tg/gd/> and select GED Testing Services or contact your local Board of Education or our Admissions Office.

DRUG/ALCOHOL ABUSE PREVENTION POLICY

A school that participates in the FSA programs must provide information to its students, faculty, and employees to prevent drug and alcohol abuse.

DRUG FREE CAMPUS GUIDELINES

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the school has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of the school's policies regarding substance abuse. Both students and employees should read this carefully.

Policy

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

Standards of Conduct

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking, and alcohol abuse. The school has no tolerance for illegal activity, or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The two charts on the following pages show the Federal penalties.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

HEALTH RISKS

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Alcohol:

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is

likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Marijuana:

Marijuana use can lead to a number of long term and short-term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue

and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates:

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines:

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions, and paranoia.

Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic):

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne, and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes, and deepened voice. In teenagers, growth may be halted prematurely and permanently.

Narcotics:

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps, and nausea when withdrawing from the drug.

TREATMENT

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g., community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

Below are some local substance abuse providers in your area:

WestCare California, Inc.	2772 S M.L.K. Jr Blvd., Fresno, CA 93706 (559) 265-4800	Men and women, 18 years of age and over.
Fresno New Connections, Inc.	4411 N. Cedar Avenue, #108 Fresno, CA 93726 (559) 248-1548	Men and women, 18 years of age and over.
Tulare County Mental Health Alcohol and Drug	942 S. Santa Fe Ave. (West Side of Building) Visalia, CA 93292 (800) 834-7121 (559) 636-4000	Tulare County Residents

Hotline Numbers:

National Drug and Alcohol Treatment referral Services: 1-800-662-4357

1-800-879-2772 Available 24 hours a day
(toll-free) Answered by ADP staff 8:00 a.m. – 4:30 p.m. and by voicemail
after-hours

1-800-662-4357 Available 24 hours a day from telephone numbers within California
(toll-free) Answered by ADP staff 8:00 a.m. – 4:30 p.m. and by the
U.S. Department of Health and Human Services staff after-hours

SCHOOL DISCIPLINARY SANCTIONS:

It is the school policy to discourage all violations of Federal, State, or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students:

Sanctions against students for violations of the standards of conduct (consistent with local, state, and federal law) include but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

Faculty:

Faculty who violate the school's standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

Other Employees:

The school may impose sanctions against any employee who violates Federal, State, or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

Note

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid.

NOTICE OF AVAILABILITY OF THE ANNUAL SECURITY REPORT

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the 2025 Annual Security Report (ASR) is available for viewing at <https://advanced.edu/wp-content/uploads/2025/09/2025-Annual-Security-Report.pdf>

Annually (by **October 1st**), a school must distribute to all enrolled students and current employees its annual security report and fire safety reports.

The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming.

The ASR also contains statistics of Clery Act crimes for Advanced Career Institute for 2022, 2023, and 2024. A paper copy of the ASR is available upon request by contacting the Front Office of each Campus.

TITLE IX PROCEDURES

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., requires schools that receive federal financial assistance to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported. The school is committed to complying with these regulations. The school conducts appropriate training for the designated Title IX Coordinator. This training ensures knowledge of the requirements of Title IX and of the school's own policies and procedures for all aspects concerning Title IX issues. In accordance with Title IX, appropriate training is also conducted for employees and students. Please refer to the Annual Security Report for the complete policy at:

<https://advanced.edu/wp-content/uploads/2024/09/2024-Annual-Security-Report.pdf>

DEFINITIONS OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;

Submission to or rejection of such conduct is used as a basis for an academic decision; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is therefore a form of sex discrimination. It is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- ❖ both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and

- ❖ both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

STATEMENT OF POLICY ON SEX OFFENDER REGISTRATION

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

In the State of California, convicted sex offenders must register with the Sex Offender Tracking Program maintained by the California Department of Justice and is provided for the purposes including the protection of the general public.

The California Department of Justice is responsible for maintaining this registry, located at: <http://www.meganslaw.ca.gov>.

NOTIFICATIONS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (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.) Advanced Career Institutes notifies students annually of their rights under FERPA.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Advanced Career Institute, "School" receives a request for access. A student should submit to the Director of Education 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 official to whom the request should be addressed.
2. 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 the school decides not to amend the record as requested, the school 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.

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

A school may disclose personally identifiable information without student consent to the following parties:

- ❖ School Officials with legitimate educational interest
- ❖ U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- ❖ State and local officials
- ❖ Authorized organizations conducting educational research
- ❖ Accrediting agencies
- ❖ Alleged victim of a crime
- ❖ Parent of a Dependent Student as defined by the IRS
- ❖ Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Written consent must:

- ❖ Specify the records that may be disclosed
 - ❖ State the purpose of the disclosure
 - ❖ Identify the part or class of parties to whom the disclosure may be made
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Advanced Career Institute 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

FERPA AND SUBPOENAS

In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action (unless the court or issuing agency has prohibited such disclosure). Additionally, Advanced Career Institute must comply with FERPA's recordkeeping

requirements under 34 CFR 99.32 when disclosing information pursuant to a standard court order or subpoena.

DIRECTORY INFORMATION PUBLIC NOTICE

As required by §99.37 of the FERPA regulations, the following statement reflects the school's policy:

The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned.

Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request.

The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Advanced Career Institute is notified in writing by the student to permit release of "directory information".

COPYRIGHT POLICY

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 infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for the civil copy right 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 State Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five year and fines 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.

SPECIAL FACILITIES

Advanced Career Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Students with disabilities are responsible for ensuring that Advanced Career Institute is aware of disabilities that require accommodations, adjustments and/or auxiliary aids in connection with the admissions process, the entrance exam and/or their program of study by contacting the Director of Education. The Director of Education, in consultation with the Executive Vice President, will work with the applicant and/or prospective student to identify reasonable accommodations/ adjustments necessary to enable him/her to fully participate in the admissions and educational processes. Questions about this process may be directed to Director of Education at (559) 740-0215.

Applicants should be aware, however, that there are U.S. Department of Transportation physical requirements that must be met for admission. More information can be obtained for the Admissions Department at Advanced Career Institute.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Director of Education within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his/her position.

CONSTITUTION DAY

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. It is observed annually on September 17, the day the U.S. Constitutional Convention signed the Constitution in 1787.

The law establishing the present holiday was created in 2004 with the passage of an amendment by Senator Robert Byrd to the Omnibus spending bill of 2004. Before this law was enacted, the holiday was known as "Citizenship Day". In addition to renaming the holiday "Constitution Day and Citizenship Day," the act mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. In May 2005, the United States Department of Education announced the enactment of this law and that it would apply to any school receiving federal funds of any kind.

When Constitution Day falls on a weekend or another holiday, schools and other institutions observe the holiday on an adjacent weekday. Schools may choose many different formats to fulfill the requirements, including but not limited to, in-class presentation, video presentations, flyers, or use of online resources. For information specific to your institution, please see your Financial Aid Director.

VACCINATION POLICY

Advanced Career Institute does not require vaccination for admission to our programs. Anyone interested in obtaining more information about vaccinations should contact their local public health department or consult with their health care provider.

VOTER REGISTRATION

Advanced Career Institute encourages you to register to vote. Voter registration packets are made available to all students at the time of enrollment. Students are required to “attest” to the fact that voter registration information has been provided to them. Voter registration packets are available to anyone who inquires, through the Financial Aid Office. Student may also register to vote online <https://www.eac.gov/voters/register-and-vote-in-your-state>.

MISREPRESENTATION

Misrepresentation is any false, erroneous, or misleading statement made by the institution directly or indirectly to a student, prospective student, a member of the public, accrediting agency, state agency, or the Department of Education.

Substantial misrepresentation occurs when any misrepresentation on which the person to whom it was made could reasonably be expected to rely or has reasonably relied, to that person’s detriment.

EDUCATION PROGRAMS

The institution will not provide false erroneous or misleading statements concerning:

- Course information
- Validity of accreditation
- Transfer of credits
- Size, location, facilities, or equipment
- Employment objectives
- Nature, age, and availability of training equipment and materials
- Availability, frequency, and appropriateness of courses
- Number, availability, and qualifications of faculty and personnel
- Availability of part-time employment of other forms of financial assistance
- Nature and availability of tutoring services
- Nature and extent of any pre-requisites established for enrollment

FINANCIAL CHARGES

The institution will not provide false, erroneous or misleading statements concerning:

- Scholarships
- Charges associated with education costs
- Employability of Graduates

The institution will not provide false, erroneous or misleading statements concerning:

- Connections to organizations or employment agencies or other agency providing employment services
- Placement Services
- Government job market

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