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### **Consumer Disclosures/Institutional and Financial Information for Students**

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

#### **PROGRAM CAREER/OCCUPATION INFORMATION**

The Department of Education requires Florida Academy to disclose Classification of Instructional Programs (CIP) of each program, as listed below.

Massage Therapy: 51.2399

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.2399>

Innovative Biologically Based Therapies: 51.3799

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87699>

Nail Technician: 12.0410

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87272>

Skin Care: 12.0408

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0408>

Professional Esthetics: 12.0408

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0408>

Diagnostic Priming Specialist: 12.0499

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0499>

Cosmetology: 12.0401

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

HVAC: 15.0501

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=15.0501>

## 2017 TUITION AND FEES

Massage Therapy Tuition:	\$9,050.00
Supply Fee:	\$1,738.00
Application Fee (Non-Refundable):	\$50.00
Innovative Biologically Based Therapies Tuition:	\$12,550.00
Supply Fee:	\$1,738.00
Application Fee (Non-Refundable):	\$50.00
Skin Care Tuition:	\$4,550.00
Supply Fee:	\$600.00
Application Fee (Non-Refundable):	\$50.00
Professional Esthetics Tuition:	\$9,050.00
Supply Fee:	\$1,500.00
Application Fee (Non-Refundable):	\$50.00
Diagnostic Priming Specialist Tuition:	\$12,550.00
Supply Fee:	\$2,545.00
Application Fee (Non-Refundable):	\$50.00
Cosmetology Tuition:	\$13,050.00
Supply Fee:	\$2,045.00
Application Fee (Non-Refundable):	\$50.00
Nail Technician Tuition:	\$2,740.00
Supply Fee:	\$300.00
Application Fee (Non-Refundable):	\$50.00
HVAC Advanced Fundamentals Tuition:	\$14,945.00
Application Fee (Non-Refundable):	\$50.00
HVAC/R 684 Hour Tuition:	\$17,100.00
Supply Fee:	\$1,350.00
Application Fee (Non-Refundable):	\$50.00
HVAC/R 900 Hour Tuition	\$25,575.00
Supply Fee:	\$1,350.00
Application Fee (Non-Refundable):	\$50.00

## **ADMISSIONS**

Florida Academy continually strives to maintain an academic environment that is committed to higher learning and career development. We actively search for students who have sound study habits and a yearning for postsecondary education within a chosen field. Applicants who have attended another postsecondary institution must submit copies of all academic transcripts for consideration of previous credit prior to enrolling.

Florida Academy provides equal admissions opportunity to all applicants. Qualified persons are selected without prejudice or discrimination by reason of race, age, sex, gender, color, religious belief, national or ethnic origin, or disability. Florida Academy follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.

All successful applicants are required to have a personal interview with the Admissions Department. If applicant does not live in Southwest Florida, a telephone interview may be conducted at the discretion of the Admissions office. Applicants are required to be in good health, free of communicable disease and have the ability to fully participate in the discipline they are seeking acceptance without risking injury to themselves or others. All applicants must be 18 years old by the first day of class. Admission to Florida Academy is at the discretion of the President.

Florida Academy believes, based on previous experiences, that a high school diploma or GED certificate indicates a reasonable expectation for academic success. The belief is based on our years of successful completion rates and placement rates. Therefore, all applicants must complete an enrollment agreement and must have proof of either a high school diploma or a General Education Development (GED) certificate. Proof of High School Diploma or GED must be provided to the Registrar's office within 14 days of the student's first day of class. If the student does not provide proof of High School Diploma or GED, the student will be subject to disciplinary action, up to and including dismissal and tuition and fees will be assessed appropriately. If acceptance cannot be determined while the student is on campus, notification will promptly be made by phone, email or mail. If additional information is required for the admission decision, the student will be promptly notified. Florida Academy encourages early enrollment so that students may prepare themselves and arrange their schedule to begin class. Late enrollment requires permission from the Operations Director or President. A background check is required for applicants in the Massage Therapy programs.

The application fee will be payable upon submission of application for enrollment. Florida Academy has an application fee of \$50.00. The application fee will be refunded if the student elects to cancel their application within 3 business days of signing. All refunds will be issued within 30 days.

## FINANCIAL AID

Florida Academy offers US Department of Education Title IV programs for those students who qualify. We participate in Pell Grant and Direct Student Loan programs. Students interested in applying may utilize the services of our Financial Aid Department.

Florida Academy administers the following Title IV programs/funds:

**Federal Pell Grant** - This is gift aid and does not require repayment.

**Subsidized Direct Loan** – This is a LOAN and requires repayment. The U.S. Dept of Education will pay (subsidize) interest that accrues while attending and during the six month grace period.

**Unsubsidized Direct Loan** – This is a LOAN and requires repayment. The student is responsible for paying all interest. You can pay the interest while you're in school or during a period of deferment or forbearance.

**Direct Parent Plus Loan** - This is a credit based LOAN for parents and requires repayment.

The basis for determining eligibility for any Title IV financial aid program is to complete the federal application either on line or by paper copy. ([www.fafsa.gov](http://www.fafsa.gov)) From the initial application, an ISIR/SAR is generated and the expected family contribution (EFC) is calculated. A SAR/ISIR that has an asterisk (\*) next to the EFC has been selected by the Department of Education for verification. The purpose of verification is to ensure that the information used to calculate the EFC is correct.

Students who have been selected for verification will be notified by phone call, letter or email by Florida Academy and will have 14 days from date of notification to provide the required documentation to the Financial Aid Office or make arrangement with Financial Aid to obtain the required documentation. However, if the student has extenuating circumstances that will cause a delay in packaging within 30 days of their start date, a payment plan may be required before the student starts class. Once verification has been completed, the aid office will make necessary changes or corrections as warranted. It is important to realize that anytime changes are made, the Department of Education may select the SAR/ISIR for verification of different items. Once the SAR/ISIR is valid and complete, an award letter will be created and the student will be notified of their eligibility.

- Financial aid will be disbursed on hours 1, 451, 901 for Cosmetology students.
- Financial aid will be disbursed on hours 1 and 301 for Professional Priming students.
- Financial aid will be disbursed on hours 1 and 451 for Advanced Esthetics students.
- Financial aid will be disbursed on hours 1 and 301 for Massage Therapy students.
- Financial aid will be disbursed on hours 1 and 451 for Therapeutic Massage and Allied Modalities students.
- Financial aid will be disbursed on hours 1 and 342 for HVAC/R 684 Hour students.
- Financial aid will be disbursed on hours 1 and 451 for HVAC/R 900 Hour students.

*Financial aid is not offered for HVAC Advanced Fundamentals or Nail Technician.*

Any student borrowing funds for the first time will experience a delay of Direct Loan disbursement for 30 days.

Upon graduating or withdrawing from Florida Academy, a student who has received student loans must complete an exit interview with the financial aid representative. The exit interview must be completed before the student will be considered having met all graduation requirements.

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### **SBN/TEXTBOOK INFORMATION**

The following is a pricing breakdown of textbooks currently being used at Florida Academy.

#### **Massage**

Fundamentals of Therapeutic Massage

ISBN: 9780323353748

Retail: 90.95

Human Body in Health & Disease

ISBN: 9780323402118

Retail: 69.95

The Trail Guide to the Body - Text

ISBN: 9780982663400

Retail: 66.95

The Trail Guide to the Body – Workbook

ISBN: 9780982663417

Retail: 26.95

#### **Skin Care**

Standard Esthetics - Fundamentals Text

ISBN: 9781111306892

Retail: 156.95

Standard Esthetics – Fundamentals – Workbook

ISBN: 9781111306915

Retail: 85.95

Advanced Esthetics – Fundamentals Text

ISBN: 978111139094

Retail: 148.95

#### **Nails**

Standard Nail Technology Text

ISBN: 9781285080475

Retail: 129.95

Standard Nail Technology – Workbook

ISBN: 9781285080512

Retail: 67.95

#### **Cosmetology**

Cosmetology Bundle (Coursemate, Theory Workbook and Practical Workbook)

ISBN: 9781305413955  
Retail: 339.95

Business Fundamentals  
ISBN: 9781285095301  
Retail: 224.95

**HVAC**  
CORE – Hard Cover  
ISBN: 9780136086365  
Retail: 76.00

Core – Soft Cover  
ISBN: 9780136086378  
Retail: 72.00

HVAC Level 1  
ISBN: 9780136144160  
Retail: 89.33

HVAC Level 2  
ISBN: 9780136143857  
Retail: 129.33

HVAC Level 3  
ISBN: 9780136044925  
Retail: 129.33

HVAC Level 4  
ISBN: 9780136044948  
Retail: 129.33

## **ENTRANCE COUNSELING**

Upon creating the estimated award letter from DJA (third party processor for Florida Academy), the prospective student is called, text or emailed to communicate their estimated total award, make decisions on loans, and, if accepting loans, to schedule a loan counseling session with the Florida Academy Financial Aid representative. The prospective student is also required to complete the Department of Education online entrance counseling session and sign a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) prior to any funds being disbursed.

The Title IV Authorization form is completed during the Entrance Counseling meeting. The student has the opportunity to decide how the funds will be applied to his or her account. The financial aid representative **MUST** inform the student that if he or she chooses to allow Florida

Academy to retain any credit balance to apply for academic year two, the resulting interest is retained by Florida Academy.

The Award Letter from DJA provides a breakdown of the aid received. The financial aid representative will explain in detail what each type of aid consists of and how it is determined, disbursed and applied to the student account.

The financial aid representative will also explain, in detail, the ramifications of withdrawing and direct the student to the Florida Academy Consumer Information Guide.

The following information is reviewed during Loan Entrance Counseling:

- Financial Aid Award Letter
- Title IV Authorization Form
- Master Promissory Note

*The Stafford Subsidized and Unsubsidized loans require one master promissory note, electronically signed by the student. The Parent PLUS loan require a separate master promissory note, electronically signed by a parent. You may complete these forms online at [www.studentloans.gov](http://www.studentloans.gov)*

- Completed Online Direct Loan Entrance Counseling

*You must complete online Entrance Loan Counseling Online before Florida Academy may disburse funds to you. Complete the counseling at [www.studentloans.gov](http://www.studentloans.gov).*

- Repayment
- Reporting Status Changes
- Academic Progress
- Leave of Absence or Withdrawl

*If you take a leave-of-absence or withdraw from your classes, a portion of your financial aid may be refunded back to its source (federal and/or private source). Florida Academy's refund and return of title IV funds policies are explained in the Student Catalog.*

- Consumer Information

*Consumer Information Data (i.e. Campus Security Report, placement/graduation/licensure rates, drug and alcohol prevention plan, etc.) can be obtained in hard copy upon request through the Administrative staff, the Financial Aid Office, and the Florida Academy website homepage.*

- Repayment of Student Loans

*Should you fail to make payments on your student loans (default), there may numerous consequences:*

*Damage to credit report*

*Wage garnishment*

*Seizure of federal and state tax refunds*

*Potential for legal action*

*May have difficulty obtaining car loans or mortgage loans*

*The Stafford loans are federally funded, and you do not have the option of filing bankruptcy to discharge the loans.*

- Exit Counseling  
*Brief overview of Exit Counseling requirements prior to graduation*

## **COMPLETION/GRADUATION RATE**

Florida Academy tracks annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. The requirement from our accrediting agency, COE, is 60% Completion, 70% Licensure, and 70% Placement.

For the most recent COE annual report submitted December 2016, Florida Academy achieved the following performance statistics averaged amongst all educational programs:

### **Massage Therapy**

Completion: 79%  
Licensure: 100%  
Placement: 100%

### **Innovative Biologically Based Therapies**

Completion: 81%  
Licensure: 100%  
Placement: 91%

### **Skin Care**

Completion: 100%  
Licensure: 100%  
Placement: 100%

### **Professional Esthetics**

Completion: 83%  
Licensure: 100%  
Placement: 100%

### **Diagnostic Priming Specialist**

Completion: 85%  
Licensure: 100%  
Placement: 100%

### **Cosmetology**

Completion: 85%  
Licensure: 100%  
Placement: 100%

### **Nail Technician**

Completion: 100%  
Licensure: 100%  
Placement: 100%



### **HVAC Advanced Fundamentals**

Completion: 100%

Placement: 72%

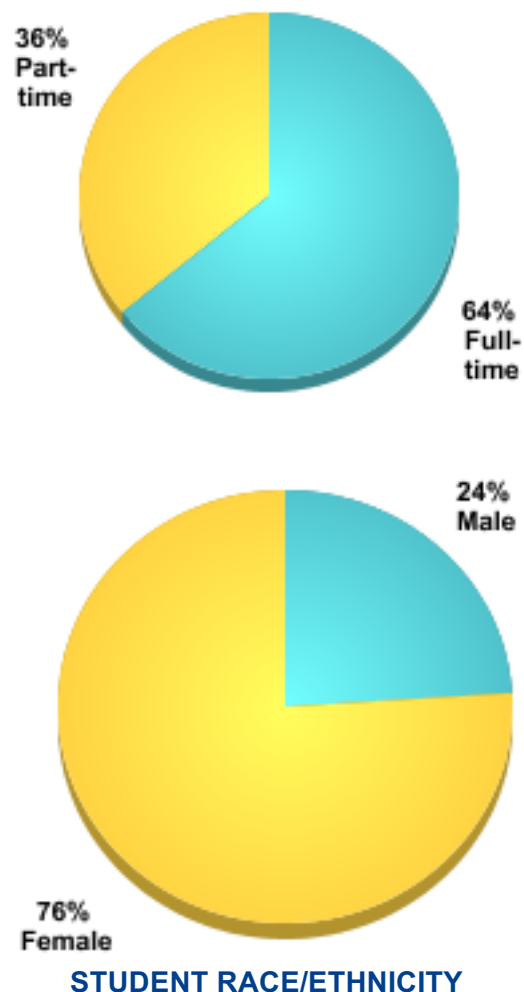
### **HVAC/R Technology**

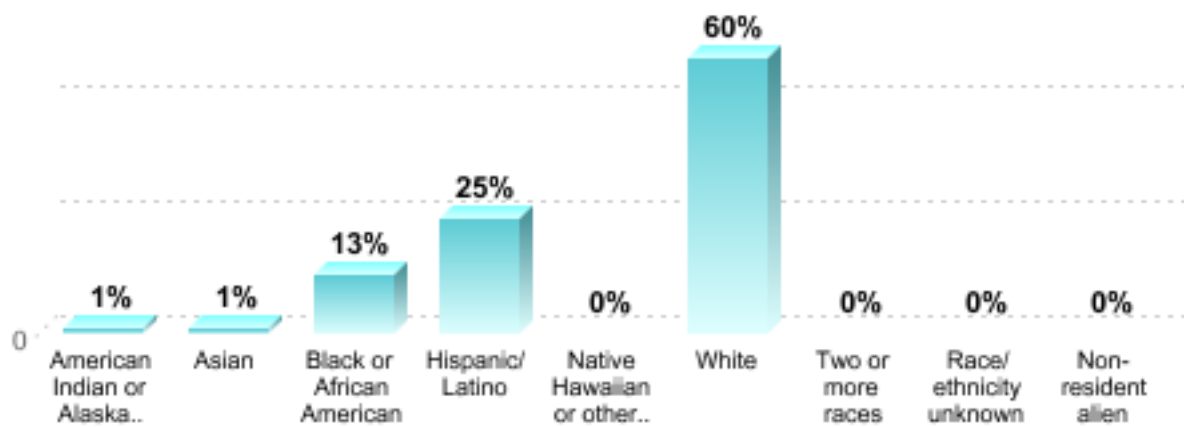
Completion: 70%

Placement: 72%

Each year, Florida Academy compiles the statistics per COE requirements in the COE annual report, and per Department of Education Gainful Employment consumer requirements in October annually. Additionally, on July 1 of every year, the completion, graduation and transfer rates of Florida Academy will be disseminated to the student body and staff as submitted to the Department of Education via the Integrated Postsecondary Education Data System (IPEDS) by the financial aid representative.

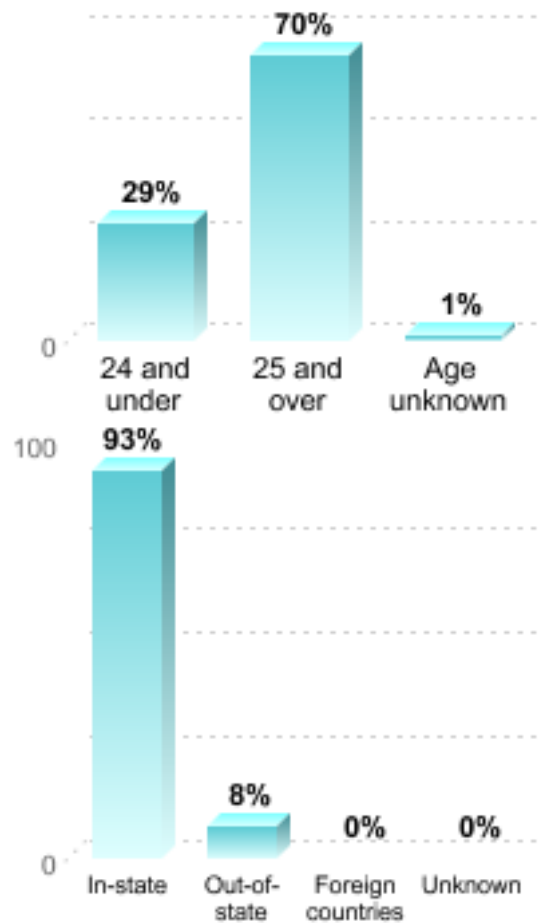
Rates are additionally reported by individual program using the Gainful Employment Disclosures template and posted on [www.florida-academy.edu](http://www.florida-academy.edu) homepage.





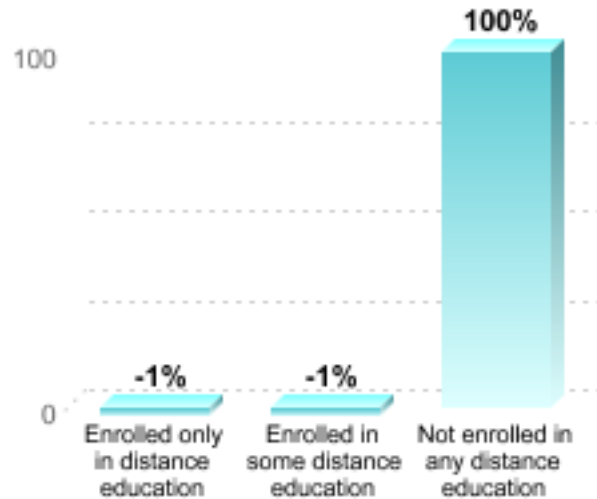
**UNDERGRADUATE STUDENT AGE**  
**UNDERGRADUATE STUDENT RESIDENCE**

100



- Residence data are reported for first-time degree/certificate-seeking undergraduates, Fall 2014.

#### UNDERGRADUATE DISTANCE EDUCATION STATUS



#### HIGH SCHOOL DIPLOMAS

Florida Academy is required to review and evaluate documentation of completion of high school level education for each student. To ensure compliance, a transcript or diploma complete with date of graduation is required as a condition of enrollment. Should the validity of such documentation or institution from which the documentation was obtained from be in question, further documentation may be required for staff to perform a good faith investigation.

#### OUTCOME CALCULATIONS

Florida Academy's accreditor, The Council on Occupational Education, allows the removal from calculations for program completers and job placement students identified by the following descriptions:

"Unable to earn credential" such as:

- Transfer to another program within the institution
- 100% refund or discontinued attendance after the first day
- Pregnancy
- Health related issues (physical/mental/behavioral)
- Caring for ill family members
- Incarceration
- Death
- Secondary students

Graduate completers employed in positions related to the field of instruction are defined as graduates who:

- Are employed in field of instruction pursued
- Have entered the military

- Are continuing their education

## **ABILITY TO BENEFIT STUDENTS**

Florida Academy does not currently accept Ability To Benefit Students (ATB).

## **REFUND/ AMOUNT DUE POLICY**

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct Loans) and with- draw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

The Return of Title IV Funds procedure is as follows:

1. Determine the percentage of the payment period or period of enrollment completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.
  - If this percentage is greater than 60%, 100% is used in Step 3 below.
  - If this percentage is less than or equal to 60%, multiply the percentage of the Title IV aid disbursed plus the title IV aid that could have been disbursed for the payment period or period of enrollment as of the date the student withdrew.
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.
4. Distribute the unearned aid of the payment period back to the Title IV Programs:  
Refunds will be returned in the following order:
  - A. Unsubsidized William Ford Direct Loans
  - B. Subsidized William Ford Direct Loans
  - C. Direct PLUS Loans
  - D. Federal Pell Grant Program
  - E. Other Federal, State, private or institutional assistance
  - F. The Student

*Be advised that this is only the Return to Title IV refund. Once Florida Academy determines the amount of Title IV aid that we may retain, the institution will then calculate the institutional refund policy. It is possible that a student may owe a balance to the school once the Title IV refund policy has been applied.*

## **SATISFACTORY ACADEMIC PROGRESS**

Florida Academy measures satisfactory academic progress by considering student's quantitative (attendance) and qualitative (grades) components. Since the school measures these components in clock hours, the school must measure both components at the mid-point of the program. It is important to realize that all students must complete their training within 150% maximum time frame of the expected time to complete their program of study. To evaluate the quantitative (attendance) element of satisfactory academic progress, students must attend a minimum of 67% for each term. The 67% only serves as a quantitative minimum standard to evaluate if a student is progressing in their program toward meeting the maximum timeframe.

Example: 600 clock hour programs must be completed in no more than 900 clock hours; 900 clock hour programs must be completed in no more than 1250 clock hours.

The quantitative and qualitative standards used to judge satisfactory academic progress includes all periods of a student's enrollment. However, Florida Academy has a policy for a student who changes program of study. It does not include in the calculation of a student's academic standing the hours and grades that do not count toward the student's new program of study. Similarly, Florida Academy counts those transfer credits that apply toward the student's program of study.

Students enrolled in massage therapy, at a minimum, must maintain a 70% average at the end of each term. Skin care (Esthetics) and Cosmetology programs require a minimum of 75% to be eligible for registration in the State of Florida. Student enrolled in HVAC programs are required to achieve a 70% to pass the program. Any student not meeting satisfactory progress at the end of a term either in attendance or grades will be placed on probation or be dismissed from Florida Academy. Any student placed on academic warning is eligible to receive Title IV financial aid during the subsequent term. A student on probation is ineligible for any Title IV aid for the subsequent term, and until the student is determined to be making satisfactory academic progress. However, any student determined not to be meeting SAP requirements based on the quantitative or qualitative components and placed on probation may appeal the decision based on mitigating circumstances within 5 business days of the date of the notification letter informing the student of the FA probation or probation status. If the appeal is successful, the student may receive Title IV aid during the probationary term. Should the student fail to meet SAP in any of the components at the end of the probationary period, the student will be dismissed from school and unable to re-apply for admission for a minimum of one term. Such a student will not be eligible to receive Title IV financial aid until all hours from previous terms are completed satisfactorily at the student's expense. Florida Academy permits appeals of adverse academic progress determinations only for mitigating circumstances.

Appeals must be submitted in writing within 5 days to the Operations Director or School President and must include documentation to substantiate the mitigating circumstances. Common mitigating circumstances are sickness of student or dependent, death in family, loss of home but are not limited to these circumstances. In some circumstances, students deemed not making satisfactory progress may attend class during the next term on a conditional basis so they will not get behind in their studies. Students will receive notification of their appeals within 5 days of submission to the school.

Appeals will be considered by a committee determined by management of Florida Academy. Students may request to appear before the SAP Committee.

Withdrawals or incompletes have no effect on satisfactory progress. A withdrawn student may apply to re-enter Florida Academy. If the application to re-enter their program of study is successful, the student may re-enter at the point they withdrew, if they choose. Students do not receive incompletes since they must pass to exit. Florida Academy does not offer remedial coursework. In some cases it is determined by the school that students will benefit from course repetitions. In such cases, the course repetition does not affect the student's academic progress and the student is not required to pay for their repeat.

## **CONSTITUTION DAY OBSERVANCE**

Florida Academy will observe Constitution Day on or near September 17th of each year (unless the 17th falls on a Sunday or holiday, in which case the event shall be held during the preceding or following week). Activities that celebrate or educate students, staff and guests on the Constitution will be arranged. This observation will commemorate the signing of the Constitution on September 17, 1787.

## **DRUG AND ALCOHOL TREATMENT FACILITIES:**

Florida Academy students are given the following community resources upon request:

Eating Disorders - 800-931-2237 - <https://www.nationaleatingdisorders.org/>  
Alcoholics Anonymous Lee County - 239-275-5111 - <http://www.leecountyaa.org>  
Domestic Violence - 239-939-3112 - <http://www.actabuse.com>  
Childrens Advocacy Center - 239-939-2808 - <http://www.cac-swfl.org>  
SW Florida Crime Stoppers - 1-800-780-TIPS - <http://southwestfloridacrimestoppers.com>  
Depression Bipolar Support Alliance - 239-738-8030 -  
<http://www.swflresourcelink.com/provider/depression-bipolar-support-alliance-fort-myers>  
CARES Suicide Prevention - (239) 425-3468 - <http://www.caresprevention.org>  
Apply for Food Stamps: <http://www.myflfamilies.com/service-programs/access-florida-food-medical-assistance-cash>  
Gamblers Anonymous - 888-424-3577 - <http://www.gamblersanonymous.org/mtgdirTOP.html>  
Marijuana Anonymous - 800-766-6779 [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)  
Lee Health (Behavioral (Mental) Health) - 239-481-4111 - <http://www.leehealth.org/behavioral-health/index.asp>  
Narcotics Anonymous - 866-389-134- <http://www.nagulfcoastfla.org>  
Abuse Counseling and Treatment - (239) 939-2553 - <http://www.actabuse.com>

## **FLORIDA ACADEMY FERPA POLICY**

In compliance with the Family Educational Rights and Privacy Act of 1974, Florida Academy gives notice that the following types of information will be released to the general public and agencies without the written consent of the student:

1. Student name

2. Dates of attendance
3. Major fields of study, awards and diploma or certificate received
4. Most recent previous institution attended
5. Company where student is placed in employment

Students currently enrolled may request that all or part of the above information be withheld from the public by filing a written request with the Operations Director. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, school officials with legitimate educational interest, financial aid to a student, and accrediting organizations. Students have a right to inspect, review, and request copies of and challenge the contents of their educational records by making a written request to the Chief Academy Officer. However, no student file may leave the school building nor are documents to be taken from the file.

Florida Academy permits a student to examine such requested records within 30 days of receipt of a written request. Students have the right to request that the school correct records which they believe to be inaccurate or misleading. If Florida Academy does not agree with the student and decides not to amend the record, then the student has a right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to put a written statement with the record setting forth their view about the contested information.

Unless otherwise noted, students grant Florida Academy the right to use their names, pictures, and placement information in advertising/marketing materials and on the school's web site.

## **PRIVACY ACT RELEASE FORM:**

### **Records and the Family Educational Rights and Privacy Act of 1974**

In compliance with the Family Educational Rights and Privacy Act of 1974, Florida Academy gives notice that the following types of information may be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major fields of study, awards and diploma or certificate received
- Most recent previous institution attended
- Company name where student is placed in employment

Students currently enrolled may request that all or part of the above information be withheld from the public by filing a written request with the Director of Education. Such a request will remain in effect during the enrollment period unless the student request its removal in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, school officials with legitimate educational interest, other schools to which a student is transferring, appropriate parties in connection with financial aid to a student accrediting

organizations. Students have a right to inspect, review, and request copies of and challenge the contents of their educational records by making a written request to the Director of Education. However, no student file may leave the school building nor are documents to be taken from the file.

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PROCEDURE FOR CONFIDENTIALITY OF STUDENT RECORDS**

Student academic records are the responsibility of the Operations Director and are confidential. They are maintained in a locked file room, in locked files at the administrative office of Florida Academy. Access to these records is limited to the Operations Director, Graduate Placement Director, Records Manager, Chief Academic Officer or President of Florida Academy or any agent acting on their behalf.

Florida Academy is protected by a Security System that monitors for unlawful entering, inside motion when alarm is set. Further, the building has an alarm system that goes directly to the local fire department and is equipped with a sprinkler system in case of fire. The school is located in a business district and is not included in any flood plan for the area.

Florida Academy has a networked database for administrative record keeping such as student personal information, daily attendance, grades, honors, credential received and date of awarding, etc. The school's server backs up electronic data. Currently student ledgers are maintained by electronic means using Diamond educational database system and accounting of funds is also maintained and reconciled by a corporate bookkeeper.

### **INCENTIVE COMPENSATION**

All employees of Florida Academy are paid on an hourly or salary basis, according to state labor laws, and are not rewarded financially or otherwise based on the number of students who enroll in any Florida Academy program. This would include bonus pay, issuance of gift cards or product, time off with pay above individually earned PTO, or anything of monetary value.

### **CAMPUS SECURITY**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and then amended in 1992, 1998, 2000 and 2008.



To comply with these regulations, we are providing the information as follows:

- Annual Security Report compiled from Fort Myers Police Department
- Disclosure of Florida Academy's Security Policy
- Guidance on prompt crime reporting

This information is available:

- Electronically on Florida Academy website
- In paper form available upon request to Financial Aid, Student Services or Admissions Offices

Florida Academy is aware of the growing trend in incidents of domestic violence, dating violence, and stalking behavior. Please note that if you feel you are a victim of or are aware of any of the above type of behavior, please report and identify any incident immediately to Florida Academy President or Operations Director.

### **SECURITY POLICY**

Florida Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Students, parents, and staff may access this report in full by contacting the Fort Myers Police Department. A complete copy of this report is also available in the Financial Aid, Student Services and Admissions Offices of Florida Academy.

Campus crime, arrest and referral statistics include those reported to the Fort Myers Police Department, and the Florida Academy designated campus officials.

Please note that Florida Academy has only one campus, located at 4387 Colonial Blvd. Fort Myers, FL 33966, with no campus housing nor satellite locations. Florida Academy does not have a campus police staff, nor do the campus security officials have any arresting authority. Local law enforcement has the arresting authority on Florida Academy Campus. Upon written request, Florida Academy will disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary hearing conducted by Florida Academy against a student who is the alleged perpetrator of such crime or offense.

Each year, by October 1, Florida Academy will compile a crime statistics report from the incident and crime reports given to the campus security authorities. The crime statistics will be sent to the Department of Education each year upon receipt of the letter requesting the crime reports. This information will be uploaded via <http://surveys.ope.ed.gov/security> by the Financial Aid Administrator. Crime statistics from the area surrounding Florida Academy will also be requested from the Fort Myers Police Department and will be disclosed in the annual crime report.

Florida Academy did not have any crimes committed on campus during the 2016 calendar year.

### **TO REPORT A CRIME**

The campus security authority for Florida Academy is Sharon Houseman, Operations Director. Contact the campus security authority immediately of a crime calling 239-489-2282. If unavailable by phone, please email [sharon@florida-academy.edu](mailto:sharon@florida-academy.edu) (only in non-emergency situations). The campus security authority does not have arresting authority.

For emergencies, dial 9-1-1.

Every crime that is reported to the campus security authorities will be investigated. Please note that due to the public nature of police reports, Florida Academy cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the President.

Students, Educators, administrative staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above named campus security staff. New students and staff are informed of such procedures and crime prevention and safety tips during regular Orientations. For matters of emergency, dial 9-1-1.

This publication contains information about on-campus and off campus resources. Information is made available to provide Florida Academy students, educators and staff members specific information about local resources available should they become victim of a crime. The information about local resources should be viewed as helpful information and does not infer that those resources are “reporting entities” for Florida Academy.

## **TIMELY WARNING**

Crimes should be reported to the Florida Academy campus security authority immediately to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. The reporting of a crime that the school considers an ongoing “threat to students and employees” will result in a Timely Warning Alarm.

The Timely Warning Alarm differs from the notification of a ‘emergency situation’, as the catalyst differs from crime, such as violent crime against a person or a substantial crime against property, rather than an immediate threat to health/safety of students and employees such as a weather emergency or power failure. In the case of a timely warning alarm during normal business hours, a verbal announcement will be made by a Florida Academy management team member or educator. Instructions will be made on a situational basis. Should a timely warning alarm be made after business hours, an email blast will be made, as well as posting to the Florida Academy Facebook, with instructions as to how to proceed. Please see Emergency Procedures.

## **EMERGENCY PROCEDURES**

In the event of emergency, fire, evacuation, or inclement weather, students and employees are alerted by: Verbal announcement from Florida Academy Administration and/or Educator.

Additionally, students are welcome to check the official Facebook page for information and updates

- In the event of fire or other emergency requiring evacuation of the facility, ALL students and employees shall evacuate immediately by direction of administrative staff.
- In the event of an emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Extinguishers are located in the front lobby and at all exit doors in all suites inhabited.
- In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate: President and Operations Director

- After an emergency evacuation, students & employees are to gather in the following location: Preferred Community Bank in the plaza. Educators must take attendance roll call.
- After an emergency evacuation, the procedure for accounting for all students & employees is: All employees check-in with their direct supervisor, all students check-in with the educator they were assigned to when they evacuated the building.
- In the event of an emergency (medical, fire or other), please call 9-1-1
- First Aid Kits are available in each classroom, inventory of contents are checked on a monthly basis by the Campus Safety Director and are replenished as needed. If you have hurt yourself or witnessed an accident, please immediately notify a staff member.

### **LOCK-DOWN PROCEDURES**

- In the event of a “Lock-down” (inclement weather, dangerous situation), you will be notified by the administrative team we are in “lock down mode.”
- All students and educators in classrooms should remain there and close all doors. Educators should perform roll call to account for all present students.
- All students and educators in clinic should remain there with your guests and not leave. Educators should perform roll call.
- All entrances/exits to the school will be locked by the President, Operations Director or member of the administrative team until it is safe.
- When all is safe, the leadership team will perform a “walk-through” to notify all students, staff, and guests that the threat is gone. All doors shall then remain unlocked.

### **FIRE SAFETY REPORT**

Since opening in September 1990, Florida Academy has zero fire-related incidents causing injury to person or property. Please refer to Emergency Evacuation procedures for Fire Evacuation plan.

### **Safety & Security Measures**

1. Fire alarms & drills – Practice drills are held periodically throughout the year to practice proper evacuation procedures & where to gather outside in the case of emergency, scheduled & led by Operations Director.
2. Florida Academy is protected by a Security System that monitors for unlawful entering, inside motion when alarm is set. Further, the building has an alarm system that goes directly to the local fire department and is equipped with a sprinkler system in case of fire. The school is located in a business district and is not included in any flood plan for the area. There are fire extinguishers located in every classroom and near exit doors.
3. Implemented a school-wide policy: All students must leave the building with a “buddy” and/or educator after hours. This is communicated in orientation procedures.
4. Accident/Incident – any accident occurring on campus must be reported immediately to a staff member and documented with a complete Accident/Incident report. The report must be completed by a staff member and signed by all parties involved (students, staff, guest). The completed report may be photocopied and given to a guest if requested; the original should be filed with the Operations Director. Any incident needing further investigation beyond a

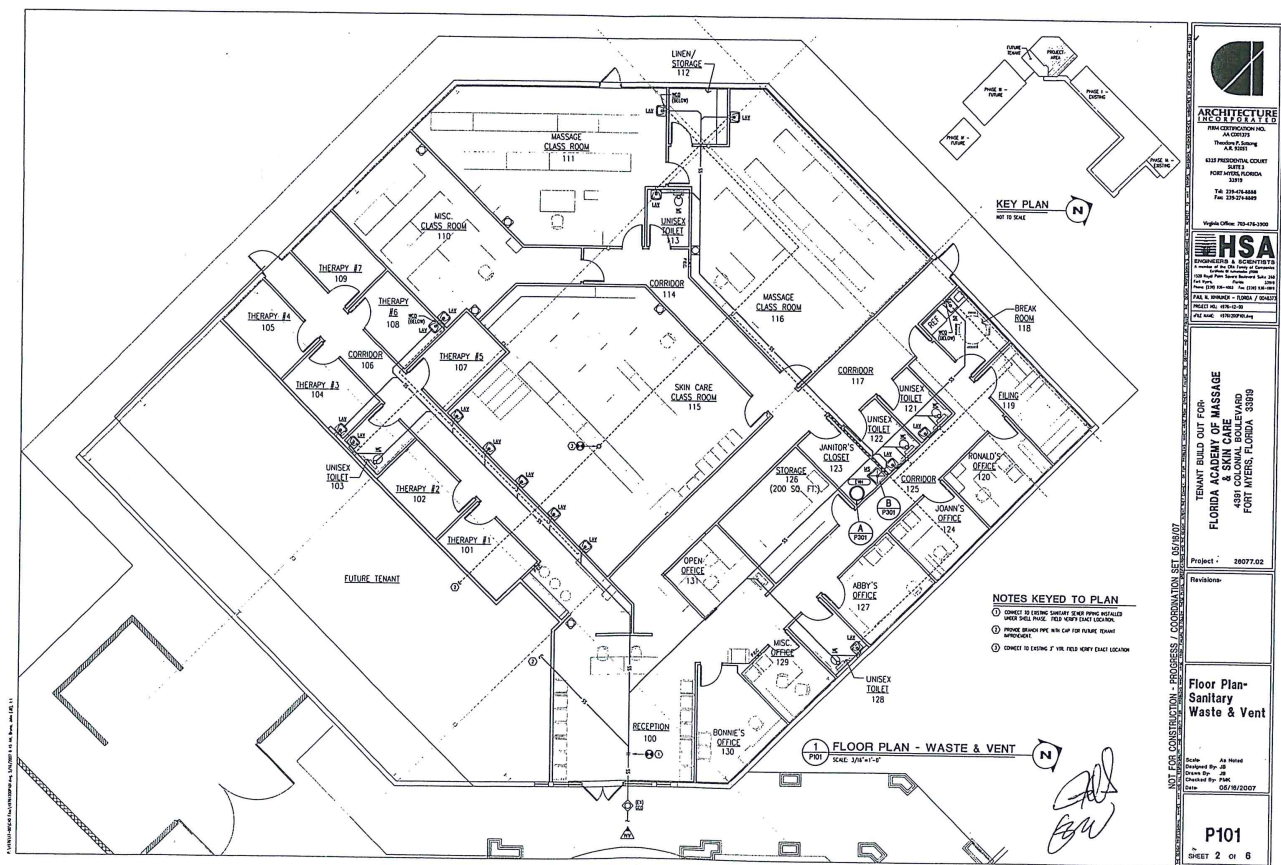
common “accident” shall be presented immediately to the President for review. Any incident of safety or crime should be reported to the President or Operations Director immediately.

## **ACCESS POLICY**

During normal business hours, Florida Academy is open to all students, employees, approved contractors, clients, guests and invitees. During non-business hours, access to Florida Academy is by key and security code via select staff members and contracted cleaning crew only. In periods of extended closing, access to Florida Academy will be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

## **FLORIDA ACADEMY ANTI-HARASSMENT AND DISCRIMINATION POLICY**

Florida Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. Students and employees are required to take our mandatory



**Sexual Harassment and Prevention Training.** This training will occur during New Hire Orientation or New Student Orientation. The Academy policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the academy has jurisdiction over Title IX complaints.

Florida Academy's anti-harassment policy applies to all persons involved in the operation of the academy, and prohibits unlawful harassment by any employee of the academy, students, customers, vendors or anyone who does business with the academy. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Florida Academy does business engages in unlawful harassment or discrimination, Florida Academy will take appropriate corrective action.

This policy shall be disseminated to the school community through publications, the Florida Academy website, new employee orientations, student orientations, and other appropriate channels of communication. The academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## **DEFINITIONS**

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

## **PROHIBITED CONDUCT**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or it creates a hostile or offensive work environment,

which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

## **COMPLAINT PROCEDURE**

Notify your Operations Director as soon as possible after the incident.

Sharon Houseman

4387 Colonial Blvd.

Fort Myers, FL 33966

239-489-2282 X 113

[sharon@florida-academy.edu](mailto:sharon@florida-academy.edu)

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Florida Academy is exempt from the prohibitions in this policy.

Supervisors will refer all harassment complaints to the Operations Director for student-related complaints and complaints involving an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Please contact the Operations Director for an Incident Report. The Operations Director can assist you in completion of this report if necessary.

Florida Academy ensures that the employee designated to serve as Operations Director has adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Florida Academy's complaint procedures operate.

## **INVESTIGATION OF COMPLAINTS**

In response to all complaints, Florida Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Florida Academy shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student/staff member does not give consent for an investigation, Florida Academy will weigh the student/staff member's request for confidentiality against the impact on the academy safety to determine

whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning Florida Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the academy will provide interim measures, as necessary, to protect the safety and wellbeing of employees involved.

If Florida Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Florida Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee or student determined by the academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the academy’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the school’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **RETALIATION PROHIBITED**

Florida Academy will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Operations Director.

## **REPORTING REQUIREMENTS**

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Florida Academy will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Florida Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## **ADDITIONAL INFORMATION**

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve



as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

## **GRIEVANCE POLICY AND PROCEDURE**

Florida Academy offers a learning and working environment that is professional, safe and supportive of both students and staff in their respective endeavors. To help preserve this atmosphere, there is a specific, well-defined and effective process in place for handling and resolving complaints.

If a student has an academically related grievance regarding a faculty member, the student should speak with the faculty member regarding the issue. If that step does not resolve the issue, the student is to see the Operations Director to discuss the grievance or file a formal complaint. If the complaint is regarding the Operations Director and the student is unable to resolve the concern, the student is to bring the concern to the President.

If a student has a concern or grievance regarding anything other than academic, the issue should be addressed first with the Operations Director, and if unresolved, with the President. A formal complaint/grievance must be put in writing to assure that the school official fully understands the complaint in its entirety. A response will be due to the student within 10 business days. If the student believes help is needed in writing the complaint, the school official will help the student draft the complaint.

If a grievance is not settled to the student's satisfaction, as a final resort, the student may contact the following school governing bodies: The Florida Department of Health – Board of Massage Therapy (850-488- 0595) for massage students, The Division of Professions – Board of Cosmetology (850-847-1395) for cosmetology, skin care and nail tech students.

To file a complaint with the Commission for Independent Education you should write a formal complaint including the following information:

1. The nature of the complaint.
2. The date(s) of the occurrence of the problem(s).
3. The name(s) of the individual(s) involved in the problem(s), not hearsay.
4. Evidence that the Institution's complaint procedure was followed prior to contacting CIE and the complaint should be signed and return address and telephone number provided. The address for CIE is:

325 W. Gaines St., Suite 1414  
Tallahassee, Florida 32399-0400  
Phone: 850-245-3200

5. Evidence that the Institution's complaint procedure was followed prior to contacting COE and the complaint should be signed and return address and telephone number provided. The address for COE is:

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Phone: 770-396-3898

## **REGISTERED SEX OFFENDERS**

Florida requires offenders to register with their local Sheriff's Department. Information can be found on the website <http://offender.fdle.state.fl.us/offender/>. Various free of charge search results can be obtained using information such as violator last name, the zip code for area of interest and a specific address with results for the surrounding 3 square miles. A downloadable listing of sex offender information can be obtained for a fee.

## **HATE CRIMES**

Florida Academy does not condone violence or hate crimes of any kind. Florida Academy strives to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

## **SECURITY TIPS**

### *PERSONAL SAFETY – PROTECT YOURSELF*

Prevention is the best protection against crime

- Don't dismiss suspicious people or situations
- Don't put yourself in harm's way; avoid dangerous situations
- Lock your car doors
- Use common sense
- Don't walk alone at night; stay in well lit areas
- Park your vehicle in well lit areas and lock doors
- Keep valuables out of sight; don't tempt a thief
- Don't give out your keys as they can be copied
- Report all crimes and suspicious acts

### *THINGS TO DO TO REDUCE YOUR RISK*

- Lock doors
- Avoid out of the way places
- Vary your routine
- Learn about people before becoming friendly
- Watch alcohol intake
- Leave lights on in rooms
- Have your own transportation or use public transportation

### *AUTO THEFT PREVENTION – SECURING YOUR VEHICLE*

- Always lock your car, even if leaving it for a short time
- Do not leave keys hidden inside or outside vehicle – Keep on your person
- All windows should be rolled up completely
- Park as close to the destination building as possible
- Park in an well lit, attended parking garage whenever possible
- When parking in a public lot, never tell anyone how long you will be (including the attendant).  
If a key must be left with attendant, only leave ignition key
- Don't leave valuables visible in car – lock in trunk if you must transport
- Don't leave credit cards, checkbooks or legal papers pertaining to the vehicle in the car
- Do not attach address information to your key ring. If lost or stolen, it could lead thieves directly to your home

## **COPYRIGHT INFRINGEMENT**

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.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials
- Institutions publicize alternatives to illegal file sharing

## **PREVENTION OF UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL**

Florida Academy currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students’ ability to access unsafe and non educational sites from the student computer networks. Florida Academy responds to legitimate notices or letters of illegal copyright infringement and directs both our Information Technology vendor and Compliance staff to investigate and respond.

## **SANCTIONS**

Florida Academy will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Florida Academy network access, and possible suspension. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **ANNUAL DISCLOSURE**

Florida Academy’s Copyright Infringement policy is distributed to each student upon enrollment, included in the Student Catalog. This information is also accessible on the Florida Academy website under Consumer Information.

## **MAINTENANCE OF PLAN**

Florida Academy will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

## **DISCLOSURE OF DISABILITIES**

Florida Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the Operations Director. Florida Academy is committed to providing accommodations for enrolled Students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

It is the responsibility of the Student to seek available assistance at Florida Academy and to request reasonable accommodations. Students must provide documentation of a disability from an appropriate medical or educational specialist that describes the disability and functional limitations. Documentation should not be older than two years. Students must also provide documentation on how the disability affects how they function in a learning environment.

After Students submit the required documentation, Florida Academy's administration and/or Education staff will meet with the Student to discuss reasonable accommodations that are available to the Student. Requested accommodations which compromise the essential elements of the course of study may not be reasonable. Prospective Students are encouraged to seek assistance prior to the start of their course of study. Prospective Students who fail to seek reasonable accommodations at the beginning of their course of study may find that the scope of available accommodations has diminished.

## **HANDICAPPED ACCESS**

Florida Academy is readily accessible for handicapped individuals with handicapped restroom facilities. While the facility is handicap accessible, and the academy adheres to the American with Disabilities Act, some of the Student Salon or Student Spa services may require stairs, or the ability to climb on top of a spa or massage table in order to receive or give that service. Also, our programs require manual dexterity and may not be suitable for all individuals. Florida Academy will not exclude any handicapped person from enrolling in our programs.