



CONSUMER DISCLOSURES

The Higher Education Opportunity Act of 2008 requires that colleges and universities make available to current and prospective students important information concerning each institution's academic programs, retention rates, graduation rates, crime reports, financial aid procedures and much more in an effort to ensure fairness and transparency for all higher education consumers. Florida Academy's required disclosures may be accessed at <https://florida-academy.edu/admissions/consumer-disclosures/> . Paper copies of disclosures are available upon request.

DISCLOSURE OF PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Florida Academy's programs leading to licensure or certification meet the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

PROGRAM OUTCOMES

Florida Academy tracks annual performance with respect to student completion rate, graduate employment rate, and graduate licensure rate (as applicable),

From the most recent annual report as submitted to the Council for Occupational Education for the period **July 1, 2019 through June 30, 2020**, Florida Academy achieved the following program outcomes:

Program	Completion Rate	Employment Rate	Licensure Rate
Comprehensive Medical Assisting	N/A	N/A	N/A
Cosmetology	69.00%	47.00%	76.00%
Cosmetology Make-Up Specialist	N/A	N/A	N/A
Diagnostic Imaging Specialist	65.00%	73.00%	N/A
HVAC/R Technology	71.00%	71.00%	N/A
Massage Therapy	72.00%	81.00%	88.00%
Nail Technology	81.00%	76.00%	N/A
Professional Esthetics	79.00%	78.00%	N/A
Skin Care	96.00%	72.00%	N/A
Restricted Barbering	N/A	N/A	N/A
N/A is listed for programs that did not have any program outcomes for the reporting cohort or in which the data does not apply to the program.			

I have reviewed the information above and understand the above information.

Printed Name

Signature

Date



Annual Security Report

2020

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Emergency Notifications and Timely Warnings

Federal Law requires us to notify all students of Florida Academy's plans regarding emergency notifications and/or timely warnings and scenarios in which they are applicable. In general, emergency notifications are topic specific and your knowledge of emergency notifications requires you to read this report in its entirety. All emergency notifications for significant emergencies and dangerous situations and their responses are initiated by the President or Education Director. Topic specific protocol should be followed depending on the emergency situation.

As soon as Florida Academy has determined a specific emergency or dangerous situation exists, we will consider the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason an immediate notification of a significant emergency or dangerous situation would not be immediately issued would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

Please note that this institution conducts drills and tests for possible significant emergencies and/or dangerous situations. Your cooperation is expected during all drills and tests and proper protocol is listed in this document.

Florida Academy provides various programs and policies designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others.

Individuals Responsible for Implementation of Emergency Notifications and Timely Warnings

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Title IX Coordinator

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Campus Security Policies and Considerations

Reporting Criminal Actions or Emergencies on Campus

It is the policy of Florida Academy that any criminal action or emergency is to be reported to the President or Education Director along with the completion of an Incident Report Form. If this is an active incident, it must be reported to the President or Education Director prior to completing the Incident Report Form. Incident Report Forms can be acquired from the Education Director or President. Once an incident is reported, either verbally or via Incident Report Form, an immediate investigation is launched to determine if the situation requires response from law

enforcement or if it is to be reported under the Clery Act with an emergency notification or timely warning to be issued. If an emergency notification or timely warning is to be issued, it will be issued directly from the President or Education Director. Timely warnings or emergency notifications are disseminated via telephone to the front desk and into each individual classroom. Notifications to students not yet on campus will be made via email or by phone.

Annual Disclosure of Crime Statistics

Florida Academy is required by Federal Law to gather and report all Clery Act crime statistics for the campus, regardless of whether it initiated a timely warning or emergency notification. A copy of the annual crime statistics is available to you at any time by asking the Education Director and a copy is attached to the end of this document.

Reporting Crimes on a Voluntary, Confidential Basis

To encourage accurate reporting of crime statistics, Florida Academy encourages any student, faculty member, or employee to report crimes on a voluntary, confidential basis. If this situation applies to you, please contact the President or the Education Director.

Security of and Access to Campus Facilities

Florida Academy takes a multi-facet approach to the security of and access to all campus facilities. The facility is equipped with a security system that notifies local law enforcement or emergency services, if needed. It serves as not only an intruder alarm, but also as a fire and security system. All classrooms are equipped with telephones that can dial in-house extensions, as well as outside the facility if an emergency 911 call needs to be placed. All students are dressed in scrubs or uniforms so that campus officials can differentiate between students and the general public. All guests utilizing services rendered by students or professional staff are to be escorted by a student, faculty or staff member. Members of the general public are not permitted to be unescorted while on campus.

Security Considerations used in the Maintenance of Facilities

The facility is compliant with all required fire extinguishers, emergency and egress lighting and yearly annual fire inspection. Each morning the security of the facility is checked by our Business Office Manager. This check includes making certain all hallways are well lit and that emergency and egress lighting is working.

Current Policies Concerning Campus Law Enforcement

Florida Academy does not have its own law enforcement division but utilizes the services of the Lee County Sheriff's Department in case of any criminal action or emergency. The contact number for the Lee County Sheriff's Office is (239) 477-1000

Accurate and Prompt Reporting of Crimes

It is the policy of Florida Academy that all crimes be reported to responsible campus individuals or local law enforcement in an accurate and timely manner. When the victim of a crime elects not to file an incident report, or is unable to make such a report, those with knowledge of the incident are encouraged to file the report. This policy is meant to encourage members of the campus community to report crimes of which they are aware.

Procedures Encouraging Outside Counseling

It is the procedure of Florida Academy to counsel individuals at risk and other members of the campus community needing individual help. When counseling efforts at the campus level are

not sufficient, Florida Academy refers those needing additional counseling to outside professionals in the area that specialize in individual counseling. All efforts are given to make certain that the student receives the help that they are seeking. For assistance, please contact the Education Director or President at your earliest convenience.

Looking Out for One Another

In orientation, all students learn about our safety protocols and are given the opportunity to ask questions. All classrooms are equipped with evacuation routes designating the safest and most effective route to take in case an emergency arises. Overall, students are encouraged to look out for one another and to use the buddy system in parking lots and during downtime on campus. If you feel you need a refresher on any of these topics, please contact the Education Director or President at your convenience.

Campus Security Procedures and Practices

This section lists all written campus security procedures and practices for Florida Academy:

General 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.
- In the event of fire or other emergency requiring evacuation of the facility, ALL students and employees shall evacuate immediately by direction of administrative/education 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 shut down or monitor critical operations before they evacuate: President and Education Director
- After an emergency evacuation, students & employees are to gather in the following location: Achieva Credit Union in the plaza. Educators must take attendance roll call.
- After an emergency evacuation, all employees must check-in with their direct supervisor and all students must check-in with the educator of the class in which the student is currently enrolled.
- 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 is checked on a monthly basis by the designated Campus Safety Director and are replenished as needed. If you have hurt yourself or witnessed an accident, please immediately notify a staff member and complete an incident report form.

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" via phone calls/texts to individual classrooms and staff.
- All students and educators in classrooms should remain in their classroom and close all doors. Educators should perform roll call to account for all students.
- All students and educators in clinic should remain in the clinic with any guests. Educators should perform roll call to account for all students.

- All entrances/exits to the school will be locked by the President, Education Director or member of the administrative team until local law enforcement/emergency personnel/weather reports deem it is safe to move “(all clear)”.
- When an “all clear” is given, the leadership team will perform a walk through to notify all students, staff, and guests that all threats have been resolved. All doors shall than be unlocked.

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 access 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.

Anti-Harassment and Discrimination Policy

Florida Academy is committed to providing a work and school environment free of harassment or discrimination. Students and employees are required to take our mandatory Sexual Harassment and Prevention Training. This training occurs during New Hire Orientation or New Student Orientation. The Florida 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 Florida 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 orientation, student orientation, and other appropriate channels of communication. The academy will respond quickly to all reports, and will take appropriate action to prevent, correct, and if necessary, to discipline behavior that violates this policy.

Prohibited Conduct

Florida Academy prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct:

Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

Examples of Prohibited Behavior. Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should have an educational purpose.
5. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.
6. Letters, notes or electronic communications containing comments, words, or images of a sexual nature.
7. Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Florida Academy regards as inappropriate any and all romantic relationships between students and instructors, or staff members who have any power over students. Florida Academy prohibits all faculty and staff members from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. Florida Academy expects compliance with the position above by all

instructors and staff members and hereby notifies the same that any violation of this policy leading to an allegation of sexual harassment may result in disciplinary action.

Sexual Assault

Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.

- **Non-Consensual Sexual Contact** is any sexual touching other than non-consensual sexual penetration without consent. Examples of nonconsensual sexual contact may include genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
- **Non-Consensual Sexual Penetration** (commonly referred to as rape). Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent.
- **Sodomy** is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation

Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or nonconsensual sexual contact. Examples include, but are not limited to recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations.)

Dating Violence

The term dating violence is defined by Florida law as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature.

Stalking

A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyberstalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

Intimate Partner Violence

Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person.

Domestic Violence

Domestic violence is any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, households or dating or engagement relationship members.

Other Definitions and Terms

- **Consent** is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.
- **Incapacitation** is a state or condition that renders an individual unable to make qualified and rational decisions (i.e., a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him/her from having the capacity to give consent.)
- **Victim** is a person who has been the subject of a prohibited conduct, regardless

of whether that individual makes a complaint or seeks disciplinary action.

- **Complainant** is person who has made a complaint of a violation of the Sexual Misconduct Policy, or on whose behalf a complaint was made or disciplinary action initiated.
- **Respondent** is the individual(s) who is accused of a prohibited conduct.

Complaint Procedure

- All complaints should be made by filling out an Incident Report Form as soon as possible and turning it in to the Education Director or President. 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 Education Director or President 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 Education Director for an Incident Report. The Education Director or President can assist you in completion of this report if necessary.
- Florida Academy ensures that the employees designated to serve as Education Director or President have 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 school safety to determine whether an investigation must proceed. Complainants should be aware that in 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. During the investigation, the academy will provide interim measures, as necessary, to protect the safety and wellbeing of all parties involved.
- The preponderance 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. Should Florida Academy determine 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 of enrollment or employment.
- 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 any person 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 Education 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 appropriate to the situation.

Registered Sex Offenders

Florida requires sex 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 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.

Drug and Alcohol Abuse

Florida Academy prohibits the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Florida Academy shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion and/or arrest or referral to the appropriate law enforcement agency. For an employee, such administrative or disciplinary action may include, but is not limited to, reprimand, suspension, or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Security Tips

Personal safety – protect yourself

- 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.

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 a 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 the ignition key.
- Don't leave valuables visible in car – lock items 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.

Fire

- Florida Academy is equipped with automatic sprinklers throughout our campus. The school holds fire drills twice yearly to familiarize students and staff on how to proceed in an orderly fashion should there be a fire. An electronic fire alarm notifies emergency personnel. Fire alarms that provide sound as well as light are located throughout the building. The school has an exit out the front of each building which leads into a large parking lot. At the rear of each building there is an emergency exit that leads to an open grassy area or walkway and away from danger. Emergency lighting will activate in the case of loss of electricity. Lit exit signs direct people to their closest exit. After an emergency evacuation, students and employees are to gather at Achieva Credit Union in the plaza. Educators must take attendance roll call to make sure everyone is accounted for. No one is permitted to reenter the building until an all clear is confirmed.
- Fire extinguishers are located throughout our campus. They are maintained on an annual basis to ensure they are charged in case of fire. However, it is the number one priority of administration to evacuate the building and leave firefighting to the professionals unless the canister can be used to extinguish a small confined fire.

Tornado or Severe Storm

During inclement weather, the Education Director or President is responsible for keeping up with weather related watches and warnings that would affect our campus. In the case of a warning for a severe storm or tornado in our vicinity, when the weather service calls for people in the path of the storm to take cover, our faculty in the main building and the adjacent units on the outer perimeter are informed and all occupants are led by their educators to interior hallway of the main building. Once in the hallway, people are requested to crouch and cover their heads with their hands. Once the threat is over, people in the hallway are released. In the event there is insufficient time for the occupants on the outer perimeter to reach the main building, the educators will lead all occupants into the restrooms which have interior walls for protection and follow the same procedures to crouch and cover their heads with their hands.

Hurricane

Local government issues evacuations. Florida Academy follows local government's recommendations. Students are notified of the school's intent to close via announcements and postings throughout the buildings, emails, and school website updates. Ample time is made available to students and staff to prepare homes with hurricane shutters or to evacuate for the anticipated hurricane.

On Campus Medical Emergency

For a medical emergency, 911 is called by the Education Director or the faculty/staff person attending to the emergency. If the victim is conscious and can direct which hospital they wish to be taken to, their wishes will be followed. For anyone else, Lee County Memorial Hospital will be used. Lee County Memorial Hospital is a trauma level one hospital. The designated contact "in case of an emergency" will be called for the victim by the Education Director. As part of the admissions paperwork, students designate two contacts they want to be contacted in case of an emergency. An Incident Report is completed and turned into the Education Director. A medical release from a medical facility is required for all students or employees to return to school.

On Campus Sickness/Accident/Injury

In the event of sickness, accident or injury, the Education Director or faculty member tending to the situation will assess and determine if it is a medical emergency. In the event it is a non-medical emergency, the student will determine if they are able to arrange their own transportation to their place of residency or medical facility or if they need the Education Director or faculty member to contact one of their emergency contacts for assistance. If an accident occurs, then an Incident Report is completed by all parties present at the time of the incident and turned over to the Education Director / President for further evaluation. A medical release from a medical facility may be required for all students or employees to return to school.

Active Shooter

- If confronted by an armed/violent intruder, do not resist and follow their instructions. If you are in an area that is safe, stay out of the danger area and wait for police to arrive. Lock all doors and push heavy items against the door. Stay away from the doors and windows. Take cover in low areas such as under desks/tables and areas that have inside walls to them. Stay quiet
- If 911 has not been contacted, and you are able to call 911, do so immediately and inform them of the following: - What is going on - Location of incident - What type of weapon is involved - How many people are involved.

Example: We have an active shooter on our campus – our address is 4387 Colonial Blvd, Fort Myers – Main Building, Suite _____ (101,102,103,105). He/She has a gun. There is (1) person that I know of.

In any event where a firearm or any other weapon is known to be involved, employees and/or students are to contact the Education Director or President and notify them of the situation. Each Classroom/Lab is equipped with a phone to call to the Front Desk, Administrative Offices, all other classrooms and labs as well as Emergency 911 operator.

- If 911 has been called and the scene is deemed safe by local law enforcement, Administration or emergency personnel will evacuate all students, guests, and employees from the area. No one should assume it is an officer or safe person. Ask for proof to be shown to you, it can be slid under a door.
- The Education Director or President will complete the Incident Report and will forward the Incident Report to appropriate persons.
- No statements shall be made to media from any persons other than Campus President, CEO, or Education Director to ensure that accurate and complete information is provided to the public.

Bomb or Terroristic Threats

- Bomb/terrorist threats may be received by telephone, email or letter. If you receive a threat, remain calm and obtain as much information as possible. All threats should be treated as though they are real.
- In the event a bomb/terrorist threat is received, the following steps should be taken:
 1. Call 911 and report the threat. When possible, please use Appendix B (Bomb/Terrorist Threat Call Threat)
 2. Notify the Campus President or Education Director.
 3. Evacuate all students, guests, and employees to the Achieva Credit Union located at the far end of the plaza.
- The Education Director or President completes an Incident Report and forwards it to appropriate persons.
- No statements shall be made to Media from any persons other than Campus President, Executive Director, or Education Director to ensure that accurate and complete information is provided to the public.

APPENDIX A-Crime Data

Criminal Offenses				
Offense	Year	Geographic Location		
		On-Campus Property	Noncampus Property	Public Property
Murder/Non-negligent manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Negligent manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

VAWA Offenses				
Offense	Year	Geographic Location		
		On-Campus Property	Noncampus Property	Public Property
Domestic Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Dating Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Stalking	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Arrests and Disciplinary Referrals				
Offense	Year	Geographic Location		
		On-Campus Property	Noncampus Property	Public Property
Arrests:	2017	0	0	0
Weapons: Carrying, Possessing, Etc.	2018	0	0	0
	2019	0	0	0
Disciplinary Referrals:	2017	0	0	0
Weapons: Carrying, Possessing, Etc.	2018	0	0	0
	2019	0	0	0
Arrests:	2017	0	0	0
Drug Abuse Violations	2018	0	0	0
	2019	0	0	0
Disciplinary Referrals:	2017	0	0	0
Drug Abuse Violations	2018	0	0	0
	2019	0	0	0
Arrests:	2017	0	0	0
Liquor Law Violations	2018	0	0	0
	2019	0	0	0
Disciplinary Referrals:	2017	0	0	0
Liquor Law Violations	2018	0	0	0
	2019	0	0	0
There were no Hate Crimes reported for the years 2017, 2018 or 2019.				
There were no Unfounded Crimes reported for the years 2017, 2018 or 2019.				

APPENDIX B- Threat Call Checklist

Questions to Ask:

- When is the bomb/threat going to occur?
- Where is the bomb now?
- What does it look like?
- What kind of bomb/threat is it?
- What will cause it to explode?
- Why?
- What is your address?
- What is your name?

Exact Wording of Threat:

Building _____ Room _____

Fill out completely and immediately after bomb threat:

Sex of Caller _____ Age _____ Time of Call _____

Duration of Call _____

Callers Voice: (check all that apply)

☐ Calm ☐ Angry ☐ Excited ☐ Slow ☐ Rapid ☐ Soft ☐ Loud ☐ Laughing ☐ Crying
☐ Normal ☐ Distinct ☐ Slurred ☐ Nasal ☐ Stutter ☐ Lisp ☐ Raspy ☐ Deep
☐ Ragged ☐ Clearing throat ☐ Deep breathing ☐ Cracking voice ☐ Disguised accent
☐ If accent, type: _____ Familiar Voice?: _____

Background Sounds (check all that apply):

☐ Street noises ☐ Voices ☐ PA system ☐ Music ☐ Motor ☐ Office ☐ Machinery
☐ Factory ☐ Animal Noise ☐ Clear ☐ Static ☐ Local ☐ Long distance ☐ Other
☐ Well-spoken ☐ Educated ☐ Foul ☐ Irrational ☐ Read, like from a prepared statement
☐ Incoherent ☐ Taped

Remarks:

Academic Programs

Florida Academy currently offers diploma programs in Comprehensive Medical Assisting, Cosmetology, HVAC/R Technology, Nail Technology, Professional Esthetics, Restricted Barbering, and Skink Care. Courses for these programs are held on the campus of Florida Academy or offered via hybrid technology using NCCERConnect. Externships are the exception which are coordinated and carried out at an approved medical facility. More information regarding Florida Academy and its programs, including program/course descriptions and faculty information, can be found in our official school catalog located at www.florida-academy.edu.

Instructional, laboratory, and other physical plant facilities that relate to the academic programs

Florida Academy is conveniently located in Southwest Florida in the City of Fort Myers. We are close to the Gulf beaches and enjoy sunshine and moderate temperatures year-round. There is easy access from Interstate 75 and Southwest Florida International Airport. Our campus is in The Colonial Center, 4387 Colonial Blvd., Fort Myers, FL 33966. We are located in a fast-growing part of town with many career schools, medical offices, and institutions of higher learning in the immediate area.

The campus offers a comfortable, smoke-free and vape-free atmosphere for practice, lecture, and study. Florida Academy consists of professional on-site clinics massage classrooms, skin care classrooms, makeup labs, multi-purpose classrooms, nail classrooms, salon, cosmetology classroom, HVAC labs and classrooms, and administrative offices on our approximately 14,000 square feet campus.

Florida Academy's equipment is appropriate for professional training and consists of massage tables, massage chairs, bolsters, skeletons, TENS units, ultrasound, electrical stimulation equipment, hydrocollators, digital projectors, flat screen televisions/DVD's, and medical charts depicting the various aspects of the human anatomy. Additionally, we house equipment for facial stacks and steamers, Micro-Dermabrasion, High Frequency and Galvanic machines, LED Light Therapy, Telanigitron, Endermologic Equipment, Ultrasonic Skin Scrubbers, wax pots, hydraulic tables, wet tables, ergonomically correct manicure tables, pedicure Stations, UV Nail enhancement lights, professional electric files, Suction and Atomizer Machines as found in modern spas, salons, and medical offices. Our full-service salon holds custom fabricated stations, each complete with a hydraulic chair and mirror, as well as wash bowls, drying stations and color bar.

Our HVAC lab is equipped with air conditioning stations, heat pump stations, gas furnace stations, air distribution stations, electrical training stations, ferrous metal stations, copper and plastic pipe stations, brazing stations, refrigeration stations, compressors, and the associated tools and equipment necessary to perform training tasks and receive hands-on experience

Florida Academy provides a Learning Resource Center on campus. The Resource Center hosts a variety of topic specific reference books, periodicals, and journals. Students have access to the library's computers, free internet and printing capabilities, and have access to many CDs, DVDs, and videos that are topic specific.

Based on enrollment, labs are sometimes augmented with a Lab Assistant or Teaching Assistant as needed. Small classes are beneficial in ensuring personal attention while maximizing personal growth potential.

Faculty and instruction personnel information may be found in our official school catalog located at www.florida-academy.edu.

Accreditation and Licensure Statement

Florida Academy is accredited by the Commission of the Council on Occupational Education as an accredited occupational educational institution. Contact the Council on Occupational Education at:

Accreditor

Florida Academy is accredited by the Commission of the Council on Occupational Education. Contact the Council on Occupational Education at:

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
FAX: (770) 396-3790
www.council.org

Licensure

Florida Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Florida Academy may be obtained by contacting the Commission at:

325 W. Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200
(888) 224-6684 toll free

Frequently Asked Questions

Q: What is the Council on Occupation Education (COE)?

A: The Council on Occupational Education accredits post-secondary occupational institutions that offer certificate, diploma, or applied associate degree programs. The Council does not accredit institutions that offer credentials above an applied associate degree. These institutions include public technical colleges, private career colleges (both for-profit and not-for-profit), federal institutions including Army, Navy, and Department of Defense institutions, Job Corps Centers, Registered Apprenticeship Programs, and ERISA Training Institutes.

Q: Why is Florida Academy's accreditation important?

A: Accreditation by COE is validation of Florida Academy's commitment to skilled faculty, relevant academic programs, financial stability, and more. In addition, this accreditation makes federal student financial aid funds available to Florida Academy students who qualify and indicates to employers and others that Florida Academy graduates have received a quality education.



Application for Disability Accommodations

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Projected Program/Position: _____

Projected Start Date: _____

Explain your disability and current treatment:

What accommodation are you requesting?

Do you take prescription medication relating to the disability for which you are requesting accommodation? If yes, please list the name(s), dosage and prescribing physician:

Do you receive assistance from Vocational Rehabilitation, Veteran's Affairs, Student Support Services or any other agency? If yes, please list the contact person and his/her location.

Once you apply for services and provide the appropriate documentation, the ADA Coordinator/Human Resources Director will review your documentation and inform you of your status as a student or employee with a disability.



Permission to Release Information

I _____, hereby give my permission to Florida Academy to discuss information concerning my disability and accommodations and/or to release documentation on my disability, with individuals who will be involved in the delivery of services to me for my benefit. I also give permission for other agencies and individuals to discuss and release information to the Florida Academy ADA Coordinator/Human Resources Director. In addition, pertinent information related to my disability may be provided to facilitate the delivery of services on a "need to know" basis. These individuals include, but are not limited to:

- Parents,
- Guardian,
- Spouse
- Faculty and staff of Florida Academy,
- Other professionals or agencies involved in services, support, accommodations or consultation

as deemed appropriate by the ADA Coordinator/Human Resources Director. For students, permission to release information will remain in effect until graduation. For employees, permission remains in effect throughout the term of employment with Florida Academy. Permission may be rescinded in writing at any time.

Signature of Student/Employee

Date Signed

ADA Coordinator/ HR Director

Date Signed

Notice to Party Receiving Information: This information has been disclosed to you from records whose confidentiality is protected by federal law which prohibits you from making further disclosure of information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose.



Disability Accommodation Letter

The student/employee listed below has registered with the ADA Coordinator/ Human Resources Director as having a documented disability that will require accommodations. This means that (s)he is eligible for services that give equal access to higher education/ employment under the guidelines of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990. Please discuss these accommodations with the student/employee and immediately contact the ADA Coordinator/Human Resources Director if there are any concerns. Florida Academy is committed to ensuring that all information regarding a student/employee is maintained as confidential as required or as permitted by law. Information in files will not be released without the student/employee's written permission except in circumstances mandated by federal or state law.

Student/Employee Name _____

Program/Position: _____

Accommodation Approved: _____

Dates of Accommodation (If any): _____

ADA Coordinator/HR Director Signature

Date Signed

For more information, please contact the ADA Coordinator or Human Resources Director.



ADA GRIEVANCE FORM

Complainant:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Faculty ____ Staff ____ Student ____ Other (specify) _____

Date and Time of Occurrence: _____

Location: _____

What happened? _____

Names and phone numbers of others who can verify what happened: _____

What would you like to see happen (for you, for others) with respect to this issue? _____

Signature of Complainant

Date

Respondent:

Name of person conducting interview:

Phone #:

Email:

Name of person(s) or group the complaint is against:

Phone #:

Email:

Phone #:

Email:

Faculty _____ Staff _____ Student _____ Other (specify) _____

What was the result of your discussion with the respondent?

Signature of Respondent

Date

Signature of Respondent

Date

Signature of Interviewer

Date

Office Use Only

Actions Taken:



www.florida-academy.edu

ADA Handbook

(239) 489-2282 or (800) 324-9543

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Assurance Policy

Florida Academy seeks to ensure that legitimate and reasonable access is available to all students and staff. Florida Academy is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972*, as amended; *Section 504 of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Florida Academy endeavors to provide reasonable accommodations to qualified students with disabilities.

Statement of Non-Discrimination

Florida Academy does not discriminate on the basis of sex, age, color, race, national origin, religion, or handicap in its admissions, education, employment, or access to its programs. Florida Academy complies with the Civil Rights Act of 1964 as amended; Federal Executive Order 11246; Educational Amendments of 1972 and 1974; the Vietnam Era Veterans Readjustment Assistance Act of 1972; Age Discrimination Act of 1975; and Family Educational Rights and Privacy Act of 1974.

Confidentiality

Florida Academy is committed to ensuring that all information regarding students and employees is maintained as confidential as required or as permitted by law. Disability information collected for the benefit of any student does not become part of the student's academic record, nor does disability information collected for the benefit of the employee become a part of any public document. Information in files will not be released without a student's or employee's written permission except in circumstances mandated by federal or state law.

Qualification for Services

1.Process

1.1 Any student/employee seeking accommodations under ADA/504 will meet with the ADA Coordinator/Human Resources Director to discuss individual needs. The student/employee may then complete an application for services (ADA Form 1) and/or reasonable accommodations.

1.2. The student/employee will discuss his/her needs and responsibilities with the ADA Coordinator/Human Resources Director and sign appropriate release forms (ADA Form 2).

1.3. The student/employee will provide documentation of a disability in accordance with the Criteria for Disability Documentation within Florida Academy (Appendix A).

1.4. The ADA Coordinator/Human Resources Director will determine whether the student/employee is eligible for services and inform the student/employee in writing of the determination. Applications must be received, and a determination reached prior the student beginning class.

2. Reasonable Accommodations

2.1 The ADA Coordinator/Human Resources Director and the student/ employee will determine reasonable and appropriate accommodations based upon documentation (submitted in accordance with 1.3 above).

2.2 The ADA Coordinator/Human Resources Director will provide an Accommodation Letter for each instructor/supervisor (ADA Form 3).

2.3 The student/employee is responsible for discussing implementation of accommodations with faculty/supervisor. Conflicts or disagreements should be referred to the ADA Coordinator/Human Resources Director.

2.4 The ADA Coordinator/Human Resources Director will insure and maintain confidentiality of all student/employee disability related records and services as required by federal and state law.

3. Providing Services for Students and Employees with Disabilities

3.1 Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is a goal of Florida Academy to ensure that students/employees with disabilities have full access to programs, facilities, and employment.

3.2 All students must meet the same academic standards for admission established by Florida Academy. Faculty may be consulted to assist in determining which academic requirements are essential or fundamental to a major course of study. Such requirements will not be modified, nor will the standards by which a student/employee is graded or evaluated be altered. All employees must be able to perform the essential duties of the required position with reasonable accommodation.

3.3 Florida Academy strives to eliminate barriers to learning / employment or participation in other institutional activities, and provide the following services for students/employees:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty/staff regarding student/employee needs

3.4 Providing reasonable accommodations for students/employees with disabilities requires an individual assessment of need. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of the student/employee. Appropriate accommodations may include, but are not limited to:

- Extended time on exams/assignments
- Permission to tape lectures
- Readers/scribes/interpreters
- Enlarged print/graphics
- Textbooks/training materials in alternative formats
- Use of a class note taker
- Use of a spell checker/calculator
- Modified equipment or devices
- Flexible work schedules
- Workplace modifications
- Access to special events

Florida Academy is not required to make modifications that would pose an undue financial burden or violate the code of conduct.

3.5 Students/employees with disabilities are responsible for identifying themselves to the ADA Coordinator/Human Resources Director in order to assure timely provision of accommodations. Students should register make requests for accommodations prior to the beginning of the term.

4. Activities and Special Events

Every event, special activity, and program hosted or planned by the institution should be accessible to persons with disabilities. When selecting a location for an event, consideration should be given to its accessibility. If the event is publicized, provide persons with disabilities the opportunity to request special accommodations. Special accommodations can include alternate printed materials, interpreters for the deaf, assistive listening devices, etc. Students should contact the ADA Coordinator/Human Resources Director to plan for any necessary reasonable accommodations.

5. ADA Grievance Procedure

5.1 A party making a complaint should meet with the party with whom he/she disagrees and attempt to discuss and clarify the problem.

5.2 If the problem cannot be resolved, the next step is for the complainant to discuss it with the ADA Coordinator/ Human Resources Director. If the complaint is lodged against the ADA Coordinator/Human Resources Director, the party making the complaint will meet with the ADA Coordinator's/Human Resources Director's immediate supervisor.

5.3 If the ADA Coordinator's/Human Resources Director's supervisor is unable to resolve the issue, the party making the complaint will put it in writing, using the Florida Academy ADA Grievance Form (ADA Form 4).

5.4 A complaint must be filed not later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the designated agency for good cause shown.

5.5 The Chief Executive Officer of the campus will designate a reviewing authority that will initiate the investigation.

5.6 The reviewing authority shall investigate each complaint, attempt informal resolution, and, if resolution is not achieved, issue to the complainant and the respondent a Letter of Findings that should include: findings of fact, conclusions, a description of a remedy for each violation found, and notice of the rights available to a complainant who is not satisfied with the resolution or decision rendered by the reviewing authority (See 5.8 below).

5.7 Findings will be reported within 30 working days upon receipt of the formal complaint, if possible. A Letter of Findings will be provided to the parties involved via certified mail, return receipt requested, informing each of the determinations.

5.8 The right of an individual to a prompt and equitable resolution of a complaint filed under this Grievance Procedure shall not be impaired by his/her right to pursue other avenues of resolution such as filing an ADA complaint with an appropriate federal agency or department. If a satisfactory resolution is not achieved, complaints may be directed to the Regional Office for Civil Rights, U.S. Department of Education, Atlanta, GA 30301-3104.

5.9 The reviewing authority will maintain files and records of ADA complaints and reports of investigations for a minimum of five (5) years.

6. Responsibilities

6.1 Students

Unlike the K-12 system, in higher education it is the responsibility of the student to self-identify as being in need of accommodation. This means it is the student's responsibility to apply to be accepted as a student with a disability, provide documentation, cooperate with the Disability Services Coordinator to determine appropriate accommodations, deliver Accommodation Letters to the faculty, etc. In other words, students with disabilities in higher education (just as those without disabilities) are expected to take an active role in managing all aspects of their academic needs, adhere to academic policies and deadlines and follow codes of conduct.

6.2 Employees

The employee must satisfy the requirements for the job, such as education, employment experience, skills, certificates, or licenses. The employee must also be able to perform the essential functions of the job with or without reasonable accommodation. Employees who believe they have a disability are responsible for notifying their supervisors, contacting the Human Resources Director and/or the ADA Coordinator, and following the procedures outlined in this policy to secure reasonable accommodation.

6.3 Faculty

Faculty are not responsible for, nor should they become involved in, evaluating a student's disability or reviewing documentation of claimed disabilities. Faculty who are presented with such requests are responsible for referring the student to the ADA Coordinator. The ADA Coordinator will evaluate the request in accordance with established policy (see App. A) and make appropriate determinations. If accommodations are merited, a student will present the faculty with an Accommodation Letter (ADA Form 3). The Accommodation Letter, signed by the ADA Coordinator/Human Resources Director, verifies that the student is registered as a student with a disability and entitled to the accommodations specified on the letter. Faculty are responsible for reviewing the information in the letter and discussing how the accommodation will be implemented in the course. Any questions or concerns about the information contained in the letter should be directed to the ADA Coordinator/Human Resources Director.

Faculty utilizing Distance Learning media are responsible for ensuring that students with disabilities have full access to distance learning course materials just as they are for students in the classroom. Examples include ensuring fully accessible websites, use of captioned media, and/or providing written transcripts of video presentations. Since the possibilities in Distance Learning are endless, the means of providing accommodations must remain open to creativity. Each situation should be evaluated on a case-by-case basis, and accommodations made that are reasonable for each situation. Distance Learning faculty are responsible for contacting the ADA Coordinator with questions concerning the implementation of accommodations.

Reasonable accommodation in the classroom (traditional, virtual, or otherwise) is an individual civil right guaranteed by federal legislation (ADA and Section 504). Reasonable accommodations are not optional and must be provided. Faculty who refuse reasonable accommodations may be held personally liable for their actions. However, there may be options regarding provision of the accommodations. When questions arise as to a specific accommodation, it is the responsibility of the faculty to contact the ADA Coordinator to resolve the matter. Faculty should not offer accommodations without following proper procedures, as this could risk setting a precedent that may not be appropriate or maintainable by the school.

6.4 Supervisors

Personnel serving in supervisory positions are responsible for referring employees needing accommodation to the Human Resources Director and/or ADA Coordinator. It is the responsibility of the Human Resources Director/ADA Coordinator, to evaluate whether an employee has a disability covered by the ADA and to determine appropriate accommodations. If accommodations are merited, the Human Resources Director/ADA Coordinator will notify the employee and the supervisor in writing using The Disability Services Accommodation Letter (ADA Form 3). Supervisors are responsible for reviewing the information in the letter and discussing with the employee how the accommodations will be integrated into duties. The ADA Coordinator/ Human Resources Director are available to assist the supervisor in determining how best to implement reasonable accommodations. Supervisors should not offer accommodations to employees who have not followed established policies for obtaining assistance.

Supervisors remain responsible for evaluating whether an employee is able to perform his or her job (given reasonable accommodation) just as the supervisor would for any other employee under his/her supervision.

Reasonable accommodation in the workplace is an individual civil right guaranteed by federal legislation (ADA and Section 504). Reasonable accommodations are not optional and must be provided. Supervisors who refuse reasonable accommodations may be held personally liable for their actions. However, there may be options regarding the provision of the accommodations. When questions arise as to a specific accommodation, it is the responsibility of the supervisor to contact the Human Resources Director/ADA Coordinator to resolve the matter.

NOTE: The policies and procedures set forth in this document will be periodically reviewed and revised to reflect compliance with existing legislation, amendments to current statutes, or enactment of additional statutes. Each such revision shall supersede, as does this document, all previous publications, or excerpts published or cited elsewhere.

Appendix A

Florida Academy
Criteria for Disability Documentation
Based upon Guidelines from

The Association on Higher Education and Disability (AHEAD)

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 state that qualified students/employees with disabilities who meet the admission, academic or employment standards of Florida Academy are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment that substantially limits a major life activity. Having a history of impairment, or being perceived as having impairment may also qualify one as an individual with a disability. It is the student's/employee's responsibility to disclose his/her needs and provide appropriate documentation to the ADA Coordinator/Human Resources Director. Appropriate documentation is defined as follows:

Health Condition, Mobility, Hearing, Speech, or Visual Impairment

A letter or report from the treating physician, orthopedic specialist, audiologist, otologist, speech pathologist, ophthalmologist, optometrist (as appropriate) which includes:

1. Clearly stated diagnosis
2. Defined levels of current functioning and any limitations
3. Current treatment and medication
4. Current letter/report (within 1 year), dated and signed
5. Necessary accommodations

Psychological Disorder

A letter or report from a mental health professional who is impartial and not related to the student/employee, i.e., psychiatrist, psychologist, neuropsychologist, licensed professional counselor, or clinical social worker which includes:

1. Clearly stated diagnosis based upon current DSM criteria
2. Defined levels of current functioning and any limitations
3. Assessment and evaluation instruments used, observations, history, etc.
4. Current treatment and medication
5. Current letter/report (within 1 year), dated and signed
6. Necessary accommodations

Traumatic Brain Injury (TBI)

A comprehensive evaluation by a physician, neurologist, licensed clinical, rehabilitation or school psychologist, neuropsychologist, or psychiatrist which includes:

1. A clear statement of head injury or traumatic brain injury
2. Current impact on student's/employee's functioning and limitations
3. Cognitive and achievement measures used and evaluation results
4. Current residual symptoms and a statement regarding the student's/employee's ability to meet the demands of a postsecondary academic or work environment
5. Current treatment and medication
6. Current letter/report (post-rehab within 1 year), dated and signed
7. Necessary accommodations

Learning Disabilities (LD)

A comprehensive evaluation report written in narrative form by an impartial individual not

related to the student/employee, i.e., licensed psychologist, psychiatrist, learning disabilities specialist, licensed professional counselor, educational therapist or diagnostician, which includes:

1. Clearly stated diagnosis of a SPECIFIC learning disability in reading, math, or written language based upon current DSM criteria.
2. Educational/work history documenting the impact of the learning disability
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores provided to support conclusions of the measures of intellectual/cognitive/information processing abilities by at least one of the following instruments: (a) WAIS-II or III (b) Woodcock-Johnson Psychoeducational Battery-Revised (c) Stanford-Binet IV (d) Peabody Individual Achievement Test (e) Stanford Test of Academic Skills
5. Statement of the functional impact or limitations of the disability
6. Current report (within 3 years), dated and signed
7. Necessary accommodations

Note: High School IEP, 504 Plan, and/or letter from a physician or other professional will not be sufficient to document a learning disability. The evaluation must be comprehensive.

Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report written in narrative form by an impartial individual not related to the student/employee, i.e., a developmental pediatrician, psychiatrist, neurologist, licensed clinical or educational psychologist, which includes:

1. Clearly stated diagnosis of ADHD based upon current DSM criteria
2. Evidence of early and current impairment in at least two different environments including past and present symptoms
3. Alternative explanations and diagnoses are ruled out
4. Relevant test data with standard scores provided to support conclusions including at least one of the following instruments: (a) WAIS-II or III (b) Woodcock-Johnson Psychoeducational Battery-Revised (including Written Language) (c) Behavioral Assessment Instruments and Checklists normed on adults
5. Statement of the functional impact or limitations of the disorder and the degree to which it impacts the individual
6. Medications prescribed and how they will impact the student's/employee's ability to meet the demands of the postsecondary academic or work environment
7. Current report (within 3 years of enrollment date), dated and signed
8. Necessary accommodations

Note: High School IEP, 504 Plan and /or letter from a physician or other professional will not be sufficient to document ADHD. Prescription medication cannot be used to imply a diagnosis.

College Navigator

To compare the cost of attending Florida Academy to the cost of other similar colleges, you may access the National Center for Education Statistics College Navigator (NCES) website to make your comparison. Once on the site, you may enter the name of the college you wish to research.

Click on the following link to reach the NCES website:

<https://nces.ed.gov/collegenavigator/?q=florida+Academy&s=FL&zc=33966&zd=0&of=3&id=462035>

Constitution Day

Florida Academy participates in Constitution Day every year on September 17 to commemorate the September 17, 1787 signing of the Constitution.

This Congressional initiative is authorized by Section 111 of Division J of [Pub. L. 108-447](#), the “Consolidated Appropriations Act, 2005,” Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). The Assistant Deputy Secretary for Innovation and Improvement (Assistant Deputy Secretary) takes this action in order to implement this provision as it applies to educational institutions receiving Federal funding from the Department. Section 111(b) states “each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.” For purposes of the Department’s implementation of this requirement, “educational institutions” includes but is not limited to “local educational agencies” and “institutions of higher education” receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department’s authority only extends to those educational institutions receiving funding from the Department, and consequently the Department can only regulate with regard to those institutions. Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Section 111 does not authorize funds to carry out this requirement, and Section 111(d) indicates that this section shall apply “without fiscal year limitation.” Accordingly, the Assistant Deputy Secretary intends that this notice pertain to this fiscal year and all subsequent years.

Some informational resources pertaining to the Constitution are listed below.

- The National Archives web site provides Constitution Day activities and materials. <http://www.archives.gov/education/lessons/constitution-day/> and <http://www.archives.gov/education/lessons/constitution-workshop/>
- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access: <http://memory.loc.gov/ammem/amlaw/lawhome.html> and <http://thomas.loc.gov/teachers/constitution.html>
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: <http://edsitement.neh.gov/constitution-day>
- The U.S. Senate has posted material from the Legislative Branch: <http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm>

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Florida Academy makes available to prospective and enrolled students information regarding how and where to contact to obtain institutional or financial aid information. The following individuals are designated to be contacted to assist students during normal campus hours:

Financial Aid Assistance

Cateibra Parker, Financial Aid Director

Email: fa@florida-academy.edu

Office: 239-489-2282 ext. 107

Institutional Questions

Lisa LeClaire-Odar, Education Director

Email: eddirector@florida-academy.edu

Office: 239-489-2282 ext. 103

Contact Information for Student Complaint

Florida Department of Education
Commission for Independent Education
<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an email containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Send Letter To:
Commission for Independent Education
325 W. Gaines Street, Suite 1414 Tallahassee, FL. 32399-0400
Or E-mail: cieinfo@fldoe.org
Or Fax: 850-245-3238

Actual Tuition and Fee Charges

Program Tuition, Supplies and Fees

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.

Program*	Tuition	Supplies	Reg. Fee**	Program Cost***
Comprehensive Medical Assisting	\$13,500.00	\$2,150.00	\$150.00	\$15,800.00
Cosmetology	\$13,050.00	\$1,945.00	\$150.00	\$15,145.00
Diagnostic Priming Specialist	\$13,093.50	\$3,500.00	\$150.00	\$16,743.50
HVAC/R Technology	\$13,500.00	\$805.00	\$150.00	\$14,455.00
Massage Therapy	\$9,050.00	\$1,410.00	\$150.00	\$10,610.00
Nail Technology	\$3,480.00	\$700.00	\$150.00	\$4,330.00
Professional Esthetics	\$8,700.00	\$1,700.00	\$150.00	\$10,550.00
Restricted Barbering	\$6,525.00	\$1,640.00	\$150.00	\$8,315.00
Skin Care	\$4,350.00	\$1,060.00	\$150.00	\$5,560.00
*Tuition, supplies, and registration fees are mandatory **Registration fee is non-refundable up to \$100 ***Total Program Cost does not account for any reduction in cost(s) for transfer credit(s). Total program cost does not include Other Fees as listed that may apply.				

Other Fees

- **Repeat Course Fee** (Comprehensive Medical Assisting Only) - \$221.00 per credit hour (subject to course availability)
- **Reentry Fee** - \$100.00
- **Internal Transfer Fee** - \$50.00
- **Unreturned or Damaged Equipment or Resource Items** - The cost to replace or fix the item will be charged.
- **Late Charge** - A \$10.00 late fee will be charged after the fifteenth (15th) day that any tuition payment is delinquent.
- **Returned Check Fee** - A \$40.00 service charge will be charged for any checks presented to Florida Academy that do not clear the financial institution.
- **Charges for Exceeding Anticipated Completion Date for Clock Hour Programs**
Students, who do not complete an enrolled program by the *Scheduled Completion Date* listed on page one of the Agreement, are required to make cash payments for any hours or services not completed by this date. Payments are calculated as the average program hourly rate (Program Tuition/Total Clock Hours) multiplied by the number of outstanding clock hours. This payment obligation cannot be included in a financial aid package or VA educational benefits.

Program Supply Requirements

All programs require the following to be supplied by the student:

- Pens
- Pencils
- Highlighter

- Notebook
- Wireless device with internet, video, and audio capabilities.

The following chart lists program specific supplies to be supplied by the student:

Program	Program Specific Supplies
Comprehensive Medical Assisting	Calculator
Cosmetology	Black pants
Diagnostic Priming Specialist	4-6 hand towels (not white) 3 sets of twin sheets (not white)
HVAC/R Technology	Calculator (non-graphing, no printing capabilities)
Massage Therapy	3 sets of twin sheets (not white)
Professional Esthetics	4-6 hand towels (not white) 3 sets of twin sheets (not white)
Skin Care	4-6 hand towels (not white) 3 sets of twin sheets (not white)

For additional information or to request a paper copy of the estimated cost of attendance contact:

Office of Financial Aid
(239) 489-2282 ext. 107

Florida Academy does not provide on-campus housing and students come from the local area. Therefore, transportation costs vary depending on distance traveled and type of transportation.

Disclosure of Programs Leading to Licensure or Certification

Florida Academy's programs leading to licensure or certification meet the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Entrance Counseling for Student Loan Borrowers

Prior to requesting loan funds, Florida Academy provides first-time borrowers of a Federal Direct Loan information regarding the terms and conditions of the loan and the borrower's rights and responsibilities. The terms and conditions of the loan program are defined in the Master Promissory Note. The Master Promissory Note is the contract that connects the Direct Loan borrower to the loan. Information regarding the Master Promissory Note as well as the rights and responsibilities of the borrower is outlined during Entrance Counseling. Entrance Counseling identifies the seriousness and importance of a students' repayment obligation, interest information, key terms and concepts regarding the Federal Direct Loan program, payment information, etc. Entrance Counseling tutorials and Master Promissory Notes can be found by visiting www.studentloans.gov. For more information or further assistance, the Florida Academy Financial Aid Office is available to help. Contact us today at fa@florida-academy.edu or call (239) 489-2282.

Exit Counseling for Student Loan Borrowers

Florida Academy provides exit counseling services to borrowers of loans under the Federal Direct Loan program. Exit counseling provides information on repayment terms, debt management strategies, borrower's rights and responsibilities, tax benefits available to borrowers, etc. Information regarding exit counseling can be found at www.studentloans.gov.

Additionally, students can visit www.accreditedschoolsonline.org in order to learn about 15 of the top tools available to assist in managing loan repayment.

For more information or further assistance, the Florida Academy Financial Aid Office is available to help. Contact us today at fa@florida-academy.edu or call (239) 489-2282.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Florida Academy receives a request for access. A student should submit to the registrar, dean, head of the academic department, Florida Academy 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 Florida Academy to amend a record should write the Education Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Florida Academy decides not to amend the record as requested, Florida Academy 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 Florida Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Florida Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the Florida Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Florida Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Florida Academy.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Florida Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Notice of Student Aid Penalties for Drug Law Violations

The following information is required by the U.S. Department of Education to be provided to every student upon enrollment. Florida Academy distributes this information during the enrollment process, on our website underneath disclosures, and in our official school catalog

A student is ineligible to receive Title IV, Higher Education Opportunity Act (HEA) program funds, if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs[1] for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA program funds.

Conviction Type	Times	Ineligible for Title IV funds period
Conviction for Possession of Illegal Drugs	1 st time	One (1) year after date of conviction
	2 nd time	Two (2) years after date of second (2 nd) conviction
	3 or more times	Indefinitely after the date of the third (3 rd) conviction
Conviction for Sale of Illegal Drugs	1 st time	Two (2) years after the date of conviction
	2 or more times	Indefinitely after the date of the second (2 nd) conviction

If a student successfully completes a drug rehabilitation program[2] after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program.

When a student loses eligibility for Title IV, HEA program funds, due to drug law violations while enrolled at Florida Academy, the student will be notified by letter sent by U.S. mail of loss of eligibility and advised on ways to regain eligibility.

[1] An illegal drug is a controlled substance and does not include alcohol or tobacco.

[2] A drug rehabilitation program is one which includes at least two (2) unannounced drug tests, has received or is qualified to receive funds and insurance directly or indirectly under a Federal, State, or local government program, is administered or recognized by a Federal, State, or local government agency or court and by a Federally- or State-licensed hospital, health clinic, or medical doctor.

Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

Florida Academy provides to all currently enrolled students including those serving in active-duty military, veterans, military spouses and other family members; a college shopping sheet displaying information regarding cost of attending, sources of educational funding and institutional statistics regarding completion/placement rates, median loan amount, etc. for the school. Florida Academy provides full disclosure of the following information to all students.

- Maximum amount of Title IV, HEA aid available to students
- Qualifications of Title IV, HEA loans
- Terms and conditions of Title IV, HEA loans and an explanation of how they may be more favorable than the provision of private education loans.
- Information regarding the educational benefit programs offered by the Dept. of Veterans Affairs and Department of Defense
- Information regarding private student loans and their distinction from Title IV, HEA loan information.

Florida Academy fully discloses the following information in the official school catalog so that current or prospective students, including those in active-duty military, veterans, military spouses and other family members, so that they may understand the requirements necessary to graduate and the expected timeline of completion:

- Total number of credits needed to complete a specific program
- Coursework details
- Satisfactory Academic Progress standards
- Transfer policies from other accredited institutions
- Application of relevant training

Private Education Loan Disclosures

Florida Academy recognizes that private education loans are available to prospective borrowers and makes an effort to disclose all information regarding the eligibility for loans and other assistance under the Title IV, HEA programs to such borrowers. Full disclosure of Federal aid programs (including the terms and conditions of the Title IV, HEA program loans) provides prospective borrowers with the information necessary to make well-informed decisions regarding their educational funding. For more information about the Truth in Lending Act, please [click here](#).

Please make note of the following when considering a private education loan:

- You may qualify for loans or other assistance under the Title IV, HEA programs
- Terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans

For more information or further assistance, the Florida Academy Financial Aid Office is available to help. Contact us today at fa@florida-academy.edu or call (239)489-2282.

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

Institutional Refund Policy

Should a student withdraw, cancel, or be terminated for any reason, all refunds will be made according to the following refund policy:

- Withdrawal or cancellation must be made in person or by written notification.
- All tuition payments will be refunded if the applicant: (a) is not accepted by the school, (b) cancels within three [3] business days of signing this agreement, (c) cancels before the end of ten [10] consecutive calendar days, or (d) is informed of cancellation of classes by the school.
- The school may retain \$100.00 of the registration fee.
- The school does not refund for items already received by the student.
- The refund shall be made within thirty (30) calendar days of the determination date of the applicable reason.
- Tuition and fees are collected upon start date. Refunds for students who do not begin classes shall be made within thirty (30) calendar days of the determination date applicable in this situation.
- If Florida Academy cancels a class for any reason, all monies paid will be refunded to the student. The refund shall be made within thirty (30) calendar days of the determination date applicable in this situation.
- If a student leaves school, voluntarily or involuntarily, after ten (10) consecutive calendar days in the first term or as of day one in subsequent periods, but through the first 60.0% of the period of financial obligation, the refund shall be pro-rata for that period. The refund shall be made within thirty calendar (30) days of the date of the determination.
- If a student leaves school, voluntarily or involuntarily, after 60.0% of the period of financial obligation, Florida Academy shall retain all the tuition for the period of obligation.

Students who have not visited the school facility prior to enrollment will have the opportunity to cancel without penalty within three days following either attendance at a scheduled orientation or following a tour of the facilities and inspection of the equipment.

Any refund due will be made by Florida Academy timely and does not require any request from the student. Date of determination is (1) the date the school is notified by the student of their withdrawal, or (2) the date Florida Academy determines the student is not actively participating and is determined withdrawn by the institution.

For students enrolled in credit hour programs, any attendance in a calendar week will be counted as a full week of attendance for refund purposes.

If applicable, a terminated student may owe Florida Academy a balance of funds not previously collected. Amounts owed will be due and payable per the terms stated on the student payment agreement.

Florida Academy's period of financial obligation is based on the term for which to student is currently enrolled. For programs containing more than one term (a term for clock hour programs is defined as 300 hours), refund calculations will be determined by percentage of completion (POC) in the most current term of recorded attendance. POC for clock hour programs is defined as the number of actual hours attended divided by the number of scheduled hours, as of the last date of attendance, during the period of financial obligation. POC for credit hour programs is defined as the number of attended weeks divided by the total number of scheduled weeks in the period of financial obligation.

[Return to Title IV Refund Policy, Title IV Students Only](#)

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct Loans) and withdraw 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 60.0%, 100% is used in Step 3 below.
 - If this percentage is less than or equal to 60.0%, multiply the percentage of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period of 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:

1. Unsubsidized William Ford Direct Loans
2. Subsidized William Ford Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant Program
5. Other Federal, State, Private, or Institutional Assistance.
6. The Student

Be advised that this is only the Return to Title IV refund procedure. Once the institution determines the amount of Title IV aid retainable, the institution will then calculate the refund based on the Institutional Refund Policy. It is possible that a student could owe a balance to the school once the Title IV refund policy has been applied.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Florida Academy is the date indicated in written communication by the student to the Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon the student's last recorded date of attendance. For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Required Written Arrangements and Disclosures

Florida Academy does not subcontract any part of student education to another entity. While your program may involve an off-site Externship, Florida Academy is responsible for the education component of the externship course and oversees the method of delivery and evaluates the performance.

To date, Florida Academy does not have articulation agreements in place with other institutions.

Currently, Florida Academy does not have any active written arrangements with another institution in which students are provided educational services outside of our institution.

Solomon Amendment

Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which may or may not match SMU's FERPA directory information list. However, if the student has submitted a request through my.SMU Self Service to the University Registrar Office to restrict the release of his/her Directory Information, then no information from the student's education record will be released under the Solomon Amendment. For more information on [directory information](#).

Definition - "Student Recruitment Information" or "Solomon Information"

1. Name
2. Address (home and mailing)
3. Telephone (home and mailing)
4. Age (is not defined as Directory information at SMU)
5. Place of birth (is not defined as Directory information at SMU)
6. Level of education
7. Academic major
8. Degrees received
9. Educational institution in which the student was most recently enrolled

Procedure for Releasing Information to Military Recruiter

1. Under the Solomon amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:
2. The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.
3. The request should specify whether the information needed is for the current or previous semester.

State Authorization

Florida Academy does not currently offer post-secondary education solely through distance education or correspondence courses.

Student Activities

Florida Academy students range from age 18 and up and come from a wide variety of socioeconomic backgrounds. There is always a place here for new students at Florida Academy, regardless of background, if ready to work hard and pursue an education. Students tend to bond together during their time here, often forming life-long relationships. Occasionally, Career Services and the administration will organize activities for all students to get to know one another and foster friendships outside of school. See any Career Services employee for information.

Student Body Diversity

Student demographic information is reported to the National Center for Educational Statistics through the Integrated Postsecondary Education Data System (IPEDS). Please click on the link below for Florida Academy student demographic information.

<https://nces.ed.gov/collegenavigator/?q=florida+Academy&s=FL&zc=33966&zd=0&of=3&id=462035#enrolmt>

Student Financial Aid Information

All financial assistance programs available

There are several federal financial aid programs that eligible students may participate in while a student at Florida Academy; most well-known are the Pell Grant, and Direct Student Loan Programs. Also, some other less known programs are available to those who qualify. A specific program is offered to dependents (under 24 years of age) that lost a parent or guardian as a result of service performed in Iraq or Afghanistan after September 11, 2001. More information regarding financial aid programs may be obtained through numerous US Department of Education websites. <https://studentaid.ed.gov/sa> is the primary source of information.

Publications designed by the US Department of Education can be found at www.studentloans.gov and www.ifap.ed.gov. You may also call for information at 1-800-433-3243 (1-800-4-finaid). Social network sites are available. Through the above contacts, all procedures, forms, entrance and exit counseling forms may be located. Of course, our financial aid office is available to assist you with the process of applying for financial aid. Always feel free to contact Cateibra Parker, Financial Aid Director, at 239-489-2282 ext. 107 or at fa@florida-academy.edu.

Florida Academy participates in the Federal Student Aid Direct loan program. Federal Direct Loans are available to those who are eligible. Eligibility is determined after the completion of the Free Application for Student Aid (FAFSA). Please visit www.fafsa.ed.gov to complete your Free Application for Student Aid (FAFSA). Students can learn more about their rights and responsibilities as borrowers in the Federal Direct Loan Program by visiting www.studentloans.gov or by calling 1-800-4-FED AID (1-800-433-3243).

Florida Academy recognizes that private education loans are available to prospective borrowers and makes an effort to disclose all information regarding the eligibility for loans and other assistance under the Title IV, HEA programs to such borrowers. Full disclosure of Federal aid programs (including the terms and conditions of the Title IV, HEA program loans) provides prospective borrowers with the information necessary to make well-informed decisions regarding their educational funding. As always, individuals may contact the Florida Academy Financial Aid Office at fa@florida-academy.edu or 239-489-2282 ext. 107 to learn more.

Terms and conditions of the Title IV, HEA loans

Terms and conditions of Federal Student Loans (Direct and Direct PLUS Loans) are listed on the [Master Promissory Note](#) signed by a borrower accepting the loan.

Criteria for selecting recipients and for determining award amount

Students who have completed a financial aid file and have met with our Financial Aid department are reviewed for financial aid eligibility. Award amounts for Direct Loans are determined by the remaining eligibility from need and budget limits. Pell Grant EFC (estimated family contribution) determines Pell Grant eligibility. Florida Academy currently does not offer Federal Supplemental Educational Opportunity Grants (FSEOG) or campus-based awards.

A financial aid award is determined by first establishing a standard budget, or cost of education. Using a set of formulae developed by the U.S. Congress, called the Federal Methodology, a calculation of a student's resources and expected family contribution (EFC), if applicable, is determined. The difference

between a student's cost of attendance and the student's personal and family contribution constitutes that student's financial need. Under no circumstance may financial aid exceed a student's cost of attendance.

Florida Academy's Financial Aid department makes awards which, when added to the funds that are expected from students, their spouses, their families, and other available sources, should enable students to meet the basic costs of attending Florida Academy.

Educational Loans make up an important part of many aid awards. The basic loans are issued through the federal student loan programs and various supplemental loan programs. Private supplemental loan programs offer funds to students who are not eligible for the federal loan programs.

Eligibility requirements and procedures for applying for aid

Applicants are strongly urged NOT TO WAIT for notification of admission before filing financial applications. In order to have an applicant's need individually evaluated, and to receive the aid he or she is entitled to, the applicant must complete the following forms required for a U.S. citizen/permanent resident.

U.S. CITIZENS/PERMANENT RESIDENTS

1. FAFSA

All applicants requesting financial assistance who are U.S. citizens or eligible non-citizens are expected to file a Free Application for Federal Student Aid (FAFSA). This is essential for establishing eligibility for federal financial aid programs, including the Pell Grant and the Federal Direct Loan programs. For efficiency and accuracy, complete the application online at www.fafsa.ed.gov.

Florida Academy's federal school code is 042293 which is necessary to complete the FAFSA and to ensure that the Florida Academy Financial Aid department receives the processed information electronically.

2. FINANCIAL AID MEETING

All applicants wishing to be considered for Pell grants and Federal Direct loans complete a meeting with Florida Academy's Financial Aid department. This meeting is designed to help students understand the financial aid process as well as have personal, confidential time to ask questions.

3. FEDERAL TAX RETURNS

Students that qualify for Federal aid must submit a copy of their tax return and in some cases may be asked to submit a copy of their parents' tax returns, to the Financial Aid department.

Methods and Frequency of disbursements of aid

The Florida Academy Financial Aid department disburses financial aid and processes available refunds. Disbursement can be delayed if students do not meet certain eligibility requirements such as the number of hours enrolled or financial aid hold. It is the student's responsibility to meet the criteria necessary for release of financial assistance. Any questions concerning eligibility for financial assistance can be answered by contacting the Financial Aid department.

How and when will my financial aid be paid, applied, or disbursed to my account?

Your financial aid will be applied to all Institutional tuition, fees and charges. Once all of your paperwork has been submitted and processed by the Financial Aid department, you are enrolled in the required

number of hours and meet all program requirements including Satisfactory Academic Progress (SAP), financial aid is disbursed according to payment periods. Payment periods vary depending on program.

Program	1st Payment Period	2nd Payment Period
Comprehensive Medical Assisting	Payment periods are equal to each term	
Cosmetology	451	901
Diagnostic Imaging Specialist	451	901
HVAC/R Technology	300	n/a
Massage Therapy	300	n/a
Professional Esthetics	300	n/a
Restricted Barbering	300	n/a

NOTE: Students are NOT eligible to receive Federal Direct Loans during an approved Leave of Absence (LOA). Students are eligible to receive Federal Grants during LOA.

Students who receive financial assistance from Title IV Programs (Federal Pell Grant and Direct Loans including subsidized, unsubsidized and PLUS loans) earn Title IV aid through attendance. After a Title IV eligible student completes more than sixty percent (60%) of the scheduled hours in a payment period, they have earned one hundred (100%) percent of scheduled Title IV funds for that specific period. If a Title IV eligible student withdraws from school prior to completing more than sixty percent (60%) of the scheduled hours in the disbursement period, he/she is subject to the Return of Title IV Funds requirements established by the U.S. Department of Education.

When will I receive a refund if my aid exceeds my charges?

Refunds are only made available once all tuition, fees, and charges have been paid in full. Refunds are applied to a paper check which will be mailed through the U.S. mail to the permanent mailing address on file with Florida Academy. Please note that it may take 7-14 business days to receive this refund. Any credit balance created by a PLUS Loan that is to be refunded to the borrower will be issued via paper check.

Rights and Responsibilities of students receiving Title IV, HEA student financial aid

Prior to requesting loan funds, Florida Academy provides first-time borrowers of a Federal Direct Loan information regarding the terms and conditions of the loan and the borrower's rights and responsibilities. The terms and conditions of the loan program are defined in the [Master Promissory Note](#). The Master Promissory Note is the contract that connects the Direct Loan borrower to the loan. Information regarding the Master Promissory Note as well as the rights and responsibilities of the borrower is outlined during Entrance Counseling. Entrance Counseling identifies the seriousness and importance of a student's repayment obligation, interest information, key terms and concepts regarding the Federal Direct Loan program, payment information, etc. Entrance Counseling tutorials and Master Promissory Notes can be found by visiting www.studentloans.gov. For more information or further assistance, the Florida Academy Financial Aid Office is available to help. Contact us today at fa@florida-academy.edu or call 239-489-2282 ext. 107.

Criteria and Continued Student Eligibility and Standards for Satisfactory Academic Progress

Federal Regulation 34 CFR 668.34 requires Florida Academy to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of administration of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include, but are not limited to Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Loans, and some State and Institutional aid. Failure to meet the requirements listed below will result in the suspension of financial aid eligibility. This policy applies to all educational programs offered at Florida Academy.

Monitoring Financial Aid Progress

Each financial aid recipient will have progress monitored at the end of the term, beginning with the first credit/clock hour attempted as a certificate-seeking student. If, at the end of a term, the student has not met the required standards, the student will be placed on Financial Aid Warning for one term. (See Required Standards.) If the student does not achieve SAP at the end of the Warning term, eligibility for federal and state financial assistance will be suspended until the student returns to SAP status of clear (see SAP definition).

Note: A transfer student's eligibility for all federal aid including Direct Loans is based on their successfully completed transfer courses accepted and courses taken at Florida Academy that meet or could have met the student's currently declared program of study requirements. These credits are used to establish their cumulative grade point average and completion rate as documented in the student's record in the Student Record System.

Clock Hour Measurement Standards

SAP for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each payment period.

1. Qualitative - Grade Point Average

Certificate students must maintain an average of at least 70% for each payment period as well as a cumulative grade average (CGA) of 70% or higher.

2. Quantitative - Pace of Progress

Students must successfully complete at least 67% of their cumulative attempted clock hours to stay on pace with the Maximum Time Frame requirements described below.

- Attempted clock hours are the hours a student attends each payment period.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Absences must be made up as all program hours are required for completion.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, the student must notify the Financial Aid Office.

3. Maximum Time Frame

Financial aid recipients must complete their program requirements within 150% of the time it

normally takes to complete the certificate program (as measured in clock hours). A student must complete a total of 600 clock hours before attempting 900 clock hours (600 x 150% = 900).

SAP Payment Periods-Clock Hour Programs

Program	1st Payment Period	2nd Payment Period
Cosmetology	451	901
Diagnostic Priming Specialist	451	901
HVAC/R Technology	300	n/a
Massage Therapy	300	n/a
Nail Technology	120	n/a
Professional Esthetics	300	n/a
Restricted Barbering	300	n/a
Skin Care	150	n/a
*Financial Aid is available for those who qualify.		
**Eligibility is based on qualifying requirements.		

Credit Hour Measurement Standards

SAP for credit hour programs is evaluated at the end of each term. Students must meet ALL the following minimum standards:

1. Qualitative - Grade Point Average

Florida Academy uses the student's grade point average (GPA) to measure qualitative progress. Remedial/Developmental Education hours are included in this measure. A student must maintain a grade point average dependent upon the total number of hours attempted as indicated:

Total Credit Hours Attempted	Required Minimum Cumulative GPA
1 to 24	1.50
25 to 45	1.75
46 or more	2.00

2. Quantitative - Pace of Progress

Florida Academy is required to establish and evaluate the maximum time frame in which students must

complete their educational programs and the pace of completion that ensures completion of the programs within that time frame. Florida Academy requires that all financial aid recipients successfully complete a cumulative minimum of 67% of the credit hours attempted (total hours earned divided by total hours attempted).

3. Maximum Time Frame

Financial aid recipients must also complete their program within 150% of the credits required to do so. Remedial/Developmental Education hours are excluded for these calculations. For example, a certificate program of 60 credit hours must be completed within 90 credit hours.

Credits Used

Students who attend other colleges must submit all prior transcripts for evaluation. Students who are enrolled concurrently in another college must notify Florida Academy. The courses accepted as transfer credit by Florida Academy that meet declared program of study requirements will be considered in the evaluation of progress. All successfully completed transfer courses accepted and courses taken at Florida Academy that meet or could have met the student's declared program of study requirements will be included in determining Satisfactory Academic Progress (SAP).

Program Changes

Students will be awarded Title IV funding for a maximum of four unique programs of study at Florida Academy. A student may appeal this loss of eligibility if the student has documentable mitigating circumstances which directly caused the program changes. For more information, please refer to the appeal process. Program changes after the effective date of this policy will be counted toward the number of changes allowed.

Course Repetitions

Under HEA regulations, a Title IV recipient is permitted to repeat a course in which a failing grade was previously earned without limit, except as imposed by the SAP standards. Once a student has earned a grade of **A, B, C, D, or F**, one repeat of the course is permitted to be counted toward calculating Title IV aid eligibility enrollment for the term. All subsequent attempts of that course are ineligible for Title IV funding.

Financial Aid Warning Term

Students must meet all the SAP required standards to be considered in Financial Aid Satisfactory Academic standing. Students who are found to not be in Financial Aid Satisfactory Academic standing at the end of any term are automatically placed on warning for their subsequent term of enrollment, except when the student reaches or exceeds the 150% maximum time frame allowed for his/her program or the students PELL Grant disbursements meet the lifetime eligibility limit (600% of a full time PELL Grant award). Students who are enrolled during the financial aid warning term may receive Title IV aid, as long as they are otherwise eligible. Students are notified via email of the warning status.

During the warning term the student must successfully work to regain SAP by meeting the required completion rate standard (67%) and the graduated grade point average required for the number of credits attempted (see chart). If the student does not meet the required standards during the term of warning, he or she will no longer be eligible for Title IV aid.

Financial Aid Probation Term

Students who fail to meet all the SAP standards after the warning term are only eligible to receive further Title IV aid if they successfully appeal for federal aid reinstatement. A student who does not have an approved appeal will be unable to receive any Title IV aid (PELL Grant, SEOG, Direct Loans, and College Work Study). Students must agree to and follow an approved academic plan which is developed with an academic advisor and submitted with their appeal documentation for review and approval of the Appeal Committee. Students are notified via email of the probation status. Conditions of an approved appeal are determined by the Appeal Committee and provided via email to the student. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study ((34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B)).

Financial Aid Suspension

Students who do not regain SAP after a term of warning will have Title IV aid suspended because they are no longer eligible. Students who reach or exceed maximum time frame for their program of study (150% of the required credits) will have their Title IV aid eligibility suspended. Students who no longer have sufficient credits/clock hours of potential eligibility remaining to complete their declared program of study will have their Title IV aid suspended ((34 CFR 668.34(a)(8)(ii)), 668.34(d)(2)(iii)(B)).

SAP Appeals

Title IV applicants and recipients who are not in financial aid satisfactory academic standing due to circumstances beyond their control may appeal their statuses by accessing the SAP appeal process. Extenuating circumstances beyond the student's control that directly impacted progress must be explained and documented. All students who are eligible to submit an appeal must also submit a completed academic plan. In order to develop the academic plan, the student must meet with an academic advisor and comply with all associated requirements. When an appeal is approved, the student must adhere to the associated academic plan and the conditions listed in the approved appeal letter. Florida Academy reviews SAP progress at the end of each term of enrollment for all students, including those on financial aid probation. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study. Students meeting the conditions of their approved appeal must submit a continuing appeal.

*Documented extenuating circumstances might include, but are not limited to:

1. Serious illness or injury to the student;
2. Serious illness, injury, or death of a student's immediate family member (parent, sibling, spouse, children); or
3. Special documented circumstances of a unique and substantial nature.

All SAP appeals will be evaluated by the SAP appeals committee or its designee.

Reinstatement from Financial Aid Suspension

Students who fail to maintain a successful completion rate and/or cumulative GPA while on Probation will be suspended from future financial aid and must return to Good Standing at their own expense prior to being eligible to receive financial aid in a future semester.

Please note: Reinstatement does not pertain to the suspension for exceeding the maximum time frame (150%). Students are responsible for notifying the Financial Aid office when their grades are brought into compliance with the policy. Financial aid is not retroactively paid for any periods of enrollment during which the student is not eligible.

Terms of Loans Received as Part of Financial Aid Package

Florida Academy provides entrance and exit counseling services to borrowers of loans under the Federal Direct Loan program. Entrance and exit counseling provide information on repayment terms, debt management strategies, borrower's rights and responsibilities, tax benefits available to borrowers, terms of the loans, etc. Information regarding entrance and exit counseling can be found at www.studentloans.gov. For more information or further assistance, the Florida Academy Financial Aid Office is available to help. Contact us today at fa@florida-academy.edu or call 239-489-2282.

Sample Loan Repayment Schedule & Necessity for Repaying Loans

Florida Academy strives to teach students the tools needed to have a successful future including the importance and necessity of repaying student loans. More information including a sample repayment schedule can be found at <https://studentaid.ed.gov/sa/repay-loans/understand/plans>.

Textbooks

Comprehensive Medical Assisting-Textbooks	ISBN	Author	Publisher
Keyboarding Course (20th Edition) Lessons 1-25	9781337114448	Vanhus, et al.	Cengage Learning
Principles of Pharmacology for Medical Assisting (6th Ed.)	9781305859418	Rice	Cengage Learning
On Course: Strategies for Creating Success in College, Career, and Life (9th Ed.)	9780357022757	Downing, Brennan	Cengage Learning
Medical Language Focus on Terminology (3rd Ed.)	9781305119130	M. Moio, E. Moio	Cengage Learning
Body Structures and Functions Updated (13th Ed.)	9780357022368	Scott, Fong	Cengage Learning
Comprehensive Medical Assisting: Administrative & Clinical Competencies (6th Ed.)	9781305964907	Lindh, et al.	Cengage Learning
Law, Liability & Ethics for Medical Office Professionals (6th Ed.)	9781337090117	Flight, Pardew	Cengage Learning
Your Career: How to Make it Happen (9th Ed.)	9781305494862	Harwood, et al.	Cengage Learning
Mindtap Medical Office Simulation Software (MOSS) 3.0 (1st Ed.)	9781337626385	Mindtap	Cengage Learning
Medical Billing 101 (2nd Ed.)	9781305394353	Clark, et al.	Cengage Learning
Cosmetology-Textbooks			
Coursemate BMindTap Cosmetology, 4 term (24 months) Printed Access Card for Milady Standard Cosmetology, 13th + Exam Review for Milady Standard Cosmetology, 13th + Practical Workbook for Milady Standard Cosmetology, 13th + Theory Workbook for Milady Standard	9780357008201	Milady	Milady
Cosmetology Make-Up Specialist-Textbooks			
Coursemate BMindTap Cosmetology, 4 term (24 months) Printed Access Card for Milady Standard Cosmetology, 13th + Exam Review for Milady Standard Cosmetology, 13th + Practical Workbook for Milady Standard Cosmetology, 13th + Theory Workbook for Milady Standard	9780357008201	Milady	Milady
Beauty Make-up (1st Edition)	9780974950013	Hawker, Bailey	Make-up Designory
Beauty Make-up Workbook (2nd Edition)	9780974950068	Thompson	Make-up Designory
Diagnostic Priming Specialist-Textbooks			
Milady Standard Esthetics + Mindtap Esthetics (11th Edition)	9780357012178	Milday	Milady
Skin Care: Beyond the Basics (4th Edition)	9781435487451	Lees	Cengage Learning
Beauty Make-up (1st Edition)	9780974950013	Hawker, Bailey	Make-up Designory

Beauty Make-up Workbook (2nd Edition)	9780974950068	Thompson	Make-up Designory
HVAC/R Technology-Textbooks			
Core Curriculum Access Code, 2015 Revision (5th Edition)	9780134130989	NCCER	Pearson
HVAC Level 1 Trainee Access Code (4th Edition)	9780133402537	NCCER	Pearson
HVAC Level 2 Trainee Guide (4th Edition)	9780134130989	NCCER	Pearson
Esco Institute-EPA Prep Manual	9781930044609	Esco	Esco Institute
Massage Therapy-Textbooks			
Trail Guide to the Body (6th Edition)	9780998785066	Biel	Books of Discovery
Trail Guide to the Body: Student Workbook (6th Edition)	9780991466672	Biel	Books of Discovery
Theory & Practice of Therapeutic Massage (6th Edition)	9781285187556	Beck	Cengage Learning
Massage & Bodywork License Examination Study Guide	FSMTB	FSMTB	FSMTB
Nail Technology-Textbooks			
Milady Standard Nail Technology + Mindtap Beauty & Wellness (7th Edition)	9780357012185	Milady	Milady
Professional Esthetics-Textbooks			
Milady Standard Esthetics + Mindtap Esthetics (11th Edition)	9780357012178	Milady	Milady
Milady Standard Nail Technology + Mindtap Beauty & Wellness (7th Edition)	9780357012185	Milady	Milady
Skin Care-Textbooks			
Milady Standard Esthetics + Mindtap Esthetics (11th Edition)	9780357012178	Milady	Milady
Restricted Barbering-Textbooks	ISBN	Author/Publisher	
Pivot Point Fundamentals: Barbering Science (1st Ed.)	9781940593814	Pivot Point International	
Pivot Point Fundamentals: Barbering Foundational Cutting (1st Ed.)	9781940593845	Pivot Point International	
Pivot Point Fundamentals: Barbering Tapered Cuts and Fades (1st Ed.)	9781940953852	Pivot Point International	
Pivot Point Fundamentals: Barbering Style (1st Ed.)	9781940953869	Pivot Point International	
Pivot Point Fundamentals: Barbering Shaving and Beard Design (1st Ed.)	9781940593876	Pivot Point International	
Pivot Point Fundamentals: Barbering Student Study Guide (1st Ed.)	9781940953920	Pivot Point International	

Title IX

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

Title IX Compliance Coordinator:

Lisa LeClaire-Odar-(239) 489-2282 ext. 103

eddirector@florida-academy.edu

Transfer of Credit

External Transfers

Students transferring from other schools are required to earn at least 25% of the required hours at Florida Academy for completion of a Florida Academy program. For transfer of credit consideration, an official transcript from the previous institution and a personal interview with the Admissions Department are required. An official transcript from a previous institution, accredited by an agency recognized by the U.S. Department of Education and licensed by the Florida Department of Education (or the equivalent licensing authority of the state in which the institution is located) must be submitted directly to Florida Academy.

Students must have completed previous coursework within five (5) years and submit an official transcript prior to the start of a program. Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration. The decision to award transfer credit is at the sole discretion of Florida Academy.

The Registrar is responsible for reviewing all transcripts for the purpose of transfer of credit. Transcripts submitted to Florida Academy by a school that awards credit hours must include conversion factors to equate such “credit hours” to “clock hours.” The Registrar determines the number of transferrable credits.

Florida Academy does not issue transfer credit for any courses taken outside of the United States or its territories.

Transfer of Credit to Another Institution

Florida Academy does not make any representation or guarantee that coursework/and or credit earned at Florida Academy will transfer to another institution. Students seeking to transfer credit should verify transfer eligibility with the institution.

Schedule Changes

Students requesting a schedule change are required to meet with the Education Director for approval.

Internal Transfers

Students seeking to transfer programs within Florida Academy are required to meet with the Education Director for approval. If the transfer request is approved the student is required to pay the \$50.00 internal transfer fee and meet with Financial Aid and/or Bursar as applicable PRIOR to transferring from one program to another.

All hours attended and grades earned in the original course will transfer to the new program for the courses that are a part of the new program of study. Financial credit will be given for the course hours that were accepted toward the new program of study.

Students using VA education benefits must report all program changes to the VA. A copy of VA Form 22-1995 must be filed with the school certifying official and retained in the veterans file for audit purposes.

Transfers between Skin Care, Professional Esthetics, or Diagnostic Priming Specialist will not be permitted after a student reaches 301 attended clock hours. Any exception due to extenuating circumstance must be documented and authorized by the President or Education Director of Florida Academy.

Note: This policy does not apply to external transfers to Florida Academy.

Financial Aid Programs to Non-Financial Aid Programs

In adherence to Federal Student Aid (FSA) regulations, Title IV funds may not be applied to non-eligible programs. Students will not be allowed to transfer to a non-Title IV eligible program any clock/credit hours for which Title IV funds have been granted. To transfer clock/credit hours, all Title IV funding received for the Title IV eligible program MUST be returned to FSA.

No transfer credits/hours will be applied to the applicable non-Title IV program until funds received for the Title IV eligible program are returned to FSA and all outstanding balances from the withdrawal are paid in full.

- Students must withdraw from the Title IV program, sign Internal Transfer: Financial Aid Eligible Program to Non-Financial Aid Eligible Program: Student Acknowledge Form and pay any outstanding balance from withdrawal.
- An Academic Transfer Evaluation Form must be completed by the Program Chair for the new program.
- A new Enrollment Agreement must be completed for the new program with applicable credits for tuition and supplies.

Vaccination Policy

Florida Academy requires vaccinations for students enrolling in the Comprehensive Medical Assisting program. Please see the admission requirements in the official school catalog for additional information.

Veteran Affairs Information

Education Call Center

The toll-free number for the Education Call Center is **1-888-442-4551**. The Call Center is in Muskogee, OK, and Education Case Managers are available 7:00 a.m. to 6:00 p.m. (CST), Monday through Friday. The system's automated functions can provide information about benefits, applications, etc., and are available 24 hours a day, 7 days a week. Individual Veterans can access their own record to obtain date of last benefit payment, check amounts, etc.

Applications for Benefits

VA students can submit applications online at **<http://www.va.gov/education/how-to-apply/>** If students don't have access to apply online, they can call **1-888-442-4551** and ask that an application be mailed to them.

All VA students must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application. Students who have received benefits before must file a "Request for Change of Program or Place of Training." Please refer to the website above to submit applications. Students are required to submit their Certificate of Eligibility or Transfer of Entitlement no later than the first day of class to remain eligible to receive VA Educational Benefits.

Comparison Tool

Please use the VA Comparison Tool at **<https://va.gov/gi-bill-comparison-tool/>** to calculate VA education benefits. This is a great tool to show how much a VA student could receive based on the benefit chapter and percentage.

Request Transcripts

If you have previously attended other colleges, the student must request that official copies of military and college transcripts be sent to Florida Academy. If transcripts are not received within 30 days of the program start date, the student will be subject to having VA benefits terminated according to Section 1775 of Title 38 U.S. Code. The VA will not pay for any classes that have already been satisfactorily completed at a prior institution.

Financial Aid

Students using VA Educational Benefits may be eligible to receive financial aid. These additional funds help pay for tuition, books, and supplies while awaiting VA Educational Benefits. Any tuition, supplies, and fees either not covered through education benefits or financial aid are the financial responsibility of the student to pay to Florida Academy. Any payment arrangements to cover the full amount of tuition, supplies, and fees is required to be completed before the student attends classes.

Repeating Courses

VA regulations prohibit repeating a course in which a passing grade (D grade or higher) was earned. However, if a C grade or better is necessary to progress to the next level, then the repeated course can be certified.

Monthly Monetary Award and Certificate of Eligibility

All eligibility and monthly monetary awards are determined by the Department of Veterans Affairs and not by Florida Academy School Certifying Officials. It may take 4 to 12 weeks to start receiving a monthly VA payment. Monthly VA payments are paid based on the following: number of credit hours the student is enrolled; location of residential classes; class attendance; and the particular program the student is participating in.

All eligible tuition and fees will be certified through the VA by the VA School Certifying Official. Book cost is paid through a book stipend. The stipend is a lump sum payment paid directly to the student from the VA when the student's enrollment certification is processed. The stipend is prorated by the student's length of service percentage. The maximum stipend is \$1000 per academic year (08/01/YY – 07/31/YY). Any tuition, supplies, and fees either not covered through education benefits or financial aid are the financial responsibility of the student to pay to Florida Academy. Any payment arrangements to cover the full amount of tuition, supplies, and fees is required to be completed before the student attends classes.

Students using Chapter 30 – Montgomery GI Bill®, Chapter 35 – Survivors' and Dependents' Educational Assistance Program or Chapter 1606/1607 – Montgomery GI Bill® will receive a monthly Educational Assistance Allowance. This allowance can be used toward paying tuition and fees, or toward personal expenses. It is recommended that students using these benefits speak with a financial aid processor about whether additional payment methods will be needed and what their options are.

VA students must provide Florida Academy a copy of the Certificate of Eligibility (COE) no later than the first day of class, if using the Chapter 31 – Vocational Rehabilitation and Employment or Chapter 33 – Post 9/11 GI Bill®

- A "Statement of Benefits" obtained from the VA website – eBenefits, or a VA Form 28-1905 from Chapter 31 authorization purposes can substitute a COE.
- VA students are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to Florida Academy a COE for entitlement to educational assistance and ending on the earlier of the following dates:
 - o The date on which payment from VA is made to the institution
 - o 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility
- No penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any VA student because of the student's inability to meet the financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

Reporting Changes

To avoid a delay, suspension, or overpayment of VA benefits, students must report all changes to the VA School Certifying Official as stated below:

- Address Changes
- Name Changes
- Change in credit hours
- Withdrawal from classes or school

Student Verification of Enrollment

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly to the VA by using the Web Automated Verification of Enrollment (WAVE) or by the Interactive Voice Response (IVR).

The preferred verification method is WAVE, which includes features not in IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest students can verify their enrollment is the last calendar day of each month. WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at <https://www.gibill.va.gov/wave/index.do>.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions.

Veterans Called to Active Duty

Florida Academy recognizes that veteran students may have unique challenges if they are still serving on an active or reserve basis. Veterans who are enrolled in the current term who get called to active duty can petition for an administrative withdrawal with 100 percent tuition refund for the current term by providing the appropriate documentation to the Director of Education.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <http://www.benefits.va.gov/gibill>.*

Admissions Policies for Students using Veteran Affairs (VA) Education Benefits

In addition to the General Admissions Policies, the following policies are required for compliance with the VA State Approving Agency of Florida.

- The VA requires all previous transcripts be submitted for review of transferrable credit. A written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, will be maintained. This includes Joint Service Transcripts for students that served in the military. All transcripts must be received within the first two weeks of the student's program start date.
- A copy of the servicemember's DD-214 and/or Certificate of Eligibility
- Submission of form 22-1990, 22-1995, 22-5490, or 22-5495 to the VA. The correct form is dictated by benefit chapter being utilized and dependency status.

- In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
 - Prevent the student's enrollment;
 - Assess a late penalty fee to the student;
 - Require the student to secure alternative or additional funding;
 - Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
 - Provide a written request to be certified;
 - Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Veteran Educational Benefits Attendance Policy

Veterans enrolled in NCD programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed 30 percent of scheduled class clock hours in a month, or, where the course is less than one month in length, 30% of total approved course clock hours for the length of the program (days or weeks). Make-up time will not be included in calculating attendance for VA benefit purposes.

The termination will be reported to the Department of Veterans Affairs (VA) within 30 days of the Veteran's last date of attendance and will reflect that last date of the students' class attendance before violating the policy.

A veteran may be recertified for VA education benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veterans meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

Attendance is determined by the following guidelines:

- If a student is not present for class, the student will receive an absence for that day.
- If a student arrives late for class, the student will receive a Tardy for that day. Tardies are calculated based on fifteen-minute increments. If a student is 15 minutes late for class, they will be docked 15 minutes of scheduled attendance. If a student is 16 – 30 minutes late for a class, they will be docked 30 minutes, etc. Students are responsible for getting with the instructor to make up for missed material covered during the tardy time period.
- Early departures are calculated in fifteen-minute increments as well.

Please be advised that students may be placed on attendance probation, attendance suspension, or terminated due to lack of attendance.

Voter Registration

If you have not registered to vote in the State of Florida, you may see the Financial Aid office for assistance. Florida Academy has voter registration forms available for student use. Also, you may register to vote online at <https://registertovoteflorida.gov/home> using a computer in the Student Resource Center or other internet connected devices.