



Consumer and Safety Information with Disclosures

*For all students, prospective students,
staff and faculty.*

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Career Quest Learning Centers, Inc.

Consumer and Safety Information

This institution takes great pride in making available to its prospective and enrolled students information about its education programs and resources intended to help students succeed; not only in the classroom but in the workforce as well. The following information was designed to help students stay informed. Many of these policies and procedures can be found in the institution's School Catalog. The School Catalog is available at <https://www.careerquest.edu/courses-programs/catalog> or in hardcopy form available at the front desk at each campus location.

General Student Disclosures

Non-Discrimination Policy

Career Quest Learning Centers, Inc., admits students of any sex, religion, race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, religion, race, color, disability, nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs. The institution provides reasonable accommodations to students with special needs.

Academic Programs

Please refer to the institution's website or School Catalog for information pertaining to the Academic Programs offered by this institution. The institution reserves the right, at its discretion, to make reasonable changes in program content, materials, and/or schedules where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Cost of Attendance

Please refer to the institution's website or School Catalog for up-to-date and current tuition costs associated with Academic Programs.

Beyond tuition and fees, indirect costs are also included in a student's Cost of Attendance calculation. The amount of indirect costs listed below are multiplied by the number of months in the student's academic program. The indirect costs provided reflect estimates. You may find your expenses differ, but the provided budgets should assist you with planning.

As an *example*, the estimated indirect costs for a diploma or associate degree program are listed below:

Indirect Costs	8 Month Diploma Program		15 Month Associate Degree Program	
	Living Away from Home	Living with Parents	Living Away from Home	Living with Parents
Estimated Room & Board	\$935	\$468	\$935	\$468
Estimated Transportation	\$205	\$205	\$205	\$205
Estimated Misc. / Personal	\$294	\$294	\$294	\$294
Estimated Total Monthly	\$1734	\$967	\$1734	\$967

Financial Assistance Available to Students

Career Quest Learning Centers, Inc. believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to immediately fund the entire cost of education. To that end, the institution makes available several financial assistance programs to students who qualify. Please refer to the School Catalog for up-to-date and current financial assistance options and their descriptions.

Pell Grant

The Pell Grant is an award that does not have to be repaid. Pell Grants are awarded only to undergraduates who have not earned a bachelor's or professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process. Prospective students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Pell Grant. Financial amounts of the Pell Grant awards are based on student eligibility, need, cost and length of the program. The FAFSA may be filled out on-line at fafsa.ed.gov or may be returned to the Financial Aid Office for electronic filing.

Direct Loan Program (Subsidized)

This loan program provides a maximum of \$3,500 for programs one year in length. An additional \$4,500 is available for programs in which there are subsequent award years. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is determined by the successful completion of the FAFSA to determine need.

Direct Loan Program (Unsubsidized)

This loan program provides a maximum of \$6,000 for programs one year in length. Interest accrues from the point the student receives the loan money, but repayment can be deferred for up to six months after graduation or withdrawal. Loan payments can also be deferred up to six months after graduation or withdrawal.

Notice of NSLDS Data Submission

Any student applying for and accepting Title IV Federal Student Aid must understand that the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools as determined to be authorized users of the system.

State, Local, and other Private Aid Sources

Information on additional forms of state, local and other private aid is generally available in the institution's catalog. Sources (where applicable) include state grants, scholarships, and workforce development agency funding such as WIA/WIOA, PATH and TAA. Please consult the financial aid office for more information. Note that these sources are separate from federal student financial aid sources. Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at www.FinAid.org. Not all schools offer these funding options and may not be an eligible institution based on the grantors rules. For those schools that do, your financial aid officer will also present you with information regarding how to apply and applicable qualifications.

Disbursement Procedures

For Programs that are measured in credits, an academic year is defined as 24 semester credits and a minimum of 30 weeks of instruction. Using this definition, Title IV aid is disbursed at the beginning of each

payment period. Programs less than one academic year are divided into two equal payment periods. First disbursements of loans are not made until the student has been in school for 30 calendar days and has completed a loan entrance interview with a Financial Aid Administrator. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Each student will receive a receipt indicating that the grant has been posted to his/her account. If a credit balance occurs in a student's account funds will be returned to the student within 14-days for living expenses. Upon the student's request, funds may be held for budgeting purposes or against future charges or refunded to the lender to reduce loan balances.

Federal Loan Repayment and Counseling

Repayment of Federal Direct Stafford loans will begin six months after graduation or any other termination of enrollment. Student will generally have up to 10 years to repay Federal Direct Stafford loans. Deferment and forbearance options are available under certain circumstances.

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

No interest is charged on Federal Direct Subsidized Stafford loans while you are in institution and during the grace period and deferment periods.

For Federal Direct Unsubsidized Stafford Loans, interest is charged on these loans during the in institution, grace, deferment and repayment periods. Students may choose to pay interest while it accumulates while in institution or allow it to accrue and be added to the principal balance, on which additional interest amounts will be based.

As a student borrower, in additions to the FAFSA, you will be required to complete both a loan entrance interview and Master Promissory Note (MPN) before a Federal Direct Loan can be disbursed to you. Entrance counseling is done during the initial financial aid appointment or in a group or online for all federal loan borrowers. Exit counseling is completed before you leave the institution. Generally, exit interviews are completed 30 days prior to expected graduation date.

For information on exit counseling, or the total and types of loans that have been disbursed to you, or for information on federal grants that you have received, visit the National Student Loan Data System at https://nslds.ed.gov/nslds/nslds_SA/.

The institution encourages students to borrow the minimum amount required to meet their budgeted cost of attendance.

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

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

The U.S Department of Education has established multiple websites to assist students in this process. Visit the Department's Repayment Plans and Calculators website at <https://studentaid.ed.gov/sa/repay-loans> This may help you to better understand your loan obligation and required payments, as well as repayment options that may be available. You can also find more information on how to manage your federal student loans at the Department's <https://studentloans.gov/myDirectLoan/index.action> site, as well as online counseling, estimated repayment amounts, etc. at <https://studentaid.ed.gov/sa/>. Many of the Department's sites will refer to each other and links are available to assist you in navigation. The amount of loans that you can borrow is impacted by many factors including the type of programs that you are enrolled in, the length of the program, the credits you are attempting, how that program has been approved for loan eligibility, dependency status, etc. The following is a chart that shows maximum annual and aggregate loan amounts. Also attached is the most recent information available regarding interest rates for federal loans and a comment on other loan fees.

Please consult your financial aid officer for other information on loan amounts and loan interest rates, these rates are generally updated every July. The following charts compiled from data within the StudentAid.gov website: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized> .

Solutions for Repayment Problems

Repaying your student loan is a very serious obligation. Remember, you are required to make your student loan payments even if you:

- do not complete your education,
- do not complete your program within the regular completion time for that program,
- are not employed upon completion of your studies,
- do not find employment in your field of study, or
- feel that the education you received did not meet your expectations.

It is very important to understand your rights and responsibilities. Your rights and responsibilities are included on the confirmation page at the end of this counseling session. They also are included in your MPN.

If you are having trouble making your scheduled monthly payment, there are options to help. You may be able to lower your monthly payment by utilizing a different repayment plan (described previously) or you may temporarily postpone your payments through deferment or forbearance.

Deferment

A deferment is a period of time during which your loan holder temporarily suspends your regular payments. If your loans were made on or after July 1, 1993, you may be eligible for the following deferments:

- At least half-time enrollment at an eligible school
- Graduate fellowship program
- Rehabilitation training program
- Military service
 - While serving on active duty or in the National Guard during a war or other military operation or national emergency
 - National Guard and members of other reserve components who are enrolled at least half time while being called up to active duty can qualify for up to a 13-month deferment following the conclusion of the active duty service.
- Unemployment
- Economic hardship

Different deferment options apply to borrowers who had outstanding balances on pre-July 1, 1993 FFELP loans when they obtained subsequent loans. For more information, contact your loan holder.

Interest payments during deferment:

- Subsidized Stafford Loan and Direct Subsidized Loan: Federal Government
- Unsubsidized Stafford Loan and Direct Unsubsidized Loan: You

To request a deferment:

- contact your lending institution,
- submit the required documentation for the deferment, and
- continue making payments on your account while waiting for notification of approval.

Forbearance

If you are unable to make your scheduled payments, but do not meet the criteria to qualify for a deferment, the loan holder may allow you to:

- reduce the amount of your payment or
- temporarily stop making payments.

This action is called forbearance. You must contact your loan holder to request forbearance. Most forbearance is discretionary; it is completely up to your lender to grant one. Under certain provisions, loan lenders are required to grant forbearance, such as if your student loan payment is greater than 20 percent of monthly income or if you are in an internship or residency.

Your loan lender may grant forbearance under the following conditions:

- If you are experiencing personal problems (such as poor health or financial hardship);
- If you are affected by circumstances such as a local or national emergency, military mobilization, or natural disaster;
- If you are serving in a position that may qualify you for loan forgiveness, partial repayment of your loan, or a national service educational award.

Keep in mind: No matter what type of loan you have, you are responsible for the interest that accrues during forbearance. You may choose to pay the interest as it accrues or allow it to capitalize. Unpaid accrued interest is added to the principal balance of the loan and increases the total outstanding debt and can increase your monthly payment.

Loan Cancellation

You are generally obligated to repay your student loan, regardless of what happens. Generally speaking, ***federal student loans may not be discharged or cancelled due to bankruptcy***. However, there are a few situations in which your loan may be discharged.

Your loan may be discharged if:

- you die,
- you are totally and permanently disabled and meet certain additional requirements,
- your school fails to pay a refund if you withdraw,
- you are unable to complete your program of study due to school closure,
- your loan was falsely certified as a result of an identity theft, or
- your school falsely certified or fraudulently completed a loan application in your name without your approval.

Teacher Loan Forgiveness: There is a loan discharge/forgiveness program for teachers meeting certain criteria:

- For loans received under the FFELP or Direct Loan Programs after Oct. 1, 1998
- Teach in qualifying low-income elementary or secondary school for 5 consecutive years and meet certain other qualifications
- Teachers of certain subjects may qualify for up to \$17,500 in loan forgiveness

Public Sector Employee Forgiveness: There is a loan forgiveness program for public sector employees with Direct Loans. You may be eligible to have the remaining loan balance of your non-defaulted loans forgiven if you:

- Made 120 monthly payments on the eligible loans after October 1, 2007 and
- Are employed in a public-service job at the time of such forgiveness and have been employed in a public-service job during the 120-month period.

Contact your loan holder if you think you may be eligible for any of the discharge or forgiveness programs listed above.

Loan Repayment Programs: There are certain programs that help borrowers repay loans. These include but are not limited to:

- the AmeriCorps service program [<http://www.americorps.gov> or (800) 942-2677] and
- loan repayment for serving as an enlisted person in the National Guard or Reserve programs (contact your recruiter for information).

Federal Student Loan Repayment Estimator

Balance at Repayment	4.66%			6.21%			7.21%			8.25%			9.5%			10.5%		
	Direct Loan Rate – Undergraduate			Direct Loan Rate – Graduate Students			Direct PLUS Rate			Maximum Direct Loan Rate – Undergraduate			Maximum Direct Loan Rate – Graduate Students			Maximum Direct PLUS Rate		
	Payment	Months	Interest	Payment	Months	Interest	Payment	Months	Interest	Payment	Months	Interest	Payment	Months	Interest	Payment	Months	Interest
\$1,000	\$50	21	\$43	\$50	22	\$58	\$50	22	\$69	\$50	22	\$80	\$50	22	\$93	\$50	23	\$104
\$2,000	\$50	44	\$178	\$50	45	\$247	\$50	46	\$294	\$50	47	\$347	\$50	49	\$414	\$50	50	\$472
\$3,000	\$50	69	\$422	\$50	73	\$601	\$50	75	\$732	\$50	78	\$882	\$50	82	\$1,086	\$50	86	\$1,273
\$4,000	\$50	96	\$799	\$50	104	\$1,177	\$50	110	\$1,469	\$50	117	\$1,827	\$52	120	\$2,211	\$54	120	\$2,477
\$6,000	\$63	120	\$1,518	\$67	120	\$2,070	\$70	120	\$2,438	\$74	120	\$2,831	\$78	120	\$3,317	\$81	120	\$3,715
\$8,000	\$84	120	\$2,023	\$90	120	\$2,759	\$94	120	\$3,251	\$98	120	\$3,775	\$104	120	\$4,422	\$108	120	\$4,954
\$10,000	\$104	120	\$2,529	\$112	120	\$3,449	\$117	120	\$4,063	\$123	120	\$4,718	\$129	120	\$5,528	\$135	120	\$6,192
\$20,000	\$209	120	\$5,059	\$224	120	\$6,899	\$234	120	\$8,126	\$245	120	\$9,437	\$259	120	\$11,055	\$270	120	\$12,384
\$30,000	\$313	120	\$7,588	\$336	120	\$10,348	\$352	120	\$12,190	\$368	120	\$14,155	\$388	120	\$16,583	\$405	120	\$18,577
\$40,000	\$418	120	\$10,117	\$448	120	\$13,797	\$469	120	\$16,253	\$491	120	\$18,873	\$518	120	\$22,111	\$540	120	\$24,769
\$50,000	\$522	120	\$12,647	\$560	120	\$17,247	\$586	120	\$20,316	\$613	120	\$23,592	\$647	120	\$27,639	\$675	120	\$30,961
\$60,000	\$626	120	\$15,176	\$672	120	\$20,696	\$703	120	\$24,379	\$736	120	\$28,310	\$776	120	\$33,166	\$810	120	\$37,153

This table provides repayment estimates — including monthly payment, number of payments and total interest costs — for Direct Subsidized, Unsubsidized and PLUS loans. Estimates are based on the current interest rates for loans with a first disbursement between July 1, 2014, and June 30, 2015, including Direct Subsidized and Unsubsidized loans to undergraduates (4.66%), Direct Unsubsidized loans to graduate and professional students (6.21%) and Direct PLUS loans (7.21%). Direct Subsidized loans are available only to undergraduates. Direct Unsubsidized loans are available to both undergraduates and graduate students. Estimates also are provided for the maximum interest rates permitted by law on Direct Subsidized and Unsubsidized loans to undergraduates (8.25%), Direct Unsubsidized loans to graduate and professional students (9.5%) and Direct PLUS loans (10.5%).

The table is based on these assumptions:

- Figures are based on the standard repayment option — equal monthly installments over a period of up to 120 months.
- Because the minimum monthly payment required under a standard repayment plan is \$50, certain loan balances will be repaid in less than 120 months.
- Payments and interest amounts are rounded to the nearest dollar.
- These figures are designed as estimates to provide you with a general idea of payments and total interest costs. Your actual payment and interest amounts may vary from these figures.

- Although repayment examples are provided for loan balances up to \$220,000, annual and aggregate limits on Direct Subsidized and Unsubsidized loans restrict the amounts students may borrow.
- To estimate payments and total interest costs for other loan balances, interest rates and other repayment options, use the USA Funds® Student Loan Repayment Calculator, at calculator.usafunds.org.

Rights and Responsibilities of Receiving Financial Aid

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

- What financial aid programs are available to you from Federal, State and other sources, if applicable, and an explanation of all aid sources including what sources must be repaid
- The procedures for applying for various sources of aid and the deadlines for applying
- The criteria for awarding aid and how need for aid is determined
- How much funding you will receive and how much of your costs have been met by this funding
- How the institution distributes aid among students
- How and when the institution disbursed aid
- The conditions for any loans that you are awarded and accept
- Academic progress standards
- Refund policies

You may view the contents of our student financial aid file in accordance with the Federal Educational Right to Privacy Act

- All documents submitted to the financial aid office are confidential
- As a student and recipient of financial aid, your responsibilities are to:
- Review all information about the institution's programs before you enroll
- Complete all applications and forms accurately and timely, ask your financial aid officer questions if necessary
- Know and comply with the rules of any aid that you receive, including provisions of any promissory note that you sign, providing any data requested by the financial aid office to verify application information and understanding the consequences of defaulting on a loan
- Maintain satisfactory academic progress
- Accept responsibility for all agreements that you sign
- Review and comply with all rules and regulations pertaining to financial aid, academic and conduct policies
- Keep your address and contact information current by notifying your financial aid officer or admissions representative

Student Lending Code of Conduct

The code of conduct policy prohibits a conflict of interest with the responsibilities of an officer, employee, and agent of the institution with respect to Federal Direct Loans or private education loans.

The institution does not participate in revenue sharing arrangements with any lender. The HEOA defines "revenue-sharing arrangement" as any arrangement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to the families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents.

The institution prohibits employees of the financial aid office from receiving gifts from a lender, guaranty agency or loan servicer. No officer or employee of an institution's financial aid office (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept any gift from a lender, guarantor, or servicer of education loans. A "gift" is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimis amount. However, a gift does not include (1) a brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy, such as a brochure, workshop or training; (2) food, training, or informational material provided as part of a training session designed to improve the service of a lender,

guarantor, or servicer if the training contributes to the professional development of the institution's officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the institution if those terms and benefits are comparable to those provided to all students at the institution; (4) entrance and exit counseling as long as the institution's staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and; (6) State education grants, scholarships, or financial aid funds of a State.

No officer or employee of an institution's financial aid office (or employee or agent who otherwise has responsibilities with respect to education loans) may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit (including a stock purchase option) as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

The institution prohibits offers of funds for private loans. An institution may not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of Title IV loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement. An "opportunity pool loan" is defined as a private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student. The institution may not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

An employee of an institution's financial aid office (or employee who otherwise has responsibilities with respect to education loans or financial aid) who serves on an advisory board, commission, or group established by a lender or guarantor (or a group of lenders or guarantors) is prohibited from receiving anything of value from the lender, guarantor, or group, except for reimbursement for reasonable expenses incurred by the employee for serving on the board.

Private Education Loans

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

Upon applying for a private education loan, students are required to complete a self-certification form that includes the following information:

Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The institution is required on request to provide this form or the required information only for students admitted or enrolled at the institution. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person.

Free or lower-cost Title IV federal, state, or institution student financial aid may be available in place of, or in addition to, a private education loan.

To apply for Title IV federal grants, loans and work-study, submit a Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov , or by calling 1-800-4-FED-AID, or from the institution's financial aid office.

A private education loan may reduce eligibility for free or lower-cost federal, state, or institution student financial aid.

You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the institution's financial aid office.

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

Preferred Private Education Loan Lender List

Besides, the "CQ Loan" which is serviced by Career Quest Learning Centers, Inc., Career Quest works with the lenders listed below. The purpose of the CQ Loan is to assist students with payment of the remaining balance of direct costs of their program after all other funding options have been exhausted, as determined through the Financial Aid Packaging process. Student eligibility and specific payment terms and conditions should be discussed with the institution's Financial Aid Officer.

After carefully reviewing the features offered by a wide range of lenders, we have chosen the lenders on this list because they offer a superior combination of savings, customer service, and loan processing reliability.

Sallie Mae

<https://www.salliemae.com/>

Discover

<https://www.discover.com/student-loans/>

Wells Fargo

<https://www.wellsfargo.com/student/>

Academic Progress Standards / Satisfactory Academic Progress

As detailed further within the School Catalog, students are expected to satisfactorily complete their program of study in a timely manner. This Satisfactory Academic Progress (SAP) policy will be applied consistently to all students. Each student has a prescribed Enrollment Period, which specifies his or her start date and expected graduation date. Students are expected to complete training by their graduation date. However, students have a **Maximum Allowable Timeframe** of no more than 150% times the normal length of the program as measured in credit hours attempted. For example, if a program requires successful completion of 40 semester credit hours, the student may not attempt more than 60 semester credit hours (150% x 40). Students must maintain satisfactory academic progress (SAP) to remain eligible to continue as regular students at the institution and to retain eligibility for Federal Student Aid (FSA). A regular student is one

who is enrolled for the purpose of receiving a degree or diploma. All periods of a student's enrollment at the institution are used in determining SAP (only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 70% to graduate from any program. Students who are not achieving satisfactory academic progress will receive written notification. Notifications may consist of a warning, academic probation, or dismissal, and the notification will also include requirements and instructions to appeal.

Withdrawal Procedures, Refunds, and Return of Aid

Please refer to the School Catalog for the institution's policies related to withdrawal procedures, refunds, and return of aid. In all cases, the institution strongly encourages open communication if a student is considering withdrawing from school. In many situations, arrangements can be made to help ensure successful completion.

Accreditation and Licensure

As defined in the School Catalog, this institution is approved to operate as a Private College by the State of Michigan Department of Licensing and Regulatory Affairs located at P.O. 30004, Lansing, MI 48909. In addition, Career Quest Learning Centers, Inc. is accredited by the Commission of the Council on Occupational Education, located at 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 30350. Documents describing Accreditation and Licensure may be requested from the Campus President. In the event a complaint is to be filed with either of these organizations, the appropriate procedures will be found in the School Catalog.

Physical and Intellectual Disability / Accommodations

Career Quest Learning Centers, Inc. is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or enrolled students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Director of Compliance, will work with the applicant, prospective student, and/or student to identify reasonable accommodations/adjustments necessary to enable him/her to fully participate in the admissions and/or educational program of interest.

Program of Study Abroad

This institution currently does not offer any study abroad options. However, the institution's transfer of credit policy will apply to all students with prior earned academic credit.

Transfer of Credit Policy

Please refer to the institution's School Catalog for information pertaining to the Transfer of Credit Policies offered by this institution. This institution currently does not have any articulation agreements with other educational entities.

Contact Information

The Campus President is designated to provide information to prospective and enrolled students related to these General Student Disclosures. The Financial Aid Officer at each campus location is available to answer financial assistance questions.

Lansing Campus: (517) 318-3330
Jackson Campus: (517) 990-9595
Mt. Pleasant Campus: (989) 817-4431

Penalties and Institutional Policies on Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on institution computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

Student Disclosures and Student Right-to-Know Act

Federal regulations and the Student Right-to-Know Act require institutions participating in Federal Student Aid programs to make available specific program disclosures to prospective and enrolled students. The following information can be found on the institution's program web pages :

<https://www.careerquest.edu/become-student/consumer-disclosures>

1. Placement Rates
2. On-Time Completion Rates
3. Program Length
4. CIP and SOC codes
5. Tuition and Fees

Campus Crime and Safety Information

CAMPUS SECURITY, SAFETY AND CRIME AWARENESS POLICY

It is the policy of Career Quest Learning Centers, Inc. to provide a safe, secure and crime-free learning environment. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Career Quest Learning Centers, Inc., has implemented these policies regarding campus security. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), Career Quest Learning Center is required to annually compile and publish crime statistics. This annual report covers the previous calendar year and must include statistics of specified crimes reported to local police agencies that occurred on or near our campus. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System).

In March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act (VAWA), which amended the Higher Education Act (HEA), also known as the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act. Notably, the VAWA amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking.

CRIME STATISTICS

By October 1st of each year, Career Quest Learning Centers, Inc. will distribute a copy of its annual security report to all enrolled students via their student e-mail accounts. Additionally, a copy of the annual security report will be provided to all employees via their e-mail accounts. Hard copies will also be available upon request. This report will include statistics for crimes which occurred on or near the campus locations.

CRIME REPORTING POLICY

It is the policy of Career Quest Learning Centers, Inc. that all incidents of criminal actions and other emergencies that students, faculty or administrative staff become aware of will be reported immediately to the Campus President, or to his/her designee. This report can be verbal or written depending on the severity of the incident. The Campus President or his/her designee will investigate such reports and take legal or other action deemed necessary by the situation. The Campus President will contact the appropriate emergency personnel to deal with the incident and will maintain a record of all incidents that occur. In case of a medical emergency, life threatening situations, fire or natural disaster, or criminal action, 9-1-1 should be called to obtain immediate emergency assistance. The Campus President or his/her designee should be notified immediately if emergency assistance has been called.

TIMELY WARNING

Career Quest Learning Centers, Inc. will make timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

- a. An incident presenting eminent danger/injury, such as a robbery, assault, fire or natural disaster: 9-1-1 will be called immediately and all affected students, faculty and administrative staff will be evacuated from the building or escorted to a safe location by the Campus President or his/her designee. If the incident is related to sexual assault, stalking, domestic violence, sexual violence or stalking (Clery crimes), the institution will report the crime immediately but will withhold as confidential the names and other identifying information of victims.
- b. An incident presenting the possibility of future danger: students, faculty, and administrative staff will be notified verbally or in writing of the incident and advised of the caution that individuals should take in protecting themselves.

PREPARATION OF ANNUAL CRIME STATISTICS

In preparing annual crime statistics, Career Quest Learning Centers, Inc. will tabulate data on all reported incidents on campus. In addition, the institution will contact the appropriate law enforcement agencies to gather data on crimes that have occurred in close proximity to the campus. These statistics will be included with the statistics gathered through campus reporting. All cumulative data will be included in the annual security report and distributed to students, faculty, and administrative staff by October 1st of each calendar year.

REPORT CRIMES TO:

Students and employees should report criminal offenses to the Campus President and local authorities. Anonymous reporting is also available:

Lansing Police Department 120 w. Michigan Ave. Lansing, MI 48933 (517) 483-4600 (Non-Emergency) 911 (Emergency)	Jackson Police Department 216 E Washington Avenue Jackson, MI 49201 (517) 788-4100 (Non-Emergency) 911 (Emergency)
	Mt. Pleasant Police Department 804 E. High Street, Mt. Pleasant, MI 48858 (989) 779- 5100 (Non-Emergency) 911 (Emergency)

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential,

while taking steps to ensure the future safety of yourself and others. With such information, the Institution can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Reporting Policy Relative to Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f) clarification was given those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistic. Career Quest does not have an employee on staff who is a professional counselor, however, the institution contracts with a licensed counselor in the event counseling services are needed.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. Career Quest Learning Centers does not have an employee on staff who is a professional counselor, however, the institution contracts with a licensed counselor in the event counseling services are needed.

CAMPUS COMMUNITY – EMERGENCY NOTIFICATION RESPONSE AND EVACUATION PROCEDURES

Career Quest Learning Centers is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves and immediate threat to the health or safety of students for employees. An “immediate threat” refers to an imminent for impending threat, which may include: fire, extreme weather conditions (i.e. tornado), gas leak, terrorist incidents, earthquake, armed intruder, bomb threats, chemical/hazardous waste spills, outbreak of serious illness, rioting, etc.

Once the emergency situation or dangerous situation is confirmed, the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of

responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Upon confirmation from an institutional official (Campus President, Front Desk Administrative Assistant, Student Service Coordinator, or other appointed designee), the campus community may be notified in a variety of ways for the response action. Notifications may occur via the public address system, text message, email, fire alarm, posted signs on entrance doors, or even word of mouth dependent upon the nature of the emergency. Staff and students may be directed to a safe location, instructed to follow evacuation plans, follow emergency procedures, or initiate a lockdown. Ultimately, the Campus President at each location is responsible for confirming an emergency and initiating the appropriate response. If the Campus President is not available, they will appoint another member of the management team to make the judgement. If a notification is required, all members of the staff and students (of the specific campus) will be notified.

Responsible authorities for each campus are defined as the Campus Presidents. The current Campus Presidents include: Mollie Woodworth (Lansing and Jackson), Shelby Dalgleish (Mt.Pleasant). In their absence, they will appoint a trusted designee to make a rational, professional judgment in emergency situations. Other designees may include:

- Lansing – Bob Moyer (Regional Director of Student Retention), Jim Hutton (CEO), Dave Heckeler (Chief Academic Officer), Alison Southwell (Administrative Assistant).
- Jackson – Pebbles Glaspie (Senior Admissions Representative), Tim Mastie (Director of Information Technology).
- Mt. Pleasant – Brooke Allen (Director of Career Services), Shanell Carter (Administrative Assistant), Melissa Adams (Financial Aid Officer).

When necessary, emergency information may need to be disseminated to the larger community, beyond the campus. Various methods may be used to communicate relevant information. Career Quest Learning Centers has the ability to send cell phone alerts to active students, if necessary. Other methods for alerting the community include TV alerts, Facebook alerts, and virtual classroom announcements. The Campus President is responsible for developing the information to be disclosed. Depending the nature of the emergency, one or more methods will be used. For any building closures due to weather, illness, bomb threats, gas leaks, hazardous waste spills, the campus community will be notified by TV alerts (Campus President), Facebook alert on Career Quest Facebook page (Morgan Collings, Director of Marketing), Moodleroom announcements (individual instructors and/or Stephanie Nye, Online Academic Administrator), and phone alerts (Tim Mastie, Director of Information Technology). Lansing and Jackson utilize channel 6 WLNS (<https://www.wlns.com/>) as their news outlet. Bay City utilizes channel 5 WNEM (<https://www.wnem.com/>) as their news outlet, and the Mount Pleasant campus utilizes WWTW/WWUP-TV 9&10 News (<https://www.9and10news.com/>) as their news outlet. Some emergencies may not warrant the timeliness to utilize all methods. In extreme emergencies (limited time to react), such as an armed intruder, the Campus President and all others on campus are encouraged to call 9-1-1 and initiate a facility lockdown.

Career Quest Learning Centers will schedule at least one emergency response test per calendar year. The Campus President and Director of Compliance (Phil Dunn) will collaborate to schedule a

date, determine type of emergency response to test/evaluate, and document the results. Depending on the nature of the test, it may be announced or unannounced. A fire/tornado drill will not be announced. Tests that require a facility “lockdown” will be announced to avoid confusion, fear, miscommunication, etc. The Campus President and Director of Compliance will establish outcomes/goals for the test. Upon completion, The Campus President and Director of Compliance will assess the drill, activity, exercise to evaluate if the outcomes were met. Testing the phone alert system will be announced via the Moodleroom classroom announcement, in lab classes, and on the Career Quest Facebook page. The Director of Information Technology, Tim Mastie, will conduct the phone alert test at least once annually.

Each module (every 5 week start date), the “Emergency Procedures for Students” are covered by instructors on the first day of class. Additionally, one week prior to conducting any emergency test, all students and staff in the active directory will be sent the preceding information on emergency response and evacuation procedures. Upon completion, the Director of Compliance (Phil Dunn) will document the test by providing a description of the exercise, the date, the time of start and finish, and whether the test was announced or unannounced. The Director of Compliance will keep the documentation filed and saved electronically on a secured network drive for at least seven years.

PLAN FOR INITIATING A FACILITY “LOCKDOWN”

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area (i.e. CQLC Offices/Campus) will lock all doors and windows, not allowing entry or exit to anyone until the “All Clear” has been sounded by the Campus President or appropriate law enforcement. This procedure converts any building into a large "Safe Room."

Incident Notification

All emergencies, e.g. police emergencies, fires, or hazardous material spills, must be reported to the local Police Department; by dialing 9-1-1. When reporting an emergency, provide the following:

- Your name;
- Location of the emergency;
- Telephone number from which you are calling; and
- Type of emergency you are reporting (e.g., police, fire, or hazardous material spill, etc.)

Initiation of "Lockdown" Procedure

If the risk assessment determines the need to secure a building to protect the campus community and to prevent an escalation of the emergency, the Campus Manager or designee will give the order to

"Lockdown" the campus.

- Notice that a "Lockdown" has been issued will be broadcast over the Public Address (PA) system and/or the staff/faculty/classroom telephone system, or by staff/faculty communication.

Lockdown" Procedure

- If preceding an order to "Lockdown" you hear gunshots in or around your building or once the notice to "Lockdown" has been issued, take the following action:
 - Follow instructions;
 - Try to remain calm;
 - Place a sign (if possible) on the entrance indicating the "Facility Is In Lockdown."
 - Remain indoors, e.g. your office or classroom. Once in "Lockdown" you will not be allowed to move about the facility until an "All Clear" has been sounded by the Campus Manager or law enforcement;
 - If not in your typical surroundings (classroom or office) proceed to a secured location
 - Close and lock all doors;
 - Turn off all lights;
 - Occupants should be seated below window level, toward the middle of a room away from windows and doors;
 - Remain silent;
 - Turn off all radios, computer monitors, and other devices that emit sound and light;
 - Silence cell phones;
 - If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets, etc. for shelter;
 - Use phones only for emergency notification;
 - Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom or office that can be locked.
 - If outdoors, seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from the administration.
 - Do not unlock doors or attempt to leave until instructed to do so by law enforcement. The "All Clear" will be announced over the Public Address (PA) system and/or the staff/faculty/classroom telephone system when it is considered safe.

BUILDING SECURITY & ACCESS

The Lansing Campus of Career Quest Learning Centers, Inc. is located on a major street. The school is open to the public. Due to its size, location and excellent safety record, the institution does not employ campus security personnel. Faculty and administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

The Branch Campus in Jackson of Career Quest Learning Centers, Inc. is located in a large commercial office complex, which is open to the public. This location has maintained an excellent safety record in part due to the fact full time security staff are employed by the property managers.

The Mount Pleasant Branch Campus is located in a large commercial strip mall, which is open to the public. Due to its size, location and excellent safety record, the institution does not employ campus security personnel. Faculty and administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

Students have access to instructional facilities during normal class hours. Students are to sign in on the attendance list upon arrival for class, and sign out upon departure. Students and employees should notify the Campus President immediately if an unauthorized visitor is observed in the classrooms, labs, or administrative offices. Before and after business hours, the institution's administrative and educational facilities are locked. The Campus President will only issue keys to employees. Employees are to exercise reasonable care to secure keys issued to them. Replacement keys are to be requested from the Campus President. The Campus President will work with campus landlords or contracted locksmiths if doors or locks need replaced or rekeyed due to maintenance or safety concerns. Members of the campus community should be aware that the building is not locked and secured, nor are there security personnel on-site. When leaving class and going to the parking lot, particularly at night, it is always a good practice to walk in pairs or for a student to ask an instructor to accompany him/her to their vehicle.

CAMPUS SECURITY AUTHORITY

Career Quest Learning Centers, Inc. does not employ any security personnel and no employees have any law enforcement authority. The Campus President is responsible for the campus security. A building security company is contracted by the Jackson Branch Campus property managers. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the Campus President of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the Campus President who may be able to assist students to report crimes on a voluntary and confidential basis. In the event a student or employee is unable to make such a report, the Campus President may do so on their behalf.

CAMPUS SECURITY INFORMATION PROGRAMS

Crime prevention and personal safety are issues that concern all students, faculty, and administrative staff. It is the policy of Career Quest Learning Centers, Inc. that all students will have access to a copy of the School Catalog prior to beginning classes. That catalog will contain the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student

orientation. All employees will receive the Career Quest Learning Center Employee Handbook, which will also contain information on safety and security. These policies will be addressed during new employee orientation, which is conducted by the Campus President or his/her designee. Students and employees are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The institution has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off campus premises or during any school activities.

PERSONAL SAFETY

- Be aware of your surroundings and of those around you.
- Do not walk in dark, unlit areas or surroundings.
- Walk in pairs or groups when entering and exiting the Institution.
- Avoid working or studying alone at night, in remote areas or offices, and keep your door locked if you have to work late.
- Have your keys ready and in hand when approaching your vehicle or office.

VEHICLE SECURITY

- Park in well-lit areas and always lock your car.
- Secure your windows by rolling them up.
- Secure valuables such as CDs, radios, phones, books, and packages by placing them in the trunk or out of sight.
- Invest in a car alarm; kill switch, and/or steering wheel locking device.
- Park in authorized spaces and between the lines to reduce the chance of damage or vandalism to your vehicle.

PROPERTY SECURITY

- Lock and secure your desk and office when not in use.
- Lock up equipment when not in use.
- Do not leave books, bags, purses, wallets, keys or any other possessions unattended.
- Identify your valuables with tags, marker, etc.

CRIME PREVENTION PROGRAMS

Career Quest Learning Centers, Inc. will provide its students, staff and faculty with crime prevention information and safety each year through its Annual Security Report and prevention programs. Furthermore, the institution encourages students to utilize programs in the community that are designed for this purpose. The Crime Prevention Association of Michigan is located at 655 Auditorium Rd, Baker Hall Room 540, in East Lansing, Michigan. A calendar of crime prevention trainings and events that are available may be obtained at:

<http://www.crimepreventionassociationofmichigan.org/upcomingEvents.html>

Additionally, upon enrollment, students are provided with a GCN Training account which provides tutorials which include, but are not limited to:

- Active Shooter

- Domestic and Sexual Violence
- Alcohol and Drug Awareness,
- Proactive Safety
- School Safety
- Student-to-Student Hazing and Harassment
- Dating Violence
- Workplace Violence

OFF-CAMPUS LOCATIONS

All Career Quest Learning Centers, Inc. instructional programs occur at either the Main Campus or Branch Campuses.

EMERGENCY PROCEDURES FOR STUDENTS, STAFF AND FACULTY

MEDICAL EMERGENCIES

In the event of sickness or accident, these procedures are to be followed:

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.
4. First-Aid Kits are located throughout the Institution for minor emergencies and injuries. All staff are aware of the location of the First-Aid Kits. There is at least one in each classroom.
5. In the event of illness or injury, your instructor will complete an Incident Report and submit that report to the Campus President.

BUILDING EMERGENCIES

Fire Emergency

All students should familiarize themselves with the evacuation plans posted in the classrooms and throughout the building. In the event of a fire in the school building, students should:

- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.
- Remain calm; quickly secure personal belongings only; walk, do not run, to nearest exit in accordance with the diagram posted. Cooperate with the instructor or administration, and follow directions given.
- Before opening the classroom door, the instructor will feel the door quickly with the back of his/her hand.
- If the door is hot, the hallway on the other side is probably on fire. The instructor will advise students to use an alternate exit if possible.

- If the door is cool, the instructor will kneel down and check the air coming in under the door. If the air is cool, the hallway may be safe to enter.
- When opening the door to the hallway, the instructor will kneel behind the door while he/she opens it just a little with his/her face turned away from the opening. Listen and smell for fire and smoke.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, **STOP** right where you are. **DROP** to the ground. **ROLL** over and over to put out the flames.
- Upon exiting the building students and instructors will gather in the far side of the student parking lot at a safe distance from the building.
- The instructor will determine if all students have safely exited the building and inform the Campus Manager.
- Fire extinguishers are located throughout the facility. The evacuation of students, employees and guests is the primary objective. Staff that is familiar with their use after evacuation procedures have been initiated may use a fire extinguisher.
- It is the responsibility of ALL students to follow these procedures. No student should leave his/her group as attendance will be taken when in a safe place outside the building. Students and instructors will gather in the far side of the parking lot at a safe distance from the building following evacuation.

Natural Disaster

In the event of natural disasters, the following procedures should be followed:

- Tornado
- Stay away from windows.
- Stay inside if you are not told to evacuate.
- Proceed in an orderly fashion to the inside hallway away from windows.
- Floods and Flash Floods
- Stay in the building.
- Do not evacuate unless you are told to do so.
- Severe Thunderstorms and Lightning
- Stay inside; move away from windows, water faucets, sinks and metal objects.
- Proceed in an orderly fashion to the inside hallway away from windows.
- Do not use telephones.
- When instructed, turn off computers and other electrical equipment you may be using.

Emergency Evacuation for Students with Special Needs

If you need special help or assistance during an emergency evacuation, be sure to tell your instructor or an administrator.

ALCOHOL AND DRUG POLICY

The possession, use and/or sale of alcoholic beverages, and/or any illegal drugs is strictly forbidden on the campus (including the parking lot and adjacent areas) of Career Quest Learning Centers, Inc., or at any activity sanctioned by

the institution. To assist in the enforcement of Michigan underage drinking laws and the enforcement of Federal and State drug laws, Career Quest Learning Centers, Inc. will notify Local and State policing agencies when any such activity occurs on or near the campus. All students and employees receive the Career Quest Learning Centers, Inc. alcohol, drug, and weapons policies and prevention information during new student or new employee orientation. Any student or employee in violation of this policy may be terminated from school or employment immediately. Additional information is available in the institution's Drug and Alcohol Abuse Prevention. This program contains information regarding health risks, legal sanctions, assistance organizations, etc.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM

Federal regulations require institutions participating in Federal Student Aid programs to provide its students, staff and faculty information pertaining to the prevention of drug and alcohol abuse. Students and employees are expected to dress and act in a businesslike manner while attending classes and while 'on-the-job'. At the discretion of the school administration, a student or employee may be dismissed from school or employment for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building or administrative policies; including failure to uphold financial obligations, or any other stated or determined infractions of conduct. Any student or employee convicted of a drug or alcohol crime may be dismissed from school or employment immediately. Possession, distribution, or use of alcohol or illicit substances on school premises may bring immediate expulsion or employment termination. Furthermore, the institution may report the incident to local law enforcement.

Standards of Conduct:

- 1) Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
- 2) Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
- 3) The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- 4) The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
- 5) The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

(Note: The term "Campus" also encompasses at any school sanctioned activity or function.)

For more information regarding drug and alcohol rules, policies, regulations, and resources for support, please see the Drug and Alcohol Abuse Prevention Program:

<https://www.careerquest.edu/wp-content/uploads/2020/09/Drug-and-Alcohol-Prevention-Program-Biennial-Review-2020.pdf>

SEX OFFENSES

Students and employees should immediately report all sex offenses to the Campus President or his/her designee. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof of a criminal offense should the student or employee determine

he/she will report the offence to law enforcement personnel. The Campus President, or other personnel selected by the student, will assist the student in notifying authorities if the student requests such assistance.

The Institution will change the training schedule of a student after an alleged sex offense if requested by the student.

This Institution does not have professionally trained on-campus staff to provide educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sexual offenses. Nor does it have on-campus counseling to sexual assault victims. The following off-campus resources are available:

- 1. EVE (End Violent Encounters)**
(517) 372-5572 (24-hour crisis line)
- 2. Listening Ear Crisis Intervention**
(517) 337-1717
- 3. Michigan Coalition to End Domestic & Sexual Violence**
(517) 347-7000
- 4. National Sexual Assault Hotline**
(800) 656-4673 (24-hour crisis line)

Career Quest Learning Centers, Inc. will convene, as needed, a disciplinary committee for hearing accusations of on-campus sex offenses between members of the institution's staff and/or student body. The disciplinary committee will consist of the Campus President and one other staff member as approved by both the accuser and the accused. If parties involved in the proceedings are not able to agree on an independent staff member, the Campus President will select a staff member and conduct the proceedings. Career Quest Learning Centers, Inc. has established the following procedures for campus disciplinary proceedings: 1) both the accuser and accused are entitled to have others present during a disciplinary proceeding; 2) both parties shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense.

The following sanctions may be imposed:

1. Require the accused to provide proof that professional counseling is being received.
2. Administratively dismiss the accused.
3. Suspend the student, or suspend the disciplinary proceedings, pending the completion of legal proceedings.
4. Dismiss the accuser's accusations as unfounded if appropriate.

The Michigan State Police maintains the Michigan Public Sex Offender Registry. Students and employees may obtain information concerning registered sex offenders who might be present on campus or in the immediate area at www.mipsor.state.mi.us, or by calling the Sex Offender Hotline at (517) 322-5098.

DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

This institution will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, this institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

On March 7, 2013 President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in the Annual Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes.

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires Career Quest Learning Centers to report of the following offenses:

- Manslaughter (non-negligent)
- Murder
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests, or persons referred for campus disciplinary action for liquor law violations
- Arrests, or persons referred for campus disciplinary action for drug-related violations
- Arrests, or persons referred for campus disciplinary actions for weapons possession
- Hate Crimes: Where the victim is intentionally selected because of his/her actual or perceived race, gender, religion, sexual orientation, ethnicity, and or disability
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction, damage, or vandalism of property
- Domestic Violence
- Dating Violence
- Stalking
- Unfounded Crimes

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE)

The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the

response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. In addition, SaVE also requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

CAMPUS SEX CRIMES PREVENTION ACT - SEX OFFENDER INFORMATION

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Career Quest Learning Centers is providing a link to the State of Michigan Sex Offender Registry. This act requires Institutions of higher education to provide a method whereby the campus community can obtain law enforcement information provided by the State concerning registered sex offenders. The Michigan State Police is responsible for maintaining this registry. Follow the link to access the Michigan State Police Website at <http://www.mipsor.state.mi.us/>. Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/core/portal.aspx>.

SEXUAL ASSAULT POLICY & PROCEDURES

It is Career Quest Learning Centers’ policy that any form of sexual assault is strictly prohibited. The institution will make all responsible efforts to maintain a campus environment free from sexual assault.

What is Sexual Assault?

The Campus SaVE Act defines Sexual Assault, as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The State of Michigan defines Sexual Assault (often known as rape) as forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration. In Michigan, the law regarding sexual assault is called the Criminal Sexual Conduct Act. It is gender neutral and includes marital, stranger, date, acquaintance, and child sexual assault.

There are four degrees of criminal sexual conduct. First and third degrees involve forced or coerced penetration. This can involve vaginal, anal or oral intercourse, or putting a finger or object in another person's genital or anal opening. The second and fourth degrees involve forced or coerced sexual contact. This includes touching the groin, genital area, inner thighs, buttocks, breasts or the clothing covering these parts.

How serious the crime is considered by the prosecutor depends on a number of factors such as: more than one assailant, a weapon, a physical injury other than sexual assault, extortion or the element of surprise. The charges of criminal sexual assault are viewed as more serious if the victim is under 13 years of age, from 13-15 years of the age and the assailant is a member of the family or in a position

of authority over the victim, such as a teacher, counselor, clergy or doctor. Criminal sexual conduct does not require a witness other than the victim. It is also a crime if the assailant is your dating partner or spouse (www.michigan.gov/datingviolence).

Domestic Violence

Domestic Violence is defined by the State of Michigan as the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested (http://www.michigan.gov/dhs/0,4562,7-124-7119_7261-15005--,00.html) . Further, the act defines "family or household member" to include any of the following:

- A spouse or former spouse.
- An individual with whom the person has or has had a dating relationship.
- An individual with whom the person is or has engaged in a sexual relationship.
- An individual to whom the person is related or was formerly related by marriage.
- An individual with whom the person has a child in common.
- The minor child of an individual described in the above bullet points.

Dating Violence

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological. Victims and abusers come from all social and economic backgrounds, faith communities, and racial and ethnic backgrounds. Abuse also occurs in same-sex relationships. Both females and males can be victims of dating violence, but numerous studies reveal the reality that the majority of victims are females (usually more than 95 percent). Victims are often referred to as females and abusers as male. That reference does not change the fact that every survivor -- male or female -- deserves support, options, resources and safety.

Abusers attempt to control their partners in a variety of ways. The following is a list of common controlling behaviors:

- **Isolation:** Trying to cut off the victim's relationship with family and friends; using jealousy to justify behavior.
- **Emotional:** Humiliating the victim in front of friends or making the victim feel guilty when she confronts the abuser about the abuse.
- **Intimidation:** Making the victim fearful by using threatening behavior, abuse of animals, verbal aggression or destruction of property.
- **Coercion:** Threatening to find someone else if the dating partner doesn't comply with the abuser's wishes or demands. Threats to harm self or others if the dating partner leaves.
- **Physical:** Using or threatening to use physically assaultive behaviors such as hitting, shoving, grabbing, slapping, beating, kicking, etc.
- **Sexual:** Touching or forcing the victim to engage in unwanted sexual activity.

At the beginning stages of the dating relationship, these behaviors may not be apparent or the use of them is so subtle that they may be mistaken for the abuser's caring and concern. For example, the abuser may suggest that the couple spend all their time together because when they are apart, they will miss each other. If the victim spends time with other friends, the abuser may appear to be sad or disappointed. As the relationship becomes more involved, the abuser may gradually escalate the use of these behaviors to include severe jealousy, which is not a sign of love as many in our society believe (www.michigan.gov/datingviolence).

Stalking

Stalking is defined as a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested (Michigan Penal Code MCLA750.411 h). In this definition, "willful course of conduct" refers to a pattern of behavior made up of a series of two or more separate non-continuous acts which share the same purpose. The term harassed is defined as repeated or continuing unconsented contact directed toward a victim resulting in emotional distress (https://www.michigan.gov/documents/mdch/stalking_brochure_2_175588_7.pdf).

Consent for Sexual Activity

In Michigan, the age of consent is 16, and people who engage in sexual activity with children who are underage may be convicted of statutory rape (also called criminal sexual conduct). Michigan's laws also prohibit teachers from engaging in sex with students aged 16 or 17 years old. In statutory rape cases, the determinative fact is the age of the child. Even if the underage person pursues or agrees to the sexual relationship, the defendant can still face criminal conviction. Of course, people who commit sex acts against others without their consent can also be convicted of sexual assault or assault and battery.

Statutory Rape

Under Michigan's law, a person commits criminal sexual conduct in the third degree by engaging in sexual penetration (intercourse, oral or anal sex, or digital penetration) with:

- A child under the age of 16 but over the age of 13, or
- A child age 16 or 17 if the defendant is a teacher or school employee.

Any sexual activity (including, but not limited to sexual penetration) with a child under the age of 13 or with a child between the ages of 13 and 16 by an adult who is in the child's family or household or in a position of authority over the child is punished more severely, as first or second degree criminal sexual conduct (Mich. Comp. Laws Ann. §§ 750.520b, 750.520c, 750.520d.).

Other Sexual Conduct

It is a lesser crime (criminal sexual conduct in the fourth degree) to engage in sexual activity short of sexual penetration with:

- A child under the age of 16 but over the age of 13, when the defendant is at least five years older, or
- A child age 16 or 17 if the defendant is a teacher or school employee. (Mich. Comp. Laws Ann. §§ 750.520e.)

Child Enticement

In Michigan, people who lure or encourage children under the age of 16 to engage in any sexual conduct commit the crime of child enticement, even if no sexual conduct ever results. A common scenario that results in enticement charges is a defendant who meets a child online and arranges to visit the child for sex.

Bystander Intervention Options

Bystander intervention programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

What is a bystander?

A bystander is a person present but not directly involved in an event, who has the capacity for moral decisions and is therefore responsible for rational thought and action.

Why should bystanders be accountable?

In the past, people were comfortable in a passive role, only being responsible for themselves. The bystander approach acknowledges the fact that we are all interdependent and can all have a positive impact on each other. If we keep our eyes open to potentially dangerous situations, we can step in before something bad happens. As people feel empowered to become “active” bystanders, it will, in turn empower others surrounding them. The goal of this program is engaging members of our campus community to realize its true potential to influence others, and potentially save lives.

5 Steps to Accountability:

- Notice the event.
- Recognize it as a risky situation.
- Take responsibility for helping in the situation.
- Have the skills necessary to intervene.
- Take Action!

Intervening in Any Situation

- Gather details about the situation.
- Ask for help from other bystanders or friends.
- Be sensitive and understanding.
- Intervene early and in a safe manner.
- Consider multiple options.
- Don't be afraid to call for help!

Non-emergency Intervention

- Don't make assumptions about the people involved or the situation.
- Keep your eyes open for red flags.
- Set a goal or a plan.
- In conversations, keep in mind that it is about mutual respect.

Ongoing prevention and awareness campaigns are programs sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs are initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk Reduction to Recognize Warning Signs of Abusive Behavior

Risk reduction is defined as the options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Career Quest Learning Centers has made available to its student body, staff, and faculty, reading material on recognizing the warning signs of abusive behavior as well as information on how to avoid potential attacks. This material is located in the Media Center.

Suggestions to Reduce Risk – On and Off Campus:

- Drink responsibly or not at all.
- Remain Drug-Free.
- Strength in numbers: Have a preplanned signal to let your friend know that you want to leave or if you need help.
- Know your limits. It's never too late to say "no". Never be embarrassed or ashamed to say "no" or ask someone to stop.
- Verbalize your expectations and be up front. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct and guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

- Believe in yourself. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

Sexual Assault Prevention Programs/Reporting Procedures

Career Quest Learning Centers has established the following programs to prevent sexual assault as well as procedures to follow if a sexual assault has occurred.

Importance of Preserving Evidence after a Sexual Assault

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting a or filing criminal charges.

- A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 72 hours after an assault.
- A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges.
- The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved.
- Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court.

Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect "date rape" drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven't changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the ability of providing a SAFE exam. The cost of a SAFE examination is paid for from a state fund

Discussion

If a student is sexually assaulted, preserving any available evidence, including the results of a SAFE, blood tests for "date rape" drugs, and/or testing urine, allows the student to leave open the option of criminal prosecution in the future without obligating the student to take that step. Moreover, because some kinds of evidence may only be collected within a short period of time after an assault, delaying action to preserve evidence immediately after an assault may reduce the chances for a successful criminal prosecution in the future. After a sexual assault, you may not feel like having a rape kit done or reporting the sexual assault to law enforcement. However, you may still wish to seek medical attention. A Rape Response Services advocate can accompany you to any medical appointment and

will not pressure you to file a report to law enforcement or have a Sexual Assault Forensic Examination. What you want to do is always your choice. To reach an advocate, call 1-800-310-0000.

Medical Examination without a Police Report

Hospitals will provide a SAFE, including appropriate blood and urine tests, even if the student does not want to make a police report. These examinations are referred to as “Non-Reporting” SAFEs, or “Jane Doe” examinations. This option allows the student to have potential evidence collected and preserved without giving his/her name to the police, or being obligated to pursue criminal charges. Hospital staff will conduct the non-reporting SAFE in the same manner as if a police report were being made so that the evidence is usable by police detectives and potentially admissible in court. Hospital staff will contact police once the examination is completed. A police officer will respond to collect the evidence and assign a police report number (without the student’s name), and will enter any evidence collected into police evidence. However, the evidence will not be processed or examined by detectives unless the student subsequently makes a report to police.

Costs of a SAFE and Medical Care

The cost of the Sexual Assault Forensic Examination is covered by a state fund. However, if the student requires additional medical care for injuries suffered during the assault or follow up care, those costs may be billed to the student’s health insurance. If criminal charges are filed, a state victim’s compensation fund may cover some or all of the costs for medical care.

A. Educational Programs

In compliance with the SaVE act requirements for primary prevention and awareness of these offenses, Career Quest Learning Centers has implemented an educational program for students, staff, and faculty to prevent and promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking which shall include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention awareness programs for students and faculty, that includes, but is not limited to the following:

- Sexual Violence Prevention and Awareness Training (in conjunction with Library Training).
- Widespread distribution and publication of campus security information.
- Nationally recognized handouts available (School Library) on awareness and prevention of Sexual Violence.
- Trauma Training for School Officials on Campus Sexual Violence.
- Distribution of Campus Sexual Misconduct Policy.
- GCN Training Tutorials (<https://site.gcntraining.com/>)

Career Quest Learning Centers strictly prohibits the offenses of sexual assault, domestic violence, dating violence, and stalking and attempts to protect members of the school community, including visitors, from such offenses. Career Quest Learning Centers offers any student, faculty or staff

member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals. In addition, Career Quest Learning Centers has support staff available to assist victims in notifying appropriate law enforcement authorities regarding such crimes, if so requested by the victim.

In effort to provide a safe environment for our students, staff, and faculty, Career Quest Learning Centers provides prevention and awareness programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. Career Quest Learning Centers undertakes efforts to safeguard the rights and interests of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), the Campus President as well as any civil authorities that an individual deems appropriate. Furthermore, Career Quest Learning Centers prohibits any and all retaliation by its faculty and staff against a person who exercises his or her rights or responsibilities under any provision of the Campus SaVE Act.

Sex crimes, including but not limited to sexual assault, domestic violence, dating violence, and stalking, represent violations of criminal and civil law, and constitute a serious breach of student or employee conduct. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

B. Procedures to Follow if a Sexual Offense, Domestic Violence, Dating Violence, Sexual Assault, or Stalking has Occurred

- If you are a victim of a sexual offense, domestic violence, dating violence, sexual assault, or stalking at Career Quest Learning Centers, your first priority should be to get to a place of safety. Medical attention and/or treatment should then be obtained as quickly as possible following the incident. Assaults should be reported directly to a school official (i.e. Title IX Coordinator, Campus President, Director, etc.) and/or local law enforcement authorities at 9-1-1. If a student chooses, campus authorities will assist the student in notifying the proper law enforcement authorities. Because of the importance of preserving evidence in order to provide proof of criminal domestic violence, dating violence, sexual assault, or stalking, or for obtaining a protection order, students should contact either a school official or the proper law enforcement as soon as possible after the incident (Please See Preserving Evidence after a Sexual Assault above).
- If the assailant is identified as a Career Quest Learning Centers student, a school official will report the incident to the Title IX Coordinator (Phil Dunn), who will assist with the appropriate course of action in accordance with the Student Conduct Policy and/or the CQLC-Title IX-Sexual Harassment and Misconduct Policy. Potential school sanctions include permanent termination from the program.
- If the assailant is a Career Quest Learning Centers employee, a school official will report the incident to the Title IX Coordinator (Tina Bowler) for appropriate action. Potential school sanctions include termination of employment.

C. Procedures for Institute Disciplinary Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking (The Federal Campus Sexual Assault Victims' Bill of Rights)

- Career Quest Learning Centers will do its best to provide a prompt, fair, and impartial investigation and resolution on all cases of alleged domestic violence, dating violence, sexual assault, and stalking.
- The proceedings shall be conducted by a school official who has received training on an annual basis on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to have others present during an Institutional Disciplinary Proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
 - The Institutional Disciplinary Proceeding will consist of, but not limited to:
 - First, the victim will notify the Campus President or other school official (Title IX Coordinator, Director, manager, instructor) to initiate the proceeding and complaint procedure.
 - To file a complaint, the victim can submit a written complaint to the Campus President and Title IX Coordinator. The written complaint should contain (1) the nature of the incident(s), (2) approximate date(s) that the incident(s) occurred, (3) name(s) of the individual(s) involved in the incident(s) – staff and/or other students, (4) copies of important information regarding the incident(s), (5) evidence demonstrating that the Institution's complaint procedure was followed prior to this point in time (if applicable), and (6) student signature. Students who file a written complaint can expect to receive a written response or reply within 24 hours. Students may of course call the Campus President to schedule an appointment at any time if they prefer not to follow the written complaint procedure. Additionally, the victim can utilize the school's "open door policy" to meet with the Campus President.
 - Campus Presidents for each campus consist of: Mollie Woodworth (Lansing and Jackson), Shelby Dalgleish (Mt. Pleasant), Cassie Ferrer (Bay City).
 - Title IX Coordinators for CQLC are Phil Dunn and Tina Bowler.
 - Upon receiving a complaint, the Campus President and/or Title IX Coordinator will begin the proceeding by conducting a fact-finding investigation, interviewing witnesses (if applicable), holding formal and informal meetings as necessary, consulting with other school officials as necessary to establish a final determination, a resolution, or a plan of action. For detailed procedures, visit the CQLC-Title IX-Sexual Harassment and Misconduct Policy at: <https://www.careerquest.edu/wp-content/uploads/2020/08/CQLC-Title-IX-Sexual-Harassment-and-Misconduct-Policy.pdf>
 - The final determination will be based on the preponderance of the evidence. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.
- Career Quest Learning Centers will provide information on how to obtain orders of protection, no contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court. Career Quest Learning Centers does not issue orders of protection. However, it is the institutions responsibility to adhere to, and accommodate any students' protection of orders issued by any of the entities listed above. The student will request in writing to the Campus President and provide any necessary documentation. The Campus President will collaborate with necessary personnel to establish a protocol in order to accommodate the student's needs. Resources available to students include the following website, phone number, and law enforcement agencies:

- https://www.michigan.gov/documents/msp/PPO_Brochure_2_176129_7.pdf
- The National Domestic Violence Hotline – 1 -800-799 -7233
- Local Law enforcement agencies:

Lansing Police Department 120 w. Michigan Ave. Lansing, MI 48933 (517) 483-4600 (Non-Emergency) 911 (Emergency)	Jackson Police Department 216 E Washington Avenue Jackson, MI 49201 (517) 788-4100 (Non-Emergency) 911 (Emergency)
	Mt. Pleasant Police Department 804 E. High Street, Mt. Pleasant, MI 48858 (989) 779- 5100 (Non-Emergency) 911 (Emergency)

- In addition, the institution will illustrate how it will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law. In order to protect confidentiality of victims, the Campus President will create a written incident report which will include the nature of the offence, a case number, a location, and date/time. The incident report will contain no personally identifiable information. The Campus President will inform the Director of Compliance, and file the incident report in a locked drawer/file cabinet. Additionally, an electronic copy will be saved on a secured network drive. If a third party (law enforcement) requires information regarding the incident, Career Quest Learning Centers will notify the victim before sharing any personally identifiable information. Additionally, Career Quest Learning Centers will inform the victim which information will be shared, with whom, and why it is being shared.
- All parties involved will be provided, in writing, of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims on campus and in and around the community. The expected timeliness for these resources is 72 hours from the complaint.
- Career Quest Learning Centers will provide written notification to victims about options for available assistance, in and how to request changes to academic, living, or transportation and working situations, or protective measures, regardless of whether the victim chooses to report the crime to the institution or local law enforcement. The expected timeliness for these resources is 72 hours from the complaint.
- Following the final determination of an Institutional Disciplinary Proceeding, Career Quest Learning Centers will impose sanctions regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses such as termination from the program in the case of a student, and termination of employment in the case of an employee. The sanctions will be communicated within 24 hours of final determination by a phone call or meeting.
- Any student or employee who reports to Career Quest Learning Centers that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of their rights and options, regardless of whether the crime took place on or off campus. The written explanation will be provided within 48 hours of the reporting time.
- Both the accuser and the accused shall be simultaneously informed, in writing, of:
 - The outcome of the Institutional Disciplinary Proceeding
 - The Institution's procedures for the accused and the victim to appeal the results
 - Any change in the results that occurs prior to the time the results become final
 - When the results become final
- All current students and employees will be made aware of incidents of sexual assault and other crimes via this Campus Crime Report publication, which is distributed to all employees in their employment packet and to students in the school catalog. This report is updated annually and is distributed to both new and current students and employees.

Textbook Information

The use of textbooks, manuals and lab supplies are included in the program tuition cost. As no additional charges are assessed for textbooks, there are no refunds made for textbooks once they have been distributed.

Misrepresentation

The institution will not make false, erroneous or misleading statements directly or indirectly to a student, prospective student, or any member of the public, or an accrediting agency, a state agency or the United States Department of Education.

Campus Faculty & Other Instructional Personnel

Please refer to the School Catalog for a listing of personnel by campus location.

Constitution Day

The United States Department of Education has announced that educational institutions receiving Federal funding are statutorily required to hold an educational program pertaining to the United States Constitution on September 17 of each year, which is now designated nationally as Constitution Day and Citizenship Day. Constitution Day commemorates the September 17, 1787, signing of the United States Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day education activities should be held during the preceding or the following week.

Some informational resources pertaining to the Constitution are located at the following hyperlinks:

- [Documents from the Continental Congress and the Constitutional Convention, 1774-1789](#)
- [The Charters of Freedom - Constitution of the United States](#)

Voter Registration

You can register to vote for federal, state, and local elections by mail; at your county, city, or township clerk's office; or by visiting any Secretary of State branch office. In addition, the following State agencies offer voter registration services to their clients: Department of Human Services, the Department of Community Health and the Department of Career Development. Military recruitment centers also provide voter registration services.

You must register at least 30 days before the election. This gives the clerk time to process the forms and send you a Voter Identification Card. You must also re-register to vote whenever you move to a new city or township. If you move within a city or township, you must update your address. This can be handled through your local clerk, at a Secretary of State branch office, by mail, or at any other location where voter registrations are accepted. Michigan voters must use the same residential address for voter registration and driver's license purposes. Consequently, if you submit a driver's license address change, it will be applied to your voter registration. Similarly, if you submit a voter registration address change, it will be applied to your driver's license.

If you have never voted in Michigan and register by mail, you must appear in person to vote in the first election in which you wish to participate. This requirement does not apply if (1) you personally hand-deliver the mail registration form to your county, city, or township clerk's office instead of mailing the form, (2) you are 60 years of age or more, (3) you are disabled, or (4) you are eligible to vote under the Uniformed and Overseas Citizens Absentee Voting Act. If you have never voted in Michigan and register by mail, you may also be subject to a new identification requirement provided under federal law. The identification requirement is explained on the mail-in registration form.

For more information about Michigan voter registration visit:

State of Michigan

Secretary of State

<http://www.michigan.gov/sos>

State of Michigan Voter Registration Application

http://www.michigan.gov/documents/MIVoterRegistration_97046_7.pdf

United States Election Assistance Commission:

The U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information on election administration. EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds.

http://www.eac.gov/voter_resources/register_to_vote.aspx

State of Michigan Voter Information Center

Frequently Asked Questions

http://www.michigan.gov/sos/0,4670,7-127-1633_8716-202476--,00.html

State of Michigan.gov/vote

Election Information

<http://www.michigan.gov/sos/0,1607,7-127-1633---,00.html>

Prevention of Financial Aid / Scholarship Fraud

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site. According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.

- You've been selected by a 'national foundation' to receive a scholarship' or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1.877.FTC.HELP (1.877.382.4357) or visit: www.ftc.gov/scholarshipscams

Method of Disclosures

The institution will utilize its information technology infrastructure to disseminate annual and routine notices and disclosures to its students, staff and faculty. Notification will contain brief descriptions and instruction how to obtain the information.

Student Records and Academic Transcripts (FERPA)

Academic transcripts are prepared and reviewed at the scheduled completion dates of each grading period. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records at Career Quest Learning Centers, Inc. are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular business hours. The following items are exempt from FERPA:

1. Parents' Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record (ISIR).
2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
3. Records about students made by instructor or administrators, which are maintained by and accessible only to the instructors or administrators.
4. Security records.
5. Employment records for school employees who are not current students.
6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for the treatment purposes and which are available only to persons providing the treatment.

Confidentiality of Education Records

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

1. FERPA affords the right to inspect and review the student's educational records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the records they wish to inspect. The school official makes arrangements for access and notifies 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 is submitted, the official advises the student of the correct official to whom the request should be addressed.
2. FERPA affords the right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. A student may ask the school to amend a record that he or she believes is inaccurate or misleading. The student should write the Campus President, clearly identifying the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the appeal procedures are listed in this publication.

3. FERPA affords the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to School officials, or officials of institutions with which the school has consortial agreements, with legitimate educational interests. A school official is a person employed by Career Quest Learning Centers, Inc. in an administrative, supervisory, academic, or support staff position a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as the Committee on Student Conduct, or assisting another School official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. FERPA affords the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

The Institution reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of educational records and to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the school or if there is an unresolved disciplinary action against him or her. Fees are not assessed for search and retrieval of the records, but there may be a charge for copying and postage.

Directory Information

The Institution identifies the following as directory information: name; Career Quest Learning Center student identification (ID) number; class; address (home and e-mail); telephone listings; major and secondary-concentration fields of study; participation in officially recognized sports, extracurricular activities, and off-campus study programs; dates of attendance; degrees, honors, certificates, and awards received from the school; and individually identifiable photographs and electronic images of the student solicited or maintained directly by Career Quest Learning Centers, Inc. as part of the educational record.

This institution maintains student records for all students enrolled. Student records include enrollment data, payment of fees, attendance, progress information, certificates earned and various placement information. These records will be maintained for at least five (5) years following a student's departure. Student's grade records and transcripts will be retained in perpetuity by the Institution. Should students desire an official copy of their academic transcript, a request can be made online at: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=va2rQvP3JFmyvNVX. There will be a \$5.00 fee for each request.

Student Body Diversification

Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients can be found at the below links:

Lansing Campus: <http://nces.ed.gov/collegenavigator/?q=career+quest+learning+center&s=all&id=446136#enrolmt>
Jackson Campus: <http://nces.ed.gov/collegenavigator/?q=career+quest+learning+center&s=all&id=454306#enrolmt>
Mt. Pleasant Campus: <https://nces.ed.gov/collegenavigator/?q=career+quest+learning+center&s=all&id=490568>
Bay City Campus: <https://nces.ed.gov/collegenavigator/?q=career+quest+learning+center&s=all&id=493424>

Vaccination Policy

CQLC does not require vaccinations to enroll into a program; however, students are strongly advised to be up-to-date on all vaccinations. Students participating in an externship course within the Medical Assistant or Medical Administrative Assistant programs must provide documentation of vaccination prior to commencing the externship.

Information on Retention Rates

You may find information on retention rates for first time full time students on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

The following website link will help you search and select an institution to research.

<http://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx>

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

Information on Completion/Graduation Rates

You may find information on Completion/Graduation Rates for the institution's students on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences The following website link will help you search and select an institution to research.

<http://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx>

If more up-to-date information regarding gender, ethnicity, and certain financial aid allocations is desired relevant to the active student population, please consult the admissions or financial aid office.

Placement Statistics Information

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

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

The rates are made available for the purposes of satisfying the HEOA, along with Program Integrity Measures, and are not to be construed as advertising.

For a copy of placement statistics, please consult the institution's Career Service's office, or Admission's office, or visit the institution's website.

The Career Service's Office can also provide information on the types of employment obtained by graduates of the institution's programs. In addition, each occupational name is a link to the Occupational Information Network (O*Net) where various information can be obtained for a particular area of interest.