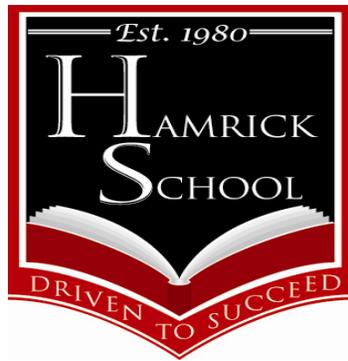


CONSUMER INFORMATION HANDBOOK



**HAMRICK SCHOOL
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2014-2015

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STATEMENT OF PHILOSOPHY

This handbook is intended to provide, briefly describe, and deliver upon request, information regarding where to obtain requisite consumer information to current and prospective students. Federal Regulations require schools to provide certain consumer information annually to its students, along with a statement of procedures regarding where to obtain that information. The philosophy of student financial aid at HAMRICK SCHOOL supports career preparation education for the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for a position through job performance or additional education he/she has acquired while on the job.

The following are the guiding principles of the student aid programs at our institution:

- A) The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. **Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by student and his/her parents and/or spouse.**
- B) The school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.
- C) In selecting a financial aid recipient, the school places emphasis upon need, achievement and promise.
- D) The office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.
- E) Hamrick School admits students of any race, color, age, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. HAMRICK SCHOOL does not discriminate on the basis of race, creed, religion, color, age, marital status, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and other school administration programs.
- F) This institution has a **DRUG ABUSE** prevention program accessible to any **EMPLOYEE** or **STUDENT**.

STATEMENT OF PRINCIPLES

1. The primary purpose of our financial aid programs shall be to provide financial assistance to our accepted students who, without such aid would be unable to attend our school.
2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity.
3. We shall publish budgets that outline total student expenses, including where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.
5. Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.
7. We shall review our financial assistance awards annually and adjust them, if necessary, to reflect changes in the financial needs of students and the expenses of attending the school. We have an obligation to inform the students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
8. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and encourage the student and others to respect the confidentiality of this information.
9. All documents, correspondence and conversations between and among the aid applicant, his family and financial aid officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.
10. HAMRICK SCHOOL certifies that it has a drug abuse prevention program in operation. It is accessible to any officer, employee or student at our institution.

AVAILABILITY OF TITLE IV FINANCIAL AID PROGRAMS

Federal Pell Grant Program

The Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. The amount of the award depends upon the determination of the student’s eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education. To receive a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at www.fafsa.ed.gov or a paper application may be used. FAFSA forms are available in the Financial Aid Office, from high-school counselors, or other public places such as a library.

Federal Loan Programs/William D Ford Direct Loan Program

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. The federal government pays the interest while the borrower is in school, and during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled in the program.

Unsubsidized Loan - An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, borrower has the option to pay the interest or allow the interest to accumulate. The unsubsidized loan cannot exceed \$5,500 (for a first year dependent student) and \$9,500 (for a first year independent student), if the student is not eligible for Subsidized loan. Otherwise, unsubsidized loan should not exceed \$2,000 for dependent student and \$6,000 for independent student. Repayment will begin six months after the borrower ceases to be enrolled in the program.

Federal Parent Loan to Undergraduate Student (PLUS) - Plus loans are meant to provide additional funds to dependent students for expenses. Parents with good credit scores may borrow up to the cost of attendance, minus other aid received by the student. Repayment will begin approximately sixty days after final loan disbursement is made. FAFSA application is required for a parent.

An Award Notification letter will be sent to the student indicating the type and the amount of aid awarded. IN ORDER TO GRADUATE FROM THE PROGRAM, STUDENT MUST COMPLETE EXIT COUNSELING either on-line at www.studentloans.gov or with Financial Aid Officer.

Repayment

When time comes to start repaying your student loan(s), you can select a repayment plan that’s right for your financial situation. Generally, you will have from 10 to 25 years to repay your loan, depending on which repayment plan you choose. The following repayment options are available to Direct Loan and Plus Loan borrowers:

1. Standard Repayment Plan
2. Graduated Repayment Plan
3. Extended Repayment Plan
4. Income-Based Repayment Plan

5. Income-Contingent Repayment Plan

For more information on each of the following payment options, please visit www.studentloans.gov, or see a Financial Aid Officer.

DEPENDENCY STATUS DETERMINATION

You are considered an “**Independent Student**” if you meet any one of the following criteria:

- ◆ You were born before January 1, 1991
- ◆ You will be working on a master’s or doctorate program in school year 2014-2015.
- ◆ You are married as of the date of application.
- ◆ You have children that receive more than half of their support from you.
- ◆ You have dependents (other than children or spouse) that receive more than half their support from you, now and through June 30, 2015.
- ◆ At any time since you turned 13, both of your parents were deceased and you were in a foster care or a dependent or ward of the court.
- ◆ You are a veteran of the U. S. Armed Forces.
- ◆ You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- ◆ You are or were an emancipated minor as determined by a court in your state of legal residence.
- ◆ You are or were in legal guardianship as determined by a court in your state of legal residence.
- ◆ You were unaccompanied youth who was homeless at any time on or after July 1, 2013 according to your high school or school district homeless liaison.
- ◆ You were unaccompanied youth who was homeless at any time on or after July 1, 2013 according to the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development.
- ◆ You were unaccompanied youth who was homeless or were self-supporting and at risk of being homeless according to the director of a runaway or homeless youth basic center or transitional living program.

If the student does not meet any of the above criteria, the student is considered a “**Dependent Student**” and parents must complete part of the FAFSA and provide their financial information.

In some instances a student may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make that decision.

PROFESSIONAL JUDGEMENT – SPECIAL CIRCUMSTANCES

Student has the right to apply to have his/her or parents' income and expenses waived because of unusual circumstances. The student will be asked for items such as rent receipts, cancelled checks, copies of utility bills, third party letters, a letter from the parent(s), or any other forms of documentation that the financial aid officer feels are appropriate. Only the Financial Aid Office can determine if particular circumstances warrant an adjustment to your income or dependency status.

Special Circumstances:

A Special Circumstance Form is available in the Financial Aid Office for students who have a drastic change in personal resources from the previous or current year.

To be considered for special circumstance, you must be able to support any claim(s) with documentation and one or more of the following must be present:

1. Loss of a job or change in employment status from the previous year (parental, independent student or spouse).
2. Unusual medical or dental expenses.
3. Divorce, separation, or death of a parent or spouse.

COST OF ATTENDING

Before applying for financial aid, students and parents should assess all of the costs of attending this institution. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs will be provided during the appointment with Financial Aid Officer. You can also consult Student Handbook and/or Enrollment Agreement for information on the cost of education.

ELIGIBILITY DETERMINATION

As stated before, financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A federally approved system of "need analysis" is used to calculate your Pell Grant award. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family's financial strength such as income and assets, size of family, number in college, and any unusual circumstances or expenses which you face.

OTHER ELIGIBILITY REQUIREMENTS

For all Federal Aid Programs, students must have "need" in order to qualify. But, in addition to the requirements of "need", there are several other eligibility factors you must meet:

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped "Refugee", "Indefinite Parole", "Humanitarian Parole", "Cuban-Haitian entrance", or Asylum granted". If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours, 24 quarter credit hours, or 16 semester credit hours in length.

- Be attending at least half time, which is 6-8 credit hours per term.
- Not be in default on a Federal Loan received at any school, and not owe a refund on a Federal, or State Grant at any institution.
- Must be in a good academic standing and making satisfactory progress in accordance with the school's policies. (See Student Catalog)
- Be registered with Selective Service if you are a male between the ages of 18 – 25.
- Not currently enrolled in high school.
- For the Federal Pell Grant Programs you may not have previously received a Bachelor's Degree.
- Not incarcerated in a Federal or State penal institution.
- Must have resolved any prior drug conviction, if applicable.
- Have a high school diploma or GED
- Have a valid Social Security Number.
- Not obtained loan amounts that exceed annual or aggregate loan amounts.
- Not owe money back to a federal grant program.
- Not have property subject to a judgment lien for any debt owed to the United States Government.
- Must complete and submit all applicable paperwork as required by the school and as communicated in the initial meeting with the school's Financial Aid Officer.
- Complete Free Application for Federal Student Aid (FAFSA).

DISBURSEMENT OF TITLE IV FUNDS

Pell Grant funds will first be applied to outstanding tuition and fee charges. Any funds remaining that are above and beyond the student's current balance will be disbursed to the student unless the student requests that funds be applied to upcoming terms. Funds owed to the student will be disbursed within 14 days after funds have been posted to the students' tuition account.

Please note: Loan funds will not be disbursed until the student has completed the Entrance Counseling and Master Promissory Note with the Financial Aid Office and has been in school for 30 days (for first time recipients).

Financial aid awards accepted by the student are disbursed by the Accounting Office and will appear as a payment on the billing invoice as a direct credit reducing the balance due.

Direct Loans, including The Federal Plus (parent) Loan, the Subsidized and Unsubsidized loans will be sent to the school electronically to be credited to students' accounts. Any remaining funds from the Federal Plus Loan will be sent to parents, funds remaining from the Subsidized and Unsubsidized loans will be disbursed to the student.

Regulations require that a school send notification to the parent or student when loan funds are being credited to a student's account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. This notification must include:

- the date and amount of the disbursement,
- the student's or (parent's) right to cancel all or part of the loan or disbursement, and
- the procedures and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement.

PROCESSING OF THE REFUNDS

Cancellation

Any applicant may cancel enrollment prior to the commencement of classes without penalty, providing the student cancels the contract prior to midnight of the fifth business day after the date of the contract. Students who have not visited the school prior to enrollment will have five (5) days to cancel with no penalty following attendance at orientation or tour of the school's facilities and inspection of equipment where training and services are provided. A signed dated notice must be sent to cancel the enrollment. Such refund shall be made no later than thirty days after cancellation.

Grounds for Cancellation/Termination by the School:

Students who are in violation of Hamrick School's Student Conduct and SAP policies as outlined in the catalog may be terminated from the program.

Refunds:

If a prospective student is not accepted for admission, all monies received will be refunded. Further, if a student begins classes and then withdraws or is terminated prior to the end of any quarter/academic term in attendance, the Ohio State Board of Career Colleges and Schools Refund Policy as defined below will apply, and will be based on the student's last recorded date of attendance.

1. A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees for the current academic term plus the registration fee.
2. A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees for the current academic term plus the registration fee.
3. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees for the current academic term.

Additional Information, Charges and Fees:

Truck driving students will be charged a fee for books, physical and drug screen. 600 Master Truck Driver Training Program (OPTION 2) students will be due a lab fee upon completion of 400 hours of training. After starting school, costs incurred by a truck driving student for the DOT physical, and drug screen are non-refundable and will not be subject to refund policy.

The refund of Federal Financial Aid Funds will be based on the calculation required under the Federal Return of Title IV Funds policy, and the calculated amount will be returned to the appropriate source(s) in compliance with current federal regulations.

The return of funds from other sources such as BVR, WIA, TAA or private scholarship etc., will be based on those sources' respective policies. Examples can be obtained from the business office.

Note: Should a student terminate his/her training or graduate with an outstanding financial obligation, Hamrick School reserves the right to withhold transcripts of the student's records until all financial obligations have been met.

Application of Refund Policy:

Any monies due the student upon termination or graduation from the program shall be refunded within thirty days (30) from the date of termination. If the student is on a leave of absence and does not return as scheduled, a refund will be calculated based on the last day of attendance and made within thirty calendar days from the scheduled date of return.

Return of Title IV Funds (PELL Grant/Federal Direct Loans)

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Direct Loans) a student earned if they withdraw* before completing 60% of each semester. If a student withdraws on or before the 60% point in time, a portion of the Title IV funds awarded to a student must be returned within 45 days of the date the school determines the student has withdrawn.

The amount of Federal Financial Assistance that the student earns is determined on a percentage basis. Students who withdraw at any point after the 60% point in the payment period have earned 100% of their Title IV fund and no refund is due. Students withdrawing from school should be aware that the school may be obligated to return Federal financial aid funds back to the U.S. Department of Education if the student does not complete 60% of the payment period. If funds are returned, the student should be aware that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

percent earned = number of calendar days completed up to the withdrawal date* divided by the total days in the semester.

percent unearned = 100% minus percent earned.

When a student receives Federal Financial Aid in excess of aid earned – the school returns the lesser of:

Institutional charges multiplied by the unearned percentage, or

Title IV Funds disbursed multiplied by the unearned percentage

The student returns:

Any remaining unearned aid the school is not required to return

Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

After Return of Title IV Funds calculation is complete, federal funds will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. Private financial resources

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the U. S. Department of Education. Students have 45 days from their withdrawal date to repay to the college any federal grant overpayment. After the 45 days, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive additional Federal Financial Aid until the overpayment is resolved.

The school must report to the U. S. Department of Education any student who is in an overpayment status.

*withdrawal occurs the date the Registrar's Office receives student's withdrawal form, the date the student is officially dismissed from the college, or in the case of unofficial withdrawal, the date of the student's last documented class attendance according to the instructor's records.

WITHDRAWAL POLICY

A student who has started his/her program of study may, at his/her option, withdraw from Hamrick School. A student, who chooses to withdraw, should contact the Director of Education or Assistant School Director to discuss the reasons for his/her decision. If the decision to withdraw is final, the Registrar, Financial Aid Administrator and Accounting Department are advised, so the appropriate forms may be completed. Students receiving Title IV funding must complete an exit interview upon withdrawal.

Unofficial Withdrawal:

A student will be considered to have unofficially withdrawn from the program after fourteen (14) consecutive (calendar) days have elapsed from the last recorded day of attendance, without being on an approved leave of absence. The termination date for refund computation purposes is the last day of the actual attendance by the student. The school will refund money due based on the refund calculation back to the U.S. Department of Education regardless whether the student provided or not notice of cancellation or withdrawal.

If a student receiving financial aid withdraws, an exit interview with the financial counselor is required.

LEAVE OF ABSENCE POLICY

A Leave of Absence may be requested to accommodate a student's need to miss class due to temporary situation beyond the student's control. Requests for a Leave of Absence must be made in writing, signed by the student, on the form provided by the Registrar prior to the first day of the requested Leave of Absence and must include (1) The date of the request, (2) the date on which the Leave of Absence is requested to begin, and (3) the reason for the requested Leave of Absence. Documentation of any situation for which a Leave of Absence or an extension of a Leave of Absence is requested may be required at the discretion of the School Director or Assistant School Director.

The decision to grant or to deny a Leave of Absence, or an extension of a Leave of Absence, lies within the discretion of the School Director and/or Assistant School Director. No Leave of Absence, or extension of a Leave of Absence, will be granted if there is, in the judgment of the School Director or Assistant School Director, no reasonable expectation that the student will return to school on the expiration of the Leave of Absence, or extension of the Leave of Absence, being requested.

A Leave of Absence may not exceed thirty days per request. Leaves may, if necessary and appropriate, be extended. An extension of a Leave of Absence must be requested in the same manner as an original Leave of Absence. **IT IS THE OBLIGATION OF THE STUDENT REQUIRING AN EXTENSION OF A LEAVE OF ABSENCE TO REQUEST AND OBTAIN THAT EXTENSION PRIOR TO THE EXPIRATION OF THE ORIGINAL LEAVE OF ABSENCE.** Under no circumstances may a student obtain Leaves of Absence or extensions totaling more than 180 days in any twelve month period, beginning on the first day of the first Leave of Absence obtained.

The failure of any student on an approved Leave of Absence to return to school upon the expiration of the Leave of Absence will result in the student's termination from his/her program on the day following the expiration of the Leave of Absence. In such an instance, the student's withdrawal date will be the last date of actual attendance at the school. Any applicable refund will be calculated as stated in the school's refund policy based on that date. In addition, the grace period of any loan repayment will be determined by that date. Also, the grace period for Title IV or other loans might be exhausted, and the repayment of Title IV and/or other loans may begin immediately.

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Financial Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Aid (FAFSA) to the Federal processor. The Federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status and social security number, a comment will appear on the student's SAR/ISIR.

The following policy applies to any student who applies for Federal Student Aid, but fails to confirm his/her citizenship status:

- 1) Applicants whose SAR/ISIR contains a "C" code (comment) that the Federal processor did not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen (i.e. Naturalization Certificate/U.S. Passport or a Green Card).
- 2) Applicants whose citizenship status cannot be confirmed will not receive Federal Financial Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever ever occurs first. Failure to submit citizenship documentation prior to the end of the award year or the end of the training program will result in a loss of the financial aid disbursement scheduled for that particular payment period.
- 3) In any event, the institution will not make a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his or her citizenship.

ADDITIONAL INFORMATION ABOUT THE SCHOOL

The best source of information is in the Student Catalog and school's web site. Contained in the Catalog is complete information on the Academic Programs, the Facilities, and the Faculty and Administrative Staff.

RIGHTS & RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

As a recipient of Federal Student Aid, students have certain rights they should exercise and certain responsibilities they must meet. Knowing what they are, will put students in a better position to make decisions about their educational goals, and how they can best achieve them.

Students' Rights:

1. The right to know what Financial Aid programs are available at the school.
2. The right to know the deadlines for submitting applications for each of the financial aid programs available
3. The right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.

4. The right to know how financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
5. The right to know resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of the need.
6. The right to know how much of the financial need as determined by the institution has been met.
7. The right to request an explanation of the various programs in the student aid package.
8. The right to know your school's refund policy.
9. The right to know what portion of the financial aid received must be repaid, and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time they have to repay the loan, and when repayment is to begin.
10. The right to know how the school determines whether students are making satisfactory progress, and what happens if they are not.
11. The right to view the contents of school's student financial aid file in accordance with the Federal Educational Right to Privacy Act (FERPA).
12. The right for all documents submitted to the Financial Aid Office to be confidential.

Students' Responsibilities:

1. Must complete all application forms accurately and submit them on time to the right place.
2. Must provide correct information. In most instances, mis-reporting information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in an indictment under the Criminal Code.
3. Must provide all additional documentation, verification corrections and/or new information requested by either the Financial Aid Office, or the agency to which students submitted their applications.
4. Must be responsible for reading and understanding all forms that they are asked to sign and for keeping copies of them.
5. Must accept responsibility for all agreements that are signed.
6. Must be aware of and comply with the deadlines for applications or reapplication for that aid.
7. Must be aware of the school's refund procedures.
8. Must maintain satisfactory academic progress.
9. Must understand the consequences of defaulting on a student loan.
10. Must keep their contact information current by notifying their Financial Aid Officer, or Registrar.

SATISFACTORY ACADEMIC PROGRESS POLICY

TRUCK DRIVER TRAINING PROGRAMS

All students in truck driving programs will be assessed regularly to determine if they are in compliance with the school's standards for satisfactory progress. These assessment points occur at the points in time reflected in the charts below. Students enrolled in the:

600 MASTER TRUCK DRIVER TRAINING PROGRAM:

Attain a cumulative grade point average (GPA) of 2.0 or 75% at each assessment point to avoid being placed on Warning or Probation for failure to maintain satisfactory progress. Students must have a 90% attendance rate at the Midpoint; and a 100% attendance rate at the end of Phase II to avoid being placed on Warning or Probation for failure to maintain progress.

	Midpoint	Phase II
Option 1	300 Hours	600 Hours
Option 2	300 Hours	600 Hours

WARNING and PROBATION PERIOD

WARNING: The **first time** that a student who is enrolled in the:

600 MASTER TRUCK DRIVER TRAINING PROGRAM

Does not attain a cumulative GPA of 2.0 or 75% and/or the minimum required attendance rate at any assessment point, he/she will be placed on Warning. Students placed on Warning will be considered to be meeting the standards of progress. Students who attain a cumulative grade point average of 2.0 or 75% and the required minimum attendance rate by the end of the Warning period (next assessment point) will be removed from Warning and returned to a regular status.

PROBATION: After the **Warning** period, students enrolled in the:

600 MASTER TRUCK DRIVER TRAINING PROGRAM

Who have a cumulative GPA below 2.0 or 75% and/or an attendance rate below the required minimum will be placed on Probation, and will not be considered to be meeting the standards of progress. Students will remain on Probation until the next assessment point. At the end of Probationary period the students' progress will be evaluated. If the student fails to meet the standards of satisfactory progress by the end of the probationary period, the student will be **TERMINATED** from school. Notification of termination will be in writing. **VETERANS:** Should a student terminated under this provision be receiving VA benefits, notification to interrupt the student's educational benefits will also be sent to the VA.

NOTE: All students must be progressing towards completion of the program within the maximum time frame allowable (see Programs Maximum Time Frames). Students enrolled in truck driver training programs are not allowed to progress to the next phase until all the requirements for the previous phase are satisfied.

Quarter 1	Midpoint	Quarter 2	Quarter 3
300 Hours	450 Hours	600 Hours	900 Hours

PROBATION PERIOD

Students who have a cumulative GPA below 2.0 or 75% and/or an attendance rate below the required minimum will be placed on Academic Probation. Student's progress will be re-evaluated at the next assessment point, and if the SAP standards are met, the student will be removed from Academic Probation and returned to regular status. Students receiving financial aid will be placed on Financial Aid Probation.

Students will remain on Probation until the next assessment point. At the end of the Probationary period, the student's progress will be evaluated. If a student fails to meet the standards of satisfactory progress by the end of the probationary period, the student will be **TERMINATED** from school. Notification of termination will be in writing. **VETERANS:** Should a student terminated under this provision be receiving VA benefits, notification To interrupt the student's educational benefits will also be sent to the VA.

NOTE: All students must be progressing towards completion of the program within the maximum time frame allowable (see Programs Maximum Time Frames).

PROGRESS REPORTS (all programs)

Students will receive a progress report at the completion of each phase or quarter of the program. The report consists of student grades and attendance records. Information will not be released to anyone other than the student without the student's permission.

Financial Aid Warning and Probation

600 MASTER TRUCK DRIVER TRAINING PROGRAM STUDENTS:

During the periods of Warning, students are considered to be making satisfactory progress and remain eligible to receive financial aid. Students who are on Probation are not considered to be making satisfactory progress and are not eligible to receive financial aid, therefore financial aid will be suspended and student will become liable for any tuition due.

VETERANS (all programs):

Should a student receiving VA benefits be placed on probationary status which results in the total number of hours/credits required to complete the program of training to be greater than the original number of hours/credits to complete the program, the student will become ineligible for VA benefits at the time of probation. The Veterans Administration will be notified of program interruption.

GRADE APPEAL PROCEDURE

The student may appeal a determination of unsatisfactory progress or an individual grade by submitting a written appeal to the Director of Education, or the Assistant School Director. The decision of the Director of Education or the Assistant School Director shall be final. Special consideration will be made for mitigating circumstance (such as illness, death in the family, etc.). A determination of this appeal will be communicated to the Financial Aid office if the student is a recipient of Title IV funding.

PROBATION ADVISING POLICY FOR ALL PROGRAMS

All students placed on Probation must participate in academic advising. A corrective action plan will be established for all students placed on Probation. The plan will consist of immediate make-up procedures or other corrective actions, and will be implemented to bring the student's performance up to satisfactory level. Students who fail to bring their performance up to the satisfactory level during the probationary period will be **terminated** at the next assessment point.

PRIVATE LOANS

Private education loans, sometimes called alternative loans, are available for students who have additional need to cover educational costs beyond what federal aid programs will offer. Private loans (Ire 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.
- A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's Financial Aid Office.

Students should also be aware that although some forms of private lending may appear to have a lower interest rate than a federal loan, there may be other terms and conditions of the loan that could be less advantageous.

You should contact your school's financial aid office for more information on private education loans or to discuss your financing options.

TRANSFER OF CREDIT POLICY

Hamrick School may grant credit for previous education. The Director of Education or Assistant School Director may process credit transfer. Hamrick School will not transfer more than 50% of the hours/credits for any program from another school. Courses requested for transfer must be completed with a minimum grade of 2.0 or "C" to satisfy the competency. The courses that are accepted as transfer credit will be listed on a Transfer of Credit form and designated as Transfer (T) on the official transcript. Hamrick School's credit transfer policy also applies to veterans.

GENERAL VERIFICATION POLICIES AND PROCEDURES

The school is responsible for verifying the accuracy of the financial data used to calculate the student's family contribution (EFC). If there is an asterisk (*) next to the EFC number on the SAR, or ISIR, it means that the student has been selected for verification by the U. S. Department of Education to verify the information on the student's Federal Application (FAFSA).

Applicants Selected For Verification:

1. All applicants selected for verification must submit the required documentation to Financial Aid Office prior to the end of the award year or the end of program, which ever occurs first. Beginning from 2013-2014, there are 5 different types of verification (V1-V5). All applicants will be notified in writing of the documentation that must be submitted to the Financial Aid Office based on the type of verification that student was selected for.
2. Any applicant failing to submit the required documentation prior to the end of the award year or the end of program will forfeit aid, which would have been awarded for that time period.
3. Any applicant who forfeits his/her disbursements will be responsible for making cash payments as listed in the Enrollment Agreement to cover that portion of training for which aid was not received.

Correction Procedure:

The following procedure will be used to correct misstated applicant information:

1. Upon receipt of the verification documentation, Financial Aid Officer will compare the information contained on the applicant's original ISIR with the information requested in the verification package.
2. If it is determined that the applicant has misstated information, the school will correct all the misstated data items on the ISIR.
3. If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

Please note the following changes in verification requirements: Beginning from 2013-2014 award year **only** official income tax transcripts (i.e. mailed or faxed to school **directly from IRS**) will be accepted for verification.

Applicants Excluded From Verification:

In some instances, certain applicants are excluded from verification and may receive his/her financial aid awards. However, the following conditions do not apply if the school has documentation that conflicts with information reported on financial aid applications or Financial Aid Officer has a reason to believe that the information is incorrect. Otherwise, the following applies:

1. The applicant dies during the award year. Deceased students are excluded from verification even if conflicting documentation does exist. However, no further payments will be made, and funds already disbursed are not considered an overpayment.
2. A legal resident of Guam, American Samoa or the Northern Mariana Islands (to qualify for this exclusion, a dependent student's parents must also be legal residents of one of these territories), or a citizen of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau (to qualify for this exclusion, a dependent student's parents must also be citizens of one of these territories).
3. The applicant is incarcerated at the time that verification occurs.
4. For the 14-15 award year, the applicant is an immigrant who arrived in the U. S. during calendar years 2014 or 2015. The applicant must still meet citizenship requirements.
5. Dependent applicants whose parents are:
 - a. Deceased.
 - b. Mentally or physically incapacitated.
 - c. Residing in a country other than the United States and cannot be contacted by normal means of communication.
 - d. Cannot be contacted because their address is unknown.
6. Applicant selected for verification that drops out of school without receiving a disbursement, no further action is required.
7. Verification of spouse's information or signature will not be required under the following circumstances:
 - a. The spouse is deceased.
 - b. The spouse is mentally or physically incapacitated.
 - c. The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication.
 - d. The spouse cannot be located because his/her address is unknown.

FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)

Accordingly to the Consolidated Appropriations Act, P.L. 112-74 that was enacted on December 23, 2011, the following changes to Pell Grant Program eligibility were implemented:

1. Effective beginning with the 2012-2013 award year.
2. Duration of a student's Federal Pell Grant eligibility is limited to 12 semesters (or its equivalent). Twelve semester equivalency is calculated by adding the annual percentages of a student's scheduled award that was disbursed to the student.
3. The total of the annual percentages is the student's lifetime eligibility used (LEU) limit. The maximum amount of Pell Grant funding a student can receive each year is equal to 100%. The limit is 6 years of full time attendance. It's prorated for part time students.
4. When a student reaches 600% LEU, he/she has reached his/her Federal Pell Grant eligibility limit and becomes indefinitely ineligible for Pell Grant. This will be reflected on his/her ISIR.
5. Not limited to students who received their first Federal Pell Grant on or after the 2008-2009 award year.
6. Includes all Pell Grant/Basic Grant disbursements back to the 1973-1974 award year.

Pell Grant LEU is not appealable. Federal Pell Grant limits are set by Federal law.

To track your Pell Grant history and your LEU percentage, visit NSLDS Student Access at http://www.nsls.ed.gov/nsls_SA/. This site is updated regularly with your Pell Grant awards as they are reported. To read more about the LEU and how it's calculated including examples, use the link below for a message from the U.S. Department of Education:
<http://ifap.ed.gov/eannouncements/attachments/040612CalPGLifetimeEligUsedSAOTWPage.pdf>

UNUSUAL ENROLLMENT HISTORY (UEH)

Beginning in 2013-2014 award year, some Free Applications for Federal Student Aid (FAFSAs) will be flagged for "unusual enrollment history" by the U. S. Department of Education as a result of the student having received federal Pell Grants at multiple institutions in recent years. Flags "2" and "3" require that the current institution review the student's enrollment history and determine whether or not the student is enrolling only long enough to receive cash refunds of federal student aid.

All students with UEH flag "3" and some students with UEH flag "2" will be required to provide Financial Aid Office with their academic transcripts or grade reports from all colleges and universities attended during the review period. If Pell Grants were received and credit hours (passing grades: A - D) were not earned at each institution attended during these award years, the student may be determined ineligible for further federal financial aid. The Financial Aid Office has the authority to require an official academic transcript from any/all colleges attended during the review period if the documents you submit are unclear.

- *If Student Aid Report (SAR) includes UEH flag "3",* students will be required to complete the Unusual Enrollment History Review form and submit it to Financial Aid Office along with all required documentation.
- *If your SAR includes UEH flag "2",* you will be notified by Financial Aid Office if you are required to complete the Unusual Enrollment History Review form.

UEH is appealable; however, all issues must be resolved prior to receiving any financial aid funds. All necessary forms are available to students through the Financial Aid Office.

Appealing the ineligibility determination: if a student has been determined to be ineligible for Federal Student Aid on the basis of (or lack of) documentation, he/she may appeal the determination by contacting the Financial Aid Office.

Regaining Federal Student Aid eligibility: Students, whose aid eligibility is denied as a result of their UEH can be re-considered for Federal Student Aid after meeting with an academic advisor, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the standards of Satisfactory Academic Progress (SAP). For complete SAP policy, refer to page 15 of this Handbook.

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

FINANCIAL AID CONFIDENTIALITY POLICY

Student financial aid records are considered confidential and hence are only available to authorized Financial Aid Personnel for the purpose of making and maintaining financial aid awards.

Students who apply for food stamps or other aid awards, depending on the agency involved, may be required to request such release of information in writing prior to the Financial Aid Office releasing it.

INSTITUTIONAL AFFIRMATIVE ACTION/HANDICAP POLICIES

INSTITUTION complies with the provisions of the Americans with Disabilities Act. School Director is the designated coordinator of the Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. School Director also serves as the coordinator to ensure compliance with section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act. HAMRICK SCHOOL will not discriminate against any qualified applicant with respect to any terms, privileges or conditions of enrollment, because of an applicant's physical or mental disability or a person's disease.

INSTITUTION will make reasonable accommodations as necessary for all applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of his/her educational objective and provided that the accommodations do not impose an undue hardship on the school.

ACCREDITATION & APPROVALS

The school and/or financial aid officer currently belong to the following professional associations:

Accreditation:

Hamrick School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

In 2011, Hamrick School fulfilled ACCSC's requirements for institutions seeking renewal of accreditation and has been recognized as a 2011 ACCSC School of Distinction. Additionally, in 2012, the Greater Akron Chamber of Commerce presented Hamrick School with the Excellence in Business Award as a local business that has demonstrated outstanding performance, growth, staying power and innovation.

Approvals/Licenses:

Approved by the Ohio State Board of Career Colleges and Schools. Registration # 14-12-2057T

Licensed by the Department of Public Safety through the Ohio Traffic Safety Office, 1970 West Broad Street, Columbus, Ohio 44223. License #1439

Program Approvals:

HAMRICK SCHOOL is approved to provide training for Workforce Initiative Agency (WIA), through the state of Ohio.

HAMRICK SCHOOL is approved to provide training to students eligible for VA benefits in the state of Ohio.

REPORTING AND DISCLOSURE OF CRIME STATISTICS

The Assistant School Director prepares a report annually to comply with the Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"). The full text of this report can be obtained by requesting a copy from the Assistant School Director or the Registrar, or can be accessed on the school's website:

<http://www.hamrickschool.edu/consumer-information>. This report is prepared in cooperation with local law enforcement agencies surrounding the campus and the public road in front of the campus.

Campus Security Policies and Procedures:

Reporting of Criminal Incidence: Contact the Medina County Sheriff's Department at 330-725-6631 (non-emergency) or 911 (emergencies only). Any suspicious activity or person seen in the parking lots or in the school's buildings should be reported to the Sheriff's Department. In addition, you may report a crime to the following individuals:

Yelena Ksendzovsky, School Director	330-239-2229, ext. 240
Igor Kutserman, CEO	330-239-2229, ext. 233
Jeffrey Huth, Director of Education	330-239-2229, ext. 248

Community members, students, instructors, staff and guests are encouraged to report all crimes and public safety-related incidents to the Medina County Sheriff's Department in a prompt and timely manner. Crimes should be reported to the authorities to ensure the continued safety to all individuals at Hamrick School and to allow us to include them in our annual crime statistics report.

Campus Security Programs: During the first week of school all new students are informed of campus security matters, including the location(s) on campus where security-related matters may be posted, the availability of the Annual Campus Safety and Security Report, including the website location of the Report, and where to obtain a

hard copy. All students, instructors and staff members must be aware of their responsibility for their own security and the security of others.

Hamrick School does not operate a program designed to inform students and employees about the prevention of crimes. Hamrick School has no off-campus housing and no officially recognized off-campus student organizations with off-campus housing facilities.

Campus Policy Regarding Illegal Substances: The possession, sale, use or furnishing of alcohol on the premises of Hamrick School is not permitted and will result in dismissal from school or termination from employment. The possession, sale, manufacture or distribution of any illegal drugs is prohibited under Ohio and federal laws. These laws are strictly enforced by law enforcement officers and violation could result in criminal prosecution. Possession, sale, manufacture or distribution of illegal drugs is prohibited at Hamrick School and will result in dismissal from school or termination from employment.

Annual Campus Safety and Security Report: The Annual Campus Safety and Security Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It is also available on school's website: <http://www.hamrickschool.edu/consumer-information>

RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Under the terms of the Student Right to Know Act, Hamrick School must maintain and report statistics of the graduation, employment and licensing examination rates of its students. This report may be accessed at <http://nces.ed.gov/ipeds/cool/SearchResults.aspx>. The school also publishes an Annual Campus Safety and Security Report as required by the Crime Awareness and Campus Security Act of 1990 (the "Clery Act") and the subsequent Federal laws amending and expanding that Act.. This report may be accessed on the school's website – <http://www.hamrickschool.edu/consumer-information>, or is available from the Assistant School Director.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student

- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court order or subpoenas
- Persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, “directory” type information such as student’s name address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose “directory” information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

POLICIES/PROCEDURES UNDER FERPA

Release of Students Records:

Under authority of the Family Education Right to Privacy Act, the school has established a policy for the Release of student and/or graduate information: All students attending school, parents of minor students, and parents of tax dependent students will have the right to inspect, review and challenge their academic records including grades, attendance, advising, and any additional information contained in their education records or that of their minor or tax-dependent child. The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to students’ records will be allowed prior consent of the students if the students are dependents.

- Education records are defined as files, materials, or documents that contain information directly related to students and maintained by the institution. The Director of Education supervises records and access is afforded by school officials for the purpose of recording grades, attendance, and advising, as well as determining financial assistance eligibility.

- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular school hours under appropriate supervision. The student and/or parent must notify the school one day in advance. During and after inspection of the files, no original document may be removed by the examining party. The school will provide one copy of each document free of charge and will do so within (5) working days of the student’s or their parent’s request. One official transcript and four additional copies will be provided to the student free of charge upon graduation. Additional official transcripts will be furnished for a charge of \$20.00 each.

- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

Under no circumstance will the school disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

INSTITUTION COMPLAINT PROCEDURE

The school understands that there are times when, through misunderstanding and miscommunication a problem may arise. If this is the situation, students should first contact their instructor. If he/she cannot resolve the problem, students should contact the Assistant School Director or the Director of Education. If the problem is still not resolved, students should contact the Vice-President. The decision of the Vice President will be final in all matters. Inquiries or concerns may be directed to:

Ohio State Board of Career Colleges and Schools
Executive Director
30 East Broad Street, Suite 2481
Columbus, Ohio 43215
(614) 466-2752
1-877-275-4219

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Compliance Officer or online at www.accsc.org

DRUG & ALCOHOL POLICY

The possession, sale, use or furnishing of alcohol and/or possession, sale, manufacture or distribution of illegal drugs on the premises of Hamrick School is prohibited and will result in dismissal from school or termination from employment. The possession, sale, manufacture or distribution of any illegal drugs is prohibited under Ohio and federal laws. These laws are strictly enforced by law enforcement officers and violation could result in criminal prosecution.

HAMRICK SCHOOL has a zero-tolerance policy for drug and alcohol abuse. Hamrick School conducts random drug and alcohol screening during the truck driver training. If any student fails a random screen, he/she may take a Leave of Absence in order to complete a medically recognized Drug Rehabilitation Program. If student fails to complete a rehabilitation program as stated above, the student will be terminated.

Substance abuse poses a threat to all of us in virtually every aspect of our lives including school and the workplace. It is up to us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for his own physical, mental, and emotional health. Our school has a vital interest in ensuring safe, healthful, and efficient working conditions and learning environment for our employees and students. For these reasons, we have established as a condition of employment and enrollment into our training programs, a drug-free policy.

Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days. Failure to comply with this will indicate a positive finding for the drug screening with subsequent dismissal from the program.

In addition to dismissal of any student found to be under the influence of alcohol or illicit drugs while on the campus of HAMRICK SCHOOL or any related clinical sites, any unlawful possession, use, or distribution of illicit drugs or alcohol will be reported to the local police department. Legal penalties for the possession or distribution of illicit drugs vary depending upon the type and amount. The resulting fines can range from \$150 to \$20,000 and confiscation of personal possessions, along with incarceration that can range up to life in prison.

We require that every applicant, student, staff, and faculty member be free of alcohol and/or drug dependency.

The Faculty of HAMRICK SCHOOL recognizes that chemical use and/or dependency may interfere with education and may threaten personal welfare, as well as that of other students and employees. No students under the influence of alcohol or other drugs will be allowed to attend class, or to remain on the HAMRICK SCHOOL property. Drug or alcohol use in class or lab is subject to blood or urine testing at that time. Reasons to suspect chemical substance abuse include, but are not limited to:

- 1) noticeable change in behavior
- 2) slurred speech
- 3) smell of ethanol in breath

In addition, random drug testing may be done at any time. Students and instructors to be tested will be randomly selected by computer.

DRUG PREVENTION PROGRAM

Staff and students are hereby informed of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, state and federal laws, which can be used to punish violators. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment.

There are national organizations one can contact for help.

- The Alcoholism and Drug Abuse Hotline is open 24 hours by contacting 1-800-252-6465.
- The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day.
- The National Institute on Drug Abuse Hotline is available from 8:00 A.M. to 2:00 A.M., Monday through Friday and 11:00 A.M. until 2:00 A. M. on weekends by contacting 1-800-662-4357.

We recommend that any person observing any staff or student partaking in drugs or alcohol immediately notify the School Director. Caution must be observed not to wrongly accuse a person suspected of taking drugs, as an improper accusation could lead to embarrassment both to the individual and the school. Once management has determined that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any counseling provided the individual by their Case Manager.

The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted.

Staff and students who violate these standards of conduct subject themselves to a disciplinary action. Students are reminded that as a pre-condition to accepting a Pell grant, that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction in writing, within ten (10) calendar days of the conviction, to the:

U. S. Department of Education
Director, Grants and Contracts Service
400 Maryland Avenue, S. W., Room #3073, FOB-6, Washington, D.C.20202-4571.

Disciplinary action will take place within thirty (30) days of notification, and can range from a letter of admonishment, suspension and/or enrollment in a rehabilitation program to termination of employment.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21U.S.C. §884(a)

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500, or both
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000, or both.

21U.S.C. §§853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1 year imprisonment.

21U.S.C. §881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21U.S.C. §884a

Civil fine of up to \$10,000.00.

21U.S.C. §862(b)

Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18U.S.C. §933(g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

*****NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply.**

HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As described in What Works: Schools without Drugs (1989 Edition, Department of Education).

HATE CRIMES

A Clery Act hate crime is committed when the victim was intentionally targeted because of bias. Bias for the purpose of Clery Act hate crime reporting is a performed negative opinion or attitude toward a group of people based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Hate crime categories include murder/non-negligent manslaughter, sex offenses-forcible, sex offenses-non forcible, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, destruction/damage/vandalism of property.

Institution takes hate crimes and all criminal offences seriously and encourages the campus community to report any crime to the Campuses Directors or Assistant Campuses Directors. Crimes also can be reported by calling 911.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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 copyright 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 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 cost and attorney’s fees. For details, see Title 17, United States Code, Sections 504 and 505.

Additional information can be found at www.copyright.gov

EXHIBIT A

Employment Rate:

600 Master Truck Driver Training Program (Day): 80% (as reported in 2014 ACCSC Annual Report)
600 Master Truck Driver Training Program (Eve.): 87% (as reported in 2014 ACCSC Annual Report)

Graduation Rate:

600 Master Truck Driver Training Program (Day): 79% (as reported in 2014 ACCSC Annual Report)
600 Master Truck Driver Training Program (Eve.): 70% (as reported in 2014 ACCSC Annual Report)

Licensing Exam Pass Rate:

600 Master Truck Driver Training Program (Day): 95% (as reported in 2014 ACCSC Annual Report)
600 Master Truck Driver Training Program (Eve.): 94% (as reported in 2014 ACCSC Annual Report)