



## **Institutional and Financial Aid Information Notification**

This document contains information related to Academia Medical Institute. Much of this information, along with additional policy information, is also available in the Academia Medical Institute [School Catalog](#), as well as on the website at [www.amiohio.edu](http://www.amiohio.edu).

### **1. Contact Information for Assistance in Obtaining Institutional or Financial Aid Information**

For assistance in obtaining additional information about Academia Medical Institute or about financial aid, prospective or enrolled students may contact the individuals below:

**Ahmet H. Ali**, Campus Executive Director: [aahmet@amiohio.edu](mailto:aahmet@amiohio.edu)  
Elfrida Ruber, Marketing & Registrar Director: [eruber@amiohio.edu](mailto:eruber@amiohio.edu)

Academia Medical Institute staff can also be reached by calling (614) 279-4900.

### **2. Student Financial Aid Information**

Prospective and enrolled students shall have access to information about:

- All need-based and non-need-based federal, state, local, private, and institutional student financial assistance programs available to students who enroll at Academia Medical Institute;
- Terms and Conditions of loans obtained per the Title IV of the Higher Education Act of 1965 (“Title IV, HEA”)
- Criteria for selecting recipients and for determining the amount of the award;
- Eligibility requirements and procedures for applying for aid;
- Methods and frequency of disbursement of aid;
- Methods and frequency of disbursements of aid;
- Rights and responsibilities of students receiving Title IV, HEA student financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress;
- Terms of any loan received as part of financial aid package, sample loan repayment schedule. And the necessity for repaying loans;
- Loan counseling, both entrance and exit interviews; and
- The criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory academic progress may reestablish eligibility for Federal Financial Aid.

For assistance with obtaining financial aid information, all enrolled or prospective Academia Medical Institute students may contact the Financial Aid Department.

### **3. Facilities and Services Available to Students with Disabilities**



Academia Medical Institute complies with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of an individual's disability.

Academia Medical Institute's facilities and programs have been designed for the accommodation of all our employees and students. We do realize, however, that all needs may not be met for those who are disabled, including without limitation, those with intellectual disabilities. If there is an unmet need that we can remedy, please contact the Campus Executive Director at (614) 279-4900 during regular business hours to discuss measures to make our facilities and services more accessible for all people.

If a prospective or current student has a disability requiring an academic adjustment, he or she should notify the Campus Executive Director. Upon receiving a request for an academic adjustment, Academia Medical Institute will require the student to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, which should include the following:

- a diagnosis of the student's current disability;
- supporting information, such as the date of diagnosis, how the diagnosis was reached, and the credentials of the diagnosing professional;
- information on how the student's disability affects a major life activity;
- information on how the disability affects the student's academic performance; and
- requested accommodation(s).

Academia Medical Institute may request additional information, if necessary.

While Academia Medical Institute will try its best to honor the requested accommodations, it may not always be possible. Therefore, students are expected to engage in an interactive process with Academia Medical Institute to help determine the most appropriate and effective accommodation(s), including without limitation, suitable auxiliary aids. Accommodations will be determined on a case-by-case basis, based on the documentation, the student's history, and specific functional limitations. Applicants and students are asked to provide appropriate and verifiable documentation of disabilities for which accommodations are requested at least thirty days prior to the semester in which the accommodation is needed so there is adequate time to complete this process.

#### **4. Price of Attendance**

##### Direct Program Costs

##### Practical Nursing Program

Registration fee	\$100
Program Tuition	\$17,000
Program Textbooks (Non-refundable once accessed)	\$1,325



Technology fee	\$610
Uniform fee	\$98
HESI Entrance Exam fee	\$75
Background Check (BCI/FBI)	\$80
Exit Exam fee	\$200
Graduation fee	\$125
Laboratory and skills fee	\$310
<b>Total Tuition and Fees Due to AMI</b>	<b>\$20,196</b>
<b>Additional Costs</b>	
Make-up Fee: Clinical	\$195.00/day
Make-up Fee: Theory & Lab	\$50.00/hour
Additional Attempts at HESI Entrance Exam fee	\$75/Attempt
Additional Exit Exam	\$100
<b>Total Projected Cost of Program</b> <i>(No Make-up charges; No Additional Testing Fees included)</i>	<b>\$20,196</b>

\* Students are responsible for purchasing their own books.

### Indirect Program Costs

#### **Dependent Student (Living with Parents)**

Loan Fees: \$0

Room and Board: \$12,429

Personal: \$6,502.50

Transportation: \$3,290.67

#### **All Other Students**

Loan Fees: \$0

Room and Board: \$10,912.50

Personal: \$1,800

Transportation: \$2,250

**\*Note:** Academia Medical Institute requests surveys from students for transportation and living expenses every other year as required by the US Department of Education.

## **5. Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid**

### Institutional Refund Policy

#### **CANCELLATION OF COURSES**

Academia Medical Institute will process a refund for canceled courses. The school reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to



the first day of class. Affected students are notified by phone, email, and/or mail and are given assistance in enrolling in an equally suitable course.

### **OFFICIAL WITHDRAWALS**

An Official Withdrawal is one in which the student has provided Academia Medical Institute with notification of intent to end their enrollment, which can be done at any time. If a student wishes to withdraw from the Academia Medical Institute, he or she must notify the Campus Executive Director. The notification may be made using any method, though written notification is preferred. The date the notification is received by the Campus Executive Director is the date of determination. The Campus Executive Director begins the withdrawal process when a notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the student initiated an Official Withdrawal. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

### **UNOFFICIAL WITHDRAWALS**

An Unofficial Withdrawal is one in which the student has not provided Academia Medical Institute with notice of intent to end their enrollment. Unofficial withdrawals are initiated by the Academia Medical Institute and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or other school policies. In the case of an Unofficial Withdrawal, the student's withdrawal date (date of determination) is the date that the Unofficial Withdrawal is initiated by Academia Medical Institute. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the Unofficial Withdrawal occurred. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

### **REFUND POLICY FOR THE PRACTICAL NURSING PROGRAM**

An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application. Such refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.



(A) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund prepaid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)(1) and (B)(2) of this rule.

(B) Charges for required purchase of books, fees, and supplies can be non-refundable if the student has consumed or used the books, fees and/or supplies. Consumption of books, fees and supplies shall be defined as:

(1) Items that were special ordered for a particular student and cannot be used by or sold to another student; or,

(2) Items that were returned in a condition that prevents them from being used by or sold to new students.

(3) Individually documented non-refundable fees for goods or services provided by third-party vendors.

(C) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B)(1) of this rule.

(D) A record of the refund determination for books, fees and supplies shall be kept in the student's record.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

(a) A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five (25) percent of the tuition and refundable fees for that academic term plus the registration fee.

(b) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty (50) percent of the tuition and refundable fees for that academic term plus the registration fee.

(c) A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five (75) percent of the tuition and refundable fees for that academic term plus the registration fee.

(d) A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

The School shall make the appropriate refund within thirty (30) days of the date the School is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.



Return to Title IV Policy

## **RETURN OF TITLE IV (R2T4) POLICY**

### **TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY**

The return of Title IV funds is administered by the Financial Aid Office of Academia Medical Institute. And it is the Campus Executive Director who is designated to accept notification of official withdrawals.

This policy applies to Title IV recipients who withdraw (officially or unofficially) or are dismissed from enrollment at Academia Medical Institute. It is separate and distinct from Academia Medical Institute's institutional refund policy which applies to all withdrawn students. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy is determined according to the following definitions and procedures as defined by federal regulation.

#### **Student Withdraws Before Title IV Funds Are Disbursed**

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining IF Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

#### **School Determined Date of Withdrawal**

The school determined date of withdrawal is established by the type of withdrawal.

##### ***Case 1: Official Withdrawal – notification of withdrawal***

- Date of the student's withdrawal notification to the school.
- Date the student was expelled/dismissed from the school.

##### ***Case 2: Unofficial Withdrawal – no notification of withdrawal***

- 14 calendar days after the student's last date of physical attendance.

##### ***Case 3: Student on Leave of Absence***

- The earlier of the scheduled date of return from the leave of absence OR the date the student notifies the school that he/she will not be returning.
- **NOTE:** *When a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.*

#### **Withdrawal Date**

Clock hour schools are required to take attendance. The withdrawal date is always the student's last day of physical attendance.

#### **R2T4 Calculation**



Academia Medical Institute is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.

If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Department of Education.

Examples:

#1. A student is enrolled in the Practical Nursing program. The student withdraws from the program at 225 clock hours. There are 450 clock hours in the payment period.

$$225 \text{ Actual Clock Hours Completed} / 450 \text{ Clock Hours Scheduled in the Period} = 50\%$$

By calculation, the student has earned 50% of the financial aid funds dispersed for the enrollment period. Therefore, 50% of the funds dispersed remain unearned and must be returned to the federal student aid program.

#2. A student is enrolled in the Practical Nursing program. The student withdraws from the program at 400 clock hours. There are 450 clock hours in the payment period.

$$400 \text{ Actual Clock Hours Completed} / 450 \text{ Clock Hours Scheduled in the Period} = 88.9\%$$

By the calculation, the student has completed more than 60% of the hours in the payment period. A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. In this case, no funds dispersed need to be returned to the federal student aid program.

**ACADEMIA MEDICAL INSTITUTE'S RESPONSIBILITIES IN REGARD TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS**

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.



- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- Return all unearned Title IV Funds in compliance with the Dept. of ED requirements.
  - **ASAP, but no later than 30 days after the school-determined date of withdrawal.**
- Process any post-withdrawal of earned funds due to the student.
  - ☐ Post-withdrawal disbursement to student's account for outstanding institutional charges:
    - ASAP, but no later than 180 days after the school-determined date of withdrawal.
  - ☐ Post-withdrawal disbursement to the student for earned Title IV funds in excess of outstanding current institutional charges.
    - Loans – ASAP, but no later than 180 days from the school determined date of withdrawal.
    - Grants – ASAP, but no later than 30 days from the school determined date of withdrawal.
- Provide notifications to students (parents).
  - ☐ Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds.
    - Within 30 days of the school determined date of withdrawal.
  - ☐ Notification to student (or parent) of the outcome of a late request for a post-withdrawal disbursement to a student; request received by the school after the specified period and the school chooses not to make the disbursement.
    - ASAP
  - ☐ Notification to student of grant overpayment.
    - Within 30 days of school determined date of withdrawal.
- Provide notifications to the Dept. of ED.
  - ☐ Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
    - ASAP
  - ☐ Referral of student to NSLDS if student does not pay overpayment in full, does not enter into a repayment agreement, or fails to meet terms of a repayment agreement.
    - No later than 30 days from the date the student is notified of overpayment.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance.

The R2T4 does not dictate the schools refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school's Institutional Refund Policy. All students who utilize Title IV funding





will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within thirty (30) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grant funds for which a return of funds is required

The calculation for the percent of completion of the payment period is as follows:

The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) of the earlier of (1) date the school sends the student notification of the over award (2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty-fifth (45<sup>th</sup>) day following notification from the school. The student will have the options of paying the overpayment in full or of arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

If Academia Medical Institute's Institutional Refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of transcripts.

#### **THE STUDENT'S RESPONSIBILITIES IN REGARD TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS**

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.



- Return unearned Title IV Funds that were disbursed to the student wherein the student was deemed ineligible, based on the R2T4 calculation.
  - Loans – according to terms of the loan.
  - Grants – within 45 days of earlier of date school sent or were required to send notice.
- Submit response instructing school to make post-withdrawal disbursement 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online Exit Counseling before leaving school.

### **FEDERAL REFUND REQUIREMENTS VERSUS STATE/ACCREDITATION REFUND REQUIREMENTS**

In addition to the Return of Title IV requirements for federal financial aid recipients, the Academia Medical Institute is required by the state/accreditor to calculate a prorated refund for all withdrawn students regardless of whether or not the student received Title IV funds. In some instances, the student may, after Title IV funds are returned, owe a balance to the Academia Medical Institute to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

#### **6. Academic Program Information**

- A. the current degree programs and other educational and training programs offered at the school;

Academia Medical Institute offers a single program: Practical Nursing (PN). Details about this clock hour diploma program, including admissions requirements, total program length, hours, courses and descriptions, and clinical requirements are listed in the AMI School Catalog available on the website [here](#).

- B. instructional, laboratory, and other physical plant facilities related to the academic program;

The School has 6 classrooms available and 2 dedicated skills labs. Equipment available includes teacher and student computers, a whiteboard, Projectors, DVD and VHS player, 5 hospital beds, educational mannequins, educational models, and nursing lab supplies needed for instructional purposes. The classroom also has a dedicated restroom for student use.

AMI maintains agreements with several sites for the completion of clinical hours throughout the program. Information about clinical sites can be obtained by asking the Campus Executive Director or Marketing & Registrar Director.



C. faculty and other instructional personnel;

A complete list of faculty is available in the AMI School Catalog on the website [here](#).

D. any plans by the institution for improving an academic program; and

Per ABHES requirements, AMI maintains a Program Effectiveness Plan with goals for Practical Nursing (PN) Program outcomes and changes planned for the curriculum. Students and Applicants may ask the Campus Executive Director about any planned changes during each calendar year.

E. if a program is either designed to meet educational requirements for a professional license or certification needed for employment in an occupation or is advertised as meeting such requirements, information about whether completion of that program would meet licensure requirements in a state for that occupation. This disclosure includes lists of all states for which the school has determined that its curriculum meets or does not meet the state educational requirements for licensure or certification, as well as a list of those states for which the school has not made that determination.

AMI's Practical Nursing (PN) Program is designed to prepare students to successfully sit for the NCLEX-PN exam, enabling graduates to obtain training-related work as Licensed Practical Nurses (LPNs).

AMI's Practical Nursing Program curriculum meets the Ohio Board of Nursing (OBN) requirements and was OBN approved on January 25, 2017. Graduates of AMI's programs are eligible to sit for the NCLEX-PN exam.

State Name	Does AMI Curriculum meet Educational Requirements for Licensure?
Alabama	No Determination Made
Alaska	No Determination Made
Arizona	No Determination Made
Arkansas	No Determination Made
California	No Determination Made
Colorado	No Determination Made
Connecticut	No Determination Made
Delaware	No Determination Made
District of Columbia	No Determination Made



Florida	No Determination Made
Georgia	No Determination Made
Hawaii	No Determination Made
Idaho	No Determination Made
Illinois	No Determination Made
Indiana	No Determination Made
Iowa	No Determination Made
Kansas	No Determination Made
Kentucky	No Determination Made
Louisiana	No Determination Made
Maine	No Determination Made
Maryland	No Determination Made
Massachusetts	No Determination Made
Michigan	No Determination Made
Minnesota	No Determination Made
Mississippi	No Determination Made
Missouri	No Determination Made
Montana	No Determination Made
Nebraska	No Determination Made
Nevada	No Determination Made
New Hampshire	No Determination Made
New Jersey	No Determination Made
New Mexico	No Determination Made
New York	No Determination Made
North Carolina	No Determination Made
North Dakota	No Determination Made
Ohio	Meets Requirements
Oklahoma	No Determination Made
Oregon	No Determination Made
Pennsylvania	No Determination Made
Rhode Island	No Determination Made
South Carolina	No Determination Made
South Dakota	No Determination Made
Tennessee	No Determination Made
Texas	No Determination Made
Utah	No Determination Made
Vermont	No Determination Made
Virginia	No Determination Made



Washington	No Determination Made
West Virginia	No Determination Made
Wisconsin	No Determination Made
Wyoming	No Determination Made

*Required by US Department of Education Regulations 34 CFR 668.43 (a) (5) (v)*

## **7. Family Educational Rights and Privacy Act (FERPA)**

### Privacy of Student Records & Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records.

FERPA generally gives post-secondary students the right to review their education records, to seek to amend inaccurate information in their records and to provide consent for the disclosure of their records.

These rules apply to all education records a school keeps, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent, such as Disclosures to school officials, Disclosures to government agencies, Disclosures in response to subpoenas or court orders. The school must maintain documentation of the information disclosed and to whom, or what agency.

These rights include:

1. The right to inspect and review the student's education records within 45 days after Academia Medical Institute receives a request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.



2. Academia Medical Institute is required to provide the student with copies of education records or make other arrangements to provide the student access to the records. The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.
3. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. The right to provide written consent before Academia Medical Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Academia Medical Institute will make a reasonable attempt to notify each student of these disclosures. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Academia Medical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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



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



- Information in connection with a health or safety emergency, under the conditions described in § 99.36.
- Information authorized under Section 507 of the US Patriot Act.

Students may review their files and records at any time that the school is open for operations by making a request to do so to the Campus Executive Director.

Academia Medical Institute provides required reports to regulatory oversight agencies annually. These reports may contain information related to student completion, placement, and/or licensing. If the student is a dependent minor (dependent on a parent or guardian for tax purposes), Academia Medical Institute must provide the parent or guardian access to the student's records. However, the release of student information to any other 3<sup>rd</sup> party results only when the student has provided written permission for specific information to be released to a specific party.

Academia Medical Institute maintains student records for 5 years after the last date of attendance.

### **8. Drug and Alcohol Policy**

Academia Medical Institute is a Drug-Free Environment and prohibits the possession, consumption, or distribution/sale of drugs or alcohol anywhere on school property. A student, faculty member, or staff member of Academia Medical Institute found to be in violation of this policy will be subject to both criminal prosecution and disciplinary action, up to termination from Academia Medical Institute.

Screening for alcohol and drug use is a requirement for admission to the PN program. Subsequent "for cause" screening(s) may be required for continued participation in the nursing program. Failure to comply with or pass required screening(s) may result in

- Denial of admission for a prospective student or
- Dismissal from Academia Medical Institute for an existing student