Consumer Information

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www.AccessCareers.edu
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Chapter 1 Administrative Organization:

ACCESS CAREERS offers programs in the field of Healthcare, Management and Technology. The school was established in 1998 to serve the educational needs of the community, not only our students, but also the area of businesses, industries and various government organizations.

Accreditation and License:
ACCESS CAREERS is accredited by the Council on Occupational Education (COE). The COE is a recognized accrediting agency by the U.S. Department of Education. Access Careers also has been Licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

Approvals:
ACCESS CAREERS has received approval for its career training programs at the local, state, national, and international levels. These approval allows us to provide education to students who qualify for training or tuition benefits through the New York State Department of Labor (NYDOL), New York City Small Business Services (SBS/Workforces1), Workforce Investment Act (WIA), National Emergency Grants (NEG), Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), and the US Department of Homeland Security under Student Exchange Visitor Program (SEVP/SEVIS).

Various offices such as the Financial Aid Office, Bursar/Registrar, Admissions, Academic Affairs and Accounting Office work together in a cohesive manner to ensure compliance and a system of checks and balances with the Title IV programs and their regulations.

1. Contact Information:
   Access Careers
   25 Elm Place, Brooklyn, NY 11201

   Tel: 718 643 9060
   Fax: 718 643 0639
   Email: Admin@AccessCareers.Edu

   Dr. Robert Jannicelli M.D.
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   Director, Financial Aid
   Email: KPatel@AccessCareers.Edu

   Dr. Shajadi Parvin
   Bursar
   Email: SParvin@AccessCareers.edu

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2. **Accommodations for Disabilities:**
   The school complies with the Americans with Disabilities Act of 1990. If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

3. **Appointments with Staff:**
   Students and parents may come and speak to our financial aid staff members as walk-ins during the regular office hours. They may also call ahead of time and make appointment to meet the financial aid counselors and the director, if necessary. The office can also be reached via email, or fax. The student and/or the parent are notified and confirmed by email, return phone call or fax of such appointments.

   The policies for hiring, evaluating, promoting and taking disciplinary action or termination of a staff member are available in the Human Resources Office. The school does not discriminate in its hiring procedures based on race, ethnicity, and country of origin or religion. The school is a drug free workplace/institution. It distributes drug information to students and staff each year.

4. **Treatment of Correspondence/Forms**
   All forms such as Free Application for Federal Student Aid (FAFSA), verification worksheet, FERPA release form, dependency override form, professional judgment request form etc. are available in the Office of Financial Aid. These forms may be mailed to student upon request. A copy of Financial Aid estimate and award notification may be obtained upon request.

   To obtain maximum consideration for financial aid, the student and family must learn:
   - About eligibility for various funding programs that are available.
   - To follow instructions provided on various application forms and other materials.
   - To pay careful attention to deadline dates.

   Timely submission of application forms and other required documentation will enable our staff to process your requests accurately and in a timely fashion for the start of classes each time.

5. **Telephone:**
   School Main Number: 718 643 9060
   Financial Aid Direct Number: 347-708-8370

6. **Record Management and Retention:**
   The school maintains hardcopies of individual student files (paper folders) and student ledger cards, grade sheet, attendance records if applicable, academic records, admission records etc. and retains them for 7 years. Some records such as Direct Loans Master Promissory Notes, entrance and exits interview forms are preserved indefinitely. Files older than two years if required by auditors, reviewers must be pulled out of archives and requests for such files must be made in advance in writing.

   Each person has a password which allows them to have access to the computer system. Password changes must be made at set intervals and there is access revocation for unsuccessful logins.

   The school maintains all required records for a minimum of seven years from the end of the award year.
Pell grant records must be kept seven years from the end of the award year for which the aid was awarded.

FISAP and supporting records must be kept seven years from the end of the award year in which the report was submitted.

Perkins repayment records are kept until the loan is satisfied. Perkins loan original promissory notes are kept for seven years from the date the loan is assigned to ED, canceled or repaid.

Direct Loan reports must be kept for seven years after the end of the award year in which they were submitted, while borrower records must be kept for five years from the end of the award year in which the student last attended.

7. **Confidentiality of Student Records (FERPA, 1974)**

Access Careers maintains complete confidentiality of student’s records as per FERPA (Family Education Rights and Privacy Act) of 1974.

**What is FERPA?**
The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students’ education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

**What is considered Directory Information?**

In compliance with FERPA, the following statement reflects Access Careers policy:

*The following directory information may be released by telephone: a) student’s dates of attendance; b) date of graduation and diploma or certificate earned. Other kinds of directory information, such as a student’s address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Access Careers reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student’s record: grades, courses, GPA, social security number and other personal information will not be released without the student’s written consent.*

However, the Act states that each student has the right to inform Access Careers that any or all of the information is not to be released. When the students inform the school in writing, no information will be released without the written consent of the student. This status is binding until such time that ACCESS CAREERS is notified in writing by the student to permit release of directory information.

**Parental Access to Children’s Education Records:**

At the postsecondary level, parents have no inherent rights to inspect a student’s education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.
Posting of Grades by Faculty:
The public posting of grades either by the student’s name, institutional student identification number, or social security number without the student’s written permission is a violation of FERPA.

Authorization Consent Form

Access Careers
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
STUDENT RELEASE

Student Name (Last, First, MI) ______________________________________

Student ID# or SSN# ______________________

Student’s Authorization for Disclosure
I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and authorize Access Careers to discuss and/or disclose the following education records to the person listed below:

___ Transcripts
___ Financial records
___ Disciplinary Records: ____________________________
(Specify incident or indicate “All”)
___ Other ____________________________
(Please specify)
___ All information regarding my enrollment at Access Careers without limitation

Name of Authorized Person: ____________________________
Relationship to Student: ____________________________
Address of Authorized Person: ____________________________

City ____________________________ State: ___ Zip: ___
Telephone # (___) ___ - ______
The purpose of releasing this information is

________________________________________________________________________

I understand that this authorization will be in effect as long as I am a student at Access Careers or until I revoke this authorization in writing.
I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I affirm that I have signed this authorization voluntarily.

Student Signature ____________________________ Date ____________________________

This authorization form is not required when school transmits information to state and federal agencies concerning processing of Title IV aid. This authorization is not also required if student files are subject to institutional, state and federal program review and audit.
8. **Information Release via Telephone**
   No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student’s Title IV aid.

**Chapter 2: Student Consumer Information**

1. **Basic Consumer Information:**
   The regulations list basic information about the school and financial aid that is available to enrolled and prospective students.

   **Financial aid information:**
   All Financial Aid given to the students at Access Careers is based on the Cost of Attendance. The Cost of Attendance consists of Tuition, Fees, Books, Room and Board, Personal Expenses and Transportation. Each program has a different Cost of Attendance. The Cost will differ if the student lives at home or lives independently.

   To apply for Financial Aid the student must complete a FAFSA (Free Application for Federal Student aid). This form must be completed each academic year that the student attends the school. 
   [www.FAFSA.gov](http://www.FAFSA.gov)

   The Financial Aid Staff, once they receive the processed FAFSA which is called the ISIR will first check NSLDS to be sure the student is not in default and does not owe a refund on a grant from another school. It is also important to check that the student has not received aid at another institution for the same academic year. The Financial Aid Staff will also be sure that the student has not received over 600% of Pell.

   If an ISIR has a C code the Financial Aid Staff will investigate any problem and contact the student to rectify the code.

   If the student is selected for verification, a verification form must be completed and an income tax transcript should be in the file. If the student/parent used the IRS data retrieval an income tax transcript is not needed.

   The student then is given a financial aid award letter which will list the following financial aid:

   **Pell Grant:**
   A Pell Grant is considered to be the first source of aid to the student and packaging begins with Pell eligibility.

   A student must be enrolled in an undergraduate course of study to receive a Pell grant. A student who has earned a Baccalaureate degree is not considered an undergraduate and cannot receive a Pell grant. A scheduled Pell award is the maximum amount the student can receive during the award year, if he/she attends full time for a full academic year (begins July 1 of one year and ends June 30 of the next year).
For Pell Grants, a student who applies at any time during the award year should be awarded Pell Grant funds for any payment period within that award year where the student was properly enrolled and met the program’s eligibility requirements. A student who was enrolled and otherwise eligible during a prior payment period within the award year would be awarded a Pell Grant for that prior payment period.

However, a student who, while enrolled, was not eligible (e.g., in default, failed satisfactory progress) during a prior payment period can only be awarded Pell Grant funds beginning with the payment period in which the student became eligible.

The amount of a Pell grant is determined by the student’s EFC on the ISIR, and the Cost of Attendance at an institution. The year 2014-15 maximum Pell grant is $5730.

A Pell grant must be pro-rated if the student attends less than 900 hours.

Transfer Students: The Pell payment for a transfer student is calculated in the same way as for any new student. However a transfer student’s remaining Pell eligibility at Access Careers is reduced if the student received Pell funds for the same award year at any prior schools. Pell may only be used at one school at a time. If a student is enrolled at another school during the award year and receives Pell the student may not receive Pell at another school during that award year.

**Maximum Duration of Pell Eligibility:**

**12 Semester Lifetime Limit for Pell Grants:**

Effective July 1, 2012, the maximum Pell eligibility of a student is limited to 12 full-time semesters, or its equivalent. This means that students will be limited to receive a maximum of six Pell Grant scheduled awards in their lifetime. The Department will track this eligibility limitation within the NSLDS and COD reporting system.

**DIRECT STUDENT LOAN**

There are two main kinds of Direct Student Loans:

1. **Direct Subsidized Loan:** An undergraduate dependent or independent student may borrow up to $3500 as a freshman and $4500 as a sophomore, provided the student has need. The interest rate is 4.66% for 2014-15. There is no interest while the student is in school. Borrowers of subsidized Direct Loans first disbursed on or after July 1, 2014, are once again eligible for the interest subsidy during the 6-month grace period. The subsidy during the grace period had been temporarily removed by the 2013 budget bill for loans disbursed on or after July 1, 2012, and before July 1, 2014.

   Lawmakers agreed to permanently limit eligibility for subsidized loans to 150% of the length of the student’s academic program for new borrower’s beginning on or after July 1, 2013. The 150% change means that students in a four-year program will be eligible for subsidized student loans for the equivalent of six years – three years for students in a two-year program. A student who reaches this 150% limit could continue to receive unsubsidized loans unless he or she is otherwise ineligible (for example, does not meet SAP requirements).

   Once a borrower has reached the 150% limitation his or her eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. At that point interest would begin to accrue and would be payable in the same manner as interest on unsubsidized loans.

   Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive direct subsidized loans for one program and then change to another program, the direct subsidized loans you received for the earlier program will generally count against your new
maximum eligibility period.

2. **Direct Unsubsidized Stafford Loan**: An independent undergraduate student may borrow up to $6000 during each of the first two years of study under this program. A dependent undergraduate student may borrow $2000 in unsub loans. The interest rate is 4.66% and the interest begins immediately and can be paid quarterly or it can be capitalized and paid with principal after the student leaves school.

The unsub loan is not need based and can replace the EFC; however the total of all aid cannot exceed the Cost of Attendance.

3. **PLUS Loan**: The Parent Loan for Undergraduate Students is available to dependent students whose parents are willing to take a loan to assist with the student’s education. The parent must pass a credit check. The parent can borrow the total Cost of Attendance minus any aid that the student may receive. Interest on this loan for 2014-15 is 7.21% and interest and principal must be repaid 60 days after the second disbursement of the loan. The accrued interest can be paid by the parent borrower monthly or quarterly. Another option is for the parent to request a deferment until 6 months after the date the student ceases to be enrolled at least half time. The loan fee for PLUS loans for both parent borrowers and graduate students borrowers is increased from 4.0% to 4.204%, for loans disbursed after March 1, 2013.

Any applicant who has a credit report that is less than 180 days old will not need to have another credit check run prior to the loan origination. If an applicant has had two credit checks run within the last 180 days only the most recent credit decision will be analyzed.

If the parent is turned down for the PLUS loan, the dependent student is then entitled to borrow under the Direct Unsubsidized Stafford Loan. The student may borrow an additional $4000 + $2000(dependent amount) each year with an interest rate of 4.66%.

**Packaging a Student Loan:**

The Financial Aid Office takes the Cost of Attendance minus the Expected Family Contribution (EFC) minus any other grant aid (Pell, SEOG, school grants, etc) and if there is a remaining balance, loans may be introduced into the package. A subsidized loan may be introduced up to the remaining need and staying within the guidelines for the loan. An unsubsidized loan may then be introduced up to the maximum amount and depending on the student’s status as dependent or independent. And finally for dependent students, a parent PLUS loan may be added to the package.

The Access Careers provides the following information to the prospective students:

- Access Careers is accredited by the Council on Occupational Education (COE) Accrediting Agency and the New York State Education Department (BPSS) guidelines. The U.S. Department of Education has approved Access Careers to receive Title IV funds. The copy of these certificates is available in the premises.
- Access Careers complies with the Americans with Disabilities Act. Any student interested in attending Access Careers who is in need of reasonable accommodations, should schedule an appointment with the Director. The Director and applicant will discuss the nature of the disability and its impact on learning.
- A statement about requirements for the refund of FSA program funds when a student withdraws from school. Information about any refund policy with which the school must comply, and the requirements for officially withdrawing from the school (For more information about the Return of Federal Student aid, see (Federal Student Handbook Volume 5 – Over awards, Overpayments, and Withdrawal Calculations.)
• Access Careers do not offer GED program. However we accept student with GED.
• A list of faculty and administrative staff is available upon request in the office.
• Student Diversity information is available in the catalog and online on IPEDs.
• The list of programs offered and the cost of attending the programs are available in the catalog and in the admission office.
• If the student has Financial Aid questions he/she should contact to Financial Aid Department.
• The terms and conditions under which students receiving federal education loans may obtain deferments
• For further details the interested candidates can contact the Access Careers Admissions department within “normal business hours”.

NCES, IPEDS, AND STUDENT-RIGHT-TO-KNOW INFORMATION
School report similar information to the US Department of Education to fulfill the requirement that they participate in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES).

The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, faculty salaries, finances, and financial aid. Information on NCES and IPEDS is available at – http://www.nces.ed.gov/IPEDS

2. Campus Security:
Under the provisions of Title II of Public Law 101-542, The Crime Awareness and Campus Security Act of 1990, the School President/Management writes and implements the plan for crime awareness and campus security. Access Careers intend to comply with all federal and state laws about crime awareness and campus security. Access Careers’ plan for compliance is set forth in this Procedure.

1) Reporting Crimes and Emergencies occurring on or next to Campus
Employees, students, and all other persons are to report criminal actions or any other emergencies occurring on campus by taking the following steps below:
   a) For Immediate Assistance Dial 911.
   b) Report the criminal action or emergency to the appropriate Director. The reporting individual should complete an incident report form available in our office. Access Careers strongly allows anonymous reporting on the Campus Security Incident Report Form provided by the Institution and delivered to the Access Careers Office at 25 Elm Place, Brooklyn, New York 11201 OR use complaint box located near main office.
   c) Should the Director or staff be unavailable, the reporting individual should contact 911. Reporting individuals may also notify any Access Careers employee of any criminal action or emergency. The Institutional employee should then make official notification of the criminal action or emergency by filling up the incident report form.
   d) All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to avoid the perpetrator. All students and employees are strongly encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any incident using the Campus Security Incident Report Form. If a student requires assistance in contacting the local law enforcement authorities, Access Careers employees will provide assistance.
   e) Building Management offers a security guard during normal business hours of operations.
2) Security and access to campus facilities
Access Careers personnel shall ensure that all classroom facilities remain locked when not in use, only authorized personnel can utilize facilities, i.e. students, faculty, staff, and those authorized through an approved facility request form. The School does not have any on-campus residence halls.

3) Campus Law Enforcement
Access Careers is working closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the Institution. Access Careers will encourage and seek the prosecution of all criminals. Director maintains an ongoing working relationship with state and local police agencies. The Director gathers information from local law enforcement and maintains statistics concerning the occurrence of criminal activity of students at off-campus locations involving students of the institution.
Access Careers students, staff and faculty are encouraged to report to the proper police jurisdiction agency, any and all crimes. If the crime occurs on campus, it should be reported to the Director.
Any student, staff, or faculty member who becomes aware of a crime, or who is the victim of a crime should make an accurate and prompt statement of that crime, in order to ensure successful police action.

4) Crime Prevention Awareness and Education
   a) The annual disclosure of crime statistics.
      The Director shall prepare and disseminate as required by law and Access Careers Policy and Procedure the annual disclosure required. The terms of this Procedure shall be included in the annual report. Access Careers personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of criminal activity for the said campus for the following criminal offenses reported to either Institutional personnel or local law enforcement agencies:
         1) Aggravated assault
         2) Arson
         3) Burglary
         4) Forcible sex offenses
         5) Motor vehicle theft
         6) Murder and Non negligent manslaughter
         7) Negligent manslaughter
         8) Non forcible sex offenses
         9) Robbery
      Access Careers personnel will also gather statistics concerning on-campus arrests and campus disciplinary action for:
         1) Drug law violations
         2) Illegal weapons possessions.
         3) Liquor law violations
      Crimes have been reported by category of prejudice, and by location based on the following breakdown: 1) On-campus 2) Off campus, and 3) Public property. No statistical report will contain any information that would identify a victim. Access Careers shall work to the best of our ability when a specific event is reported to us by other staff or students, from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at on-campus locations involving student.

      The Institution will request, to the best of our ability when a specific event is reported to us by other staff or students, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occurred on-campus property, which involve students or staff from Access Careers. Director is
responsible to monitor and keep record of all such reports.

All students and employees will be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by director in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified of this procedure and the yearly internet publication of the "Crime Awareness and Campus Security” report (www.AccessCareer.edu) Students shall be informed of the Report and of the importance of security concerns through information provided in the Student Handbook and at the orientation.

b) Warning reports to members of the campus community.
If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the Institution shall disseminate information relating to the crimes on a case by case basis through campus information systems, newsletters, bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes.

c) Rape, acquaintance rape, and other forcible and Non-forcible sex offenses
Access Careers provides information about sexual harassment, through its dissemination of its procedure against sexual harassment in the Employee / Student Handbook.
The following service exists for assistance of victims of sexual assaults: National Sexual Assault Hotline at 1-800-656-HOPE. No on-campus counseling is available to the victim.
The Institution provides for discipline up to and including termination or expulsion for violations of the Access Career's policy against sexual harassment and assault. Notwithstanding any other Institutional procedure, an alleged victim of a forcible or non-forcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding by mail/ E-mail.
New York sex offender registration information can be found at the current Sex Offender Registration Site which is http://criminaljustice.state.ny.us/nsor/ and information about the Sex Offender Registration Act (SORA) can be obtained either from that website or by calling 1-800-262-3257.

d) VAWA - Violence Against Women Act:
The school has educational prevention program in place that promotes knowledge and understanding of rape, acquaintance rape, and domestic violence, dating violence, sexual assault and stalking. Access Careers ensures dissemination of information regarding VAWA act to all incoming students and new employees on orientation day. For further information you may visit http://www.justice.gov/ovw/legislation-0
The educational prevention program includes:
• Written procedures for disciplinary proceedings in the cases of alleged offenses.
• A statement prohibiting the offenses listed above including sanctions and measures school may impose once disciplinary proceedings have taken place and determination that an offense has occurred. Provide the accuser and accused the same opportunities to have others present during the proceedings including an advisor of their choice. Ensure that the accuser and accused will be informed simultaneously in writing of the outcome of the disciplinary proceedings and the opportunity for appeal and notification of the outcome of the appeal before the results become final, and when the results will be final.
• Definition of what the terms describing these offenses mean in the local jurisdiction.
• Written explanation of the student’s or employee’s rights and options
• A definition of “consent” as it pertains to instances of sexual activity.
• A description of safe and positive options for bystander intervention.
• A list of options for reducing the risk of such offenses occurring.
• The school policy clearly states that no officer, employee or agent of the school shall retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights under any provision of VAWA.
• Access Careers will protect the confidentiality of victims, to the extent permissible by law.
• Access Careers does not provide on campus counseling for health, mental health, victim advocacy, legal assistance and other services for victims. We may guide the victims to the community service centers in the local area.
• Written information to the victims about available assistance in changing academic, living, and transportation and work situations, if so requested by the victim and if such accommodations are reasonably available must be provided, regardless if the victim chooses to report the crime to campus director or local law enforcement.
• Ongoing prevention and awareness campaigns for current students and employees.

Access Careers is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Access Careers strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assaults are serious violations of the school’s code of conduct, faculty standards and employee policies. These are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Access Careers VAWA Education:
Access Careers is compliant with the VAWA Act (Violence against Women Reauthorization Act) and the obligations on all post-secondary institutions under its SAVE Act (Campus Sexual Violence Act). Those obligations, as they pertain to new employees and incoming students require that the school promotes awareness and prevention methods of the following offenses:

“Sexual Assault” includes:
• The attempt or act of rape (sexual intercourse without consent or with a child under the age of 13, by a stranger, an acquaintance, or an intimate)
• Forced sodomy (forced oral or anal sex)
• Forced penetration by a foreign object either animate such as a finger, or inanimate “Non-Penetration Sexual Assault” includes the act of touching an unwilling person’s intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another’s intimate parts. The above acts constitute sexual assault when they are committed against a person’s will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold “consent” (to give assent, acceptance or approval as to the proposal of another). This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant’s responsibility for the sexual assault.

“Domestic Violence” includes violent misdemeanor and felony offenses committed by the victim’s:
• Current or former spouse
• Current or former cohabitant
Anyone else protected under domestic or family violence law

"Dating Violence" means violence by a person who has been in a romantic or intimate relationship with the victim.

"Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for her, his, or other’s safety, or
- Suffer substantial emotional distress.

Access Careers Sexual Assault Response System

If you or someone you know is a victim of sexual assault:

A. You have the right to privacy: All information you share about the incident must and will be kept confidential. Access Careers officials cannot talk about your experiences without your permission. Public Safety has an obligation, however, under the Clery Act, to report to the state only the date of the incident.

B. You have the right to make decisions about who can be contacted and if and how any intervention will proceed. You have the option, or not, to notify and seek assistance from law enforcement and campus authorities. You have the option of seeking assistance from any of the services mentioned in the preceding pages.

C. You have the right to institutional implementation of no-contact, restraining and protective orders.

D. You have the right to obtain the following documents located in the Office of Human Resources:

- New York Campus Sexual Assault Victim’s Bill of Rights
- Access Careers Sexual Harassment Policy

Be an Active Bystander

What is a Bystander?

Bystanders are the largest group of people involved in violence (sexual, dating and domestic). They greatly outnumber both the perpetrators and the victims. Some bystanders know that a specific assault is happening or will happen. Some bystanders see an assault or a potential assault in progress. Bystanders have the power to stop assaults from occurring and to get help for people who have been victimized.

Take for example, the typical perpetrator of college sexual assaults. Most are men who are outwardly charming, have a lot of friends, and do not consider their actions to be wrong (Lisak, 2002). People who know this person (bystanders) and who might be friends with this person, often do not want women they care about (sisters, friends, etc.) to date or hang around this man. But when his behavior is directed at other women whom they are not close to, they often do not think they need to get involved. Bystanders often know that this person’s behavior is inappropriate and potentially illegal, but they do not know what they can do to make a difference.

As opposed to being the bystander who stands by and does nothing, we want to create a culture of bystanders who are actively engaged in the prevention of violence.

Safe and Positive options for Bystander Interventions:

- Believe someone who discloses a sexual assault, abusive relationship, or experience with stalking.
- Be respectful of yourself and others. Make sure any sexual act is OK with your partner if you initiate.
- Watch out for your colleagues, students and friends. If you see someone on or off campus who looks like they are in trouble, ask if they are okay. If you are afraid to interfere with the
situation, call that person over for something very general ("Can I speak to you about the homework from the other day?"). If you see a colleague, student, or friend doing something shady, say something.

- Speak up. If someone says something offensive, derogatory, or abusive, let them know that behavior is wrong and you don't want to be around it. Don't laugh at sexist, racist, or homophobic jokes.

**Ways to Reduce Your Risk of Sexual Assault**

Sexual abuse is a form of physical abuse. Any situation in which you are forced to participate in unwanted, unsafe or degrading sexual activity is sexual abuse. Forced sex, even by a spouse or intimate partner with whom you also have consensual sex, is an act of aggression and violence. Furthermore, people whose partners abuse them physically and sexually are at a higher risk of being seriously injured or killed.

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings.
- Try to avoid isolated areas.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Don’t allow yourself to be isolated with someone you do not trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings.

**If someone is pressuring you and you need to get out of an uncomfortable situation:**

- Remember that being in this situation is not your fault.
- Don’t feel obligated to do anything you do not want to do.
- Have a code word with your friends or family so that you can call them and communicate your discomfort without the person you are with knowing.
- Try to think of an escape route. How would you get out of the room? Where are the doors? Windows?

**If you see someone in danger of being assaulted:**

- Step in and offer assistance.
- Don’t leave. Remain at the scene.

**New Requirements Imposed by the Violence Against Women Reauthorization Act 2014**

- The Violence Against Women Reauthorization Act ("VAWA"), which President Obama signed into law on March 7, imposes new obligations on educational institutions under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. Those obligations—which to some extent refine and clarify, and to some extent change, existing legal requirements and government agency enforcement statements—likely will require revision of institutional policy and practice. Counsel should be consulted on this complex, sensitive area of institutional law compliance.
- Under VAWA, effective March 7, 2014, Educational Institutions are required to:
- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
• Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
• Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.
• The interplay of VAWA and other pronouncements—notably the April 4, 2011 Dear Colleague Letter under Title IX issued by the Office for Civil Rights of the Department of Education (“ED”) (“OCR Guidance Letter”) and prevailing institutional policy—warrants legal risk management judgment by institutional counsel and compliance officers, and implicates a range of management steps. Here we identify some key points.

I. New Reporting Requirements
• VAWA’s SaVE Act provision imposes new reporting requirements:
  • The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsed for clarity, these offenses are defined:
    • “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law
    • “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
    • “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.
  • The provision adds “national origin” and “gender identity” to the hate crime categories, involving intentional selection of a victim based on actual or perceived characteristics, that must be reported under the Clery Act.
  • The provision requires, with respect to the “timely reports” the Clery Act mandates for crimes considered a threat to other students and employees, that victims’ names be withheld.
  • The effective date of these requirements is one year after enactment of VAWA; that is, March 7, 2014. Presumably in the coming year ED will issue guidance on the annual campus security report, by updating ED’s Handbook for Campus Safety and Security Reporting (Feb. 2011).

II. New Student Discipline Requirements
• Current requirements in the Clery Act are that institutions inform students of procedures victims should follow, such as preservation of evidence and to whom offenses should be reported. VAWA adds that institutional policy must also include information on:
  • Victims’ option to, or not to, notify and seek assistance from law enforcement and campus authorities.
  • Victims’ rights and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.
  • VAWA prescribes standards for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases.
  • Institutional policy must include a “statement of the standard of evidence” used. Unlike some earlier drafts of the legislation, VAWA does not prescribe the evidentiary standard. The OCR
Guidance Letter, at page 11, directs a standard of “preponderance of the evidence.” That letter, although not positive law, authoritatively represents OCR enforcement policy. Whether OCR’s position would withstand judicial review is an open question.

- Institutional officials who conduct the proceeding must be trained on how to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes accountability.”
- Institutional policy must identify “sanctions or protective measures” the institution may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.
- “The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice....”
- Accuser and accused must be notified “simultaneously” and “in writing” of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and then the result becomes final. The OCR Guidance Letter, at page 13, merely “recommends” that the parties be provided the determination “concurrently.”
- Institutional policy must address how victims’ confidentiality will be protected, including record-keeping that excludes personally-identifiable information on victims. OCR’s Guidance Letter, at page 5, encourages institutions to be cognizant of victims’ confidentiality, but does not mandate that institutional policy address it.

III. New Requirements to Educate Students and Employees on Sexual Violence

- Under VAWA, new students and new employees must be offered “primary prevention and awareness programs” that promote awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault, and stalking. The OCR Guidance Letter, at pages 15-16, “recommends” that institutions implement preventive education programs; VAWA is more prescriptive in its requirements.
  - The training programs must include:
    - A statement that the institution prohibits those offenses.
    - The definition of those offenses in the applicable jurisdiction.
    - The definition of consent, with reference to sexual offenses, in the applicable jurisdiction.
    - “Safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations.
    - Recognition of signs of abusive behavior and how to avoid potential attacks.
    - Ongoing prevention and awareness campaigns for students and faculty on all of the above.

Conclusion

- VAWA’s ramifications include that institutions will need to review and modify policies and procedures for handling asserted sexual offenses, and train carefully personnel responsible in this area. This memo primarily addresses VAWA. Requirements under the OCR Guidance Letter, the Clery Act, Title IX, Title VII, State employment laws, local human rights ordinances, or the sundry apposite regulations and agency pronouncements are also relevant and should be reviewed. College and university counsel expert on those and on faculty, student, and staff rights under institutional handbooks, manuals, and other policies should be consulted. In light of acute sensitivities on campus in this sphere, and by parents of students involved in these situations, and the common prospect of related civil and criminal litigation as well as often extensive publicity, university leadership should give close reading and attention to VAWA and its requirements.
Campus Security Coordination with State and Local Enforcement Agencies:

Security on campus is handled by the Director of the Institution who is empowered to enforce regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Access Career will press charges against violators.

Local Police Station: 84th Precinct, 301 Gold Street, Brooklyn, N.Y. 11201

3. Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2011 and 12/31/2013 (three most completed calendar years) Report Distribution Date 02/25/2014

CRIME STATISTICS REPORTING TABLE, 2013
ACCESS CAREERS
25 Elm Place
Brooklyn, NY 11201

- Access Careers does not provide on campus housing facilities.

<table>
<thead>
<tr>
<th>OFFENCE</th>
<th>YEAR</th>
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<th>OFF CAMPUS PROPERTY</th>
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### Data on Campus Crime

Parents and students can now use the Internet to review campus crime statistics for ACCESS CAREERS campus online through the following website: [http://ope.ed.gov/security/search.asp](http://ope.ed.gov/security/search.asp)

The data are presented in four parts:
- Arrests
- Criminal Offenses
- Hate Crimes
- Disciplines

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### 4. Citizenship Day

*LIFE, LIBERTY, FREEDOM and PROSPERITY.*

The institution complies with the Federal mandate to provide information to its students on Constitution Day and Citizenship Day. A Presentation, Flyer, Power point presentation is used to make the institution’s students more familiar with the Constitution during the lunch period in the student cafeteria.

### 5. Voters Registration:
Voter's registration forms are available in the admissions office and the office of career services.

6. Drug Free Campus:
In compliance with the Drug-Free Schools and Communities Act (DFSCA), Access Careers is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. Access Careers recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. Therefore an Alcohol-and Drug-Free Campus/workplace Policy has been developed. Compliance with this policy is considered a condition of employment and attendance at the school. All employees and students are notified of this policy by hard copy. Both students and employees should read this carefully.

Information on Biennial Review:
Access Careers implements the programs under Drug Free Schools and Campuses Regulations (34 CFR, Part 86) of the Drug-Free Schools and Communities Act (DFSCA) to prevent the abuse of alcohol and use or distribution of illicit drugs to the students and employees on the premises. Access careers distribute annually following to the students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Access Careers conducts a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implement changes to the program, if needed.
- Ensure that the sanctions developed are enforced consistently.

Policy:
School policies on alcohol and drugs are seen in every area of the campus. The Alcohol and Drug Free Campus Policy was distributed to all faculties, staff, current and prospective students.

Student Use of Alcoholic Beverages:
All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

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**DRUG ABUSE HANDBOOK & DRUG PREVENTION PROGRAM**

I have received a copy of the Drug Prevention Program Handbook. I understand that if I am a drug or alcohol offender, I will be dismissed from the school immediately. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

Signature

Date

Print Name
**Education:**
Many departments on campus are involved in educating students about alcohol and other drugs. In particular, at Orientation drug and alcohol abuse are discussed and information disseminated.

**Standards of Conduct:**
Access Careers is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The Following table shows the federal penalties:
# Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
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</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 - 4999 gms mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs and not more than 40 yrs.</td>
<td>5 kgs or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs, and not more than life, if death or serious injury, not less than 20 or more than life. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>6-49 gms mixture</td>
<td>Death or serious injury, not less than 20 or more than life. Fine of not more than $2 million if an individual, $5 million if not an individual.</td>
<td>400 gms or more mixture</td>
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<tr>
<td>Fentanyl (Schedule II)</td>
<td>40 - 399 gms mixture</td>
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<td>100 gms or more mixture</td>
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</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs, and not more than life, if death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $20 million if not an individual.</td>
<td>1 kg or more mixture</td>
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<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms mixture</td>
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<td>10 gms or more mixture</td>
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<tr>
<td>LSD (Schedule I)</td>
<td>1 - 9 gms mixture</td>
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<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 - 49 gms pure or 50 - 499 gms mixture</td>
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<tr>
<td>PCP (Schedule II)</td>
<td>10 - 99 gms pure or 100 - 999 gms mixture</td>
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**PENALTIES**

| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | **First Offense:** Not more than 20 yrs, if death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual. | **Second Offense:** Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual. |
| Flunitrazepam (Schedule IV)       | 1 gm or more                            | **First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. | **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual. |
| Other Schedule III drugs          | Any amount                              |                                                                            |                                                                            |
| Flunitrazepam (Schedule IV)       | 30 to 999 mgs                           |                                                                            |                                                                            |
### Federal Trafficking Penalties - Marijuana

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<tr>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
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</table>
| Marijuana             | 1,000 kg or more mixture; or 1,000 or more plants | • Not less than 10 years, not more than life  
• If death or serious injury, not less than 20 years, not more than life  
• Fine not more than $4 million if an individual; $10 million if other than an individual | • Not less than 20 years, not more than life  
• If death or serious injury, mandatory life  
• Fine not more than $8 million if an individual, $20 million if other than an individual |
| Marijuana             | 100 kg to 999 kg mixture; or 100 to 999 plants | • Not less than 5 years, not more than 40 years  
• If death or serious injury, not less than 20 years, not more than life  
• Fine not more than $2 million if an individual; $5 million if other than an individual | • Not less than 10 years, not more than life  
• If death or serious injury, mandatory life  
• Fine not more than $4 million if an individual, $10 million if other than an individual |
| Marijuana             | more than 10 kgs hashish; 50 to 99 kgs mixture  
more than 1 kg of hashish oil; 50 to 99 plants | • Not more than 20 years  
• If death or serious injury, not less than 20 years, not more than life  
• Fine $1 million if an individual, $5 million if other than an individual | • Not more than 30 years  
• If death or serious injury, mandatory life  
• Fine $2 million if an individual, $10 million if other than an individual |
| Marijuana             | 1 to 49 plants; less than 50 kg mixture | • Not more than 5 years  
• Fine not more than $250,000, $1 million other than individual | • Not more than 10 years  
• Fine $500,000 if an individual, $2 million if other than individual |
| Hashish               | 1.1 kg or less                         | • Not less than 5 years, not more than 10 years  
• Fine not more than $250,000, $1 million if other than individual | • Not more than 10 years  
• Fine $500,000 if an individual, $2 million if other than individual |
**Health Risks:**
The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

**Alcohol:**
Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause 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. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink 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 others of developing alcohol related problems.

**Cigarettes and other Nicotine Products:**
In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes. Nicotine also is absorbed readily when tobacco is chewed. In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

**Prescription Medications:**
Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

**Marijuana:**
Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.
Cocaine and Crack:
Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates:
In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines:
Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens:
PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP may appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic):
Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

Narcotics:
Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.
Treatment:
Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual's life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person's success in achieving and maintaining a drug-free lifestyle.

Hotline Numbers:
- National Drug and Alcohol Treatment referral Services: 800-662-4357
- Alcoholism Council of Greater New York: 800-56-SOBER
- New York Center for Addiction: 212-966-9537

School Disciplinary Sanctions:
It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students:
Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

7. Annual Fire Safety Report:
Access Careers prepare an Annual Fire Safety Report. A copy of this report is available with the director of the school.

8. State-Required Consumer Information
The office of financial aid is responsible to make all state required information available to all prospective and current students. Yearly review is done to update and include all current regulation and fulfill state requirements in disseminating information.

9. Federal Student Consumer Information Requirements
Access Careers provides financial aid in the form of grants, and educational loans to approximately 25 percent of its student body annually. The application process begins when students complete and submit the Free Application for Federal Student Aid (FAFSA). The FAFSAs are then mailed to ECM (Third Party Servicer) to submit to CPS electronically. When the school receives ISIR, then it determines eligibility for students using a combination of programs in an attempt to both reward academic achievement and meet their demonstrated financial needs based on a federally mandated formula.

10. Accrediting Agency Consumer Information
The office of financial aid is responsible to make all accrediting agency required information available to all prospective and current students. Yearly review is done to update and include all current regulation and fulfill the agency requirements in disseminating information.
11. Vaccination Policy:
Certain healthcare programs with internship require the vaccination policy. This information is available to all the prospective and current students from the admission office and the office of Career Services.

12. Copyright infringement
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $1500 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines of up to $250,000 per offense. For more information visit: www.copyright.gov.

13. Textbook Information:
The Institute has listed books with International Standard Book Number (ISBN) and retail prices for required and recommended textbooks and supplemental materials.

14. Misrepresentation
Under the General Provisions regulations the Department may fine, limit, suspend, or terminate the participation of any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation is any false, erroneous, or misleading statement made to a student or prospective student, to the family of an enrolled or prospective student, or to the Department. This includes disseminating testimonials and endorsements given under duress. Substantial Misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.

Misrepresentation of the educational program includes, among other things, false or misleading statements about the school’s accreditation or the school’s size, location, facilities, or equipment.

Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges. To be considered a scholarship, a grant must actually be used to reduce tuition charges made known to the student before the scholarship was offered to the student. (The tuition charges refer to charges that are applied to all students whether or not they are receiving a scholarship.) It is also considered misrepresentation if the school gives false or misleading information as to whether a particular charge is a customary charge for that course at the school.

Misrepresentation includes making any false or misleading statements about the employability of the school’s graduates.

15. Complaint Procedure:
We believe that students are the most important people at our school. As a student, you are encouraged to bring any suggestions, comments and concerns to your Teachers, Staff, Program Director and/or Management. If the problem is not resolved in a reasonable time, submit a written statement about it to the School Director/President. Complaint box is located near admin office.

- Who can file a complaint?
If you are or were a student or an employee of a Licensed Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department (BPSS).

- **What can a student or employee complain about?**
  You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agent.

- **How can a student or employee file a complaint?**

  The steps you must take to file a complaint are:
  (Please submit all relevant documents with your written complaint and keep copy with you).

  You must file a complaint within TWO years after the alleged illegal conduct took place. The BPSS cannot investigate any complaint made more than two years after the date of the occurrence.

  1. **You may try to resolve your complaint directly with the school management. Use the school's internal grievance procedure OR discuss your problems with teachers, the school director or the management.**
     
     We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department.

  2. **Contact/Write to;**
     
     New York State Education Department (BPSS)
     
     116 West 32nd Street (14th Floor)
     
     NYC, NY 10001 OR
     
     Phone: (212) 643-4760
     
     www.acces/nysed.gov/bpss

  3. **Contact/Write to;**
     
     Council on Occupational Education (COE)
     
     7840 Roswell Road, Bldg. 300 / Suite 325,
     
     Atlanta, GA 30350 OR
     
     Phone: (800) 917 2081 OR (770) 396 3898
     
     www.Council.org

  4. **If you cannot present for an interview, send a written complaint or call the office to request a complaint form. You must complete and sign this form and mail it to the above addresses.**

  The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that the violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

**16. Fraud**

Access Careers will report any student fraud to the Inspector General. The school will make every attempt to verify any suspect information and speak with the student/parent before such a report is made. Access Careers finds these actions unacceptable and will withdraw any student whom it finds guilty of fraud.

**17. Emergency Evacuation Procedures:**

Access Careers has established emergency evacuation procedures in place. All current students, faculty and administration members are trained at ongoing basis. The evacuation plan is the same as the fire evacuation plan which is posted throughout the building. Periodic emergency evacuation drills are conducted at Access Careers to keep everyone informed.
Chapter 3: GENERAL FINANCIAL AID PROGRAM INFORMATION:

1. Institutional Eligibility Requirements:
The Access Careers is a proprietary institution of higher education eligible to participate in the Title IV programs. A copy of the Program Participation Agreement, Eligibility and Certification Approval Report, accrediting agency letters, state authorization and licensure documents are displayed and available for inspection in the Office of Director for all enrolled and prospective students and families.

2. Program Eligibility:
The Access Careers offers the following programs that are currently eligible for Title IV aid:
   - Medical Assistant
   - Programming Specialist
   - Networking Specialist
   - ESL

3. Program Ineligible:
Certified Nurse Aid and Patient Care Technician Programs are not eligible for Title IV aid.

4. Division of Responsibility
The Financial Aid Office has the responsibility to administer the Title IV programs. The Office deals with the students, makes them aware of the aid available, packages the students with Title IV aid, and requests the Financial Aid through ECM (Third Party Servicer). The Accounting Office has the responsibility of releasing the funds onto the student’s account and making refunds if applicable.

5. Electronic Processing
Access Careers complies with the FTC standards for safeguarding customer information. The school’s risk assessment includes employee training and management; information systems, including network and software design as well as information processing, storage, transmission, disposal and detecting, preventing, responding to attacks, intrusions or other systems failures. Access Careers has implemented information safeguards and adjust its information security program in light of the results of the required testing and monitoring.

6. Cohort Default Rates
The Cohort Default rate for Access Careers is the percentage of the federal student loan borrowers who enter repayment within the cohort fiscal year divided by those who default before the end of the following fiscal year. The Federal Government will provide yearly the cohort default rates for the school. Two sets of draft and official cohort default rates will be issued annually for fiscal years 2015 and 2016.
Chapter 4: Program Information

1. **Cost of Attendance:**
   Cost of attending a program at Access Careers is as follows:

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>TOTAL HOURS</th>
<th>REG. FEES</th>
<th>LAB. FEES</th>
<th>BOOKS &amp; SUPPLIES</th>
<th>TUITION FEES</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>900</td>
<td>$100</td>
<td>-</td>
<td>$1200</td>
<td>$14200</td>
<td>$15500</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>900</td>
<td>$100</td>
<td>-</td>
<td>$1200</td>
<td>$14200</td>
<td>$15500</td>
</tr>
<tr>
<td>Network Specialist</td>
<td>900</td>
<td>$100</td>
<td>-</td>
<td>$975</td>
<td>$12425</td>
<td>$13500</td>
</tr>
<tr>
<td>Programming Specialist</td>
<td>900</td>
<td>$100</td>
<td>-</td>
<td>$975</td>
<td>$12425</td>
<td>$13500</td>
</tr>
<tr>
<td>ESL</td>
<td>750</td>
<td>$100</td>
<td>$1470</td>
<td>$600</td>
<td>$3830</td>
<td>$6000</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>120</td>
<td>$50</td>
<td>$400</td>
<td>$250</td>
<td>$800</td>
<td>$1500</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>125</td>
<td>$30</td>
<td>$270</td>
<td>$100</td>
<td>$400</td>
<td>$800</td>
</tr>
</tbody>
</table>

2. **Graduation and Completion Rates**
   The Access Careers annually prepares its completion or graduation rate, and, if applicable, its transfer-out rate, and make these rates available to any enrolled or prospective student, on request.
   The Graduation and Completion rates for the year 2012-2013 are as follows:

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>GRADUATION RATE</th>
<th>COMPLETION RATE</th>
<th>LICENSURE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>86 %</td>
<td>86 %</td>
<td>N/A</td>
</tr>
<tr>
<td>Network Specialist</td>
<td>67 %</td>
<td>67 %</td>
<td>N/A</td>
</tr>
<tr>
<td>Programming Specialist</td>
<td>100 %</td>
<td>100 %</td>
<td>N/A</td>
</tr>
<tr>
<td>ESL</td>
<td>100 %</td>
<td>100 %</td>
<td>N/A</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>91 %</td>
<td>93 %</td>
<td>N/A</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>81 %</td>
<td>83 %</td>
<td>72 %</td>
</tr>
</tbody>
</table>