

**CONSUMER INFORMATION HANDBOOK**

**ATS Institute of Technology**

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## STATEMENT OF PHILOSOPHY

This handbook is intended to provide, briefly describe, and deliver upon request, information regarding where to obtain requisite consumer information to current and prospective students. Federal Regulations require schools to provide certain consumer information annually to its students, along with a statement of procedures regarding where to obtain that information. The philosophy of student financial aid at ATS Institute of Technology supports career preparation education for the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for an entry level position.

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

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

## STATEMENT OF PRINCIPLES

- A) The primary purpose of our financial aid programs shall be to provide financial assistance to our accepted students who, without such aid would be unable to attend our school.
- B) We recognize our obligation to assist in realizing the national goal of equality of educational opportunity.
- C) We publish budgets that outline total student expenses, including where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.
- D) Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

- E) Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
- F) The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.
- G) We review our financial assistance awards annually and adjust them, if necessary, to reflect changes in the financial needs of students and the expenses of attending the school. We inform the students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
- H) Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and encourage the student and others to respect the confidentiality of this information.
- I) All documents, correspondence and conversations between and among the aid applicant, his family and financial aid officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.
- J) ATS Institute of Technology certifies that it has a drug abuse prevention referral program in operation. It is accessible to any staff or student at our institution.

## **AVAILABILITY OF TITLE IV FINANCIAL AID PROGRAMS**

### **Federal Pell Grant Program**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Each year the school makes a limited number of awards to students through the FSEOG program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive an FSEOG and the amount awarded, based on need, not to exceed the program maximum. Please consult your Financial Aid Officer for more information on FSEOG.

### **Federal Loan Programs/William D Ford Direct Loan Program**

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

**Unsubsidized Loan** - An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, borrower has the option to pay the interest or allow the interest to accumulate. The unsubsidized loan cannot exceed \$5,500 (for a first year dependent student) and \$6,500 (for second year dependent student) and \$9,500 (for a first year independent student) and \$10,500 (for second year independent student), if the student is not eligible for Subsidized loan. Otherwise, unsubsidized loan should not exceed \$2,000 for dependent student and \$6,000 for independent student. Repayment will begin six months after the borrower ceases to be enrolled in the program.

**Federal Parent Loan to Undergraduate Student (PLUS)** - Plus loans are meant to provide additional funds to dependent students for expenses. Parents with good credit scores may borrow up to the cost of attendance, minus other aid received by the student. Repayment will begin approximately sixty days after final loan disbursement is made. FAFSA application is not required.

**An Award Notification letter will be sent to the student indicating the type and the amount of aid awarded.**

### Exit counseling

You must complete exit counseling when you leave school or drop below half-time enrollment. The purpose of exit counseling is to ensure you understand your student loan obligations and are prepared for repayment.

Visit <https://studentaid.gov/exit-counseling/>. You'll learn about what your federal student loan payments will look like. The website recommends a repayment strategy that best suits your future plans and goals. You may also see the financial aid officer at school.

To complete exit counseling you will need your Studentaid.gov login information, the school name and your updated contact information.

## STUDENT LOAN REPAYMENT

Before repayment begins, develop a plan that puts you on track to pay back your loan on time and in full. You have a [six-month grace period](#) before you are required to start making regular payments. You'll have a nine-month grace period if you've got a Perkins Loan. (Got a PLUS loan? You'll go into repayment as soon as the loan is fully disbursed—which means once it's paid out.)

Go to <https://studentaid.gov/manage-loans/repayment> to learn about

- [what repayment plan options](#) are available,
- [when you must begin making payments](#),
- [how to make your payment](#),
- [how to pay off your loan faster](#), and what to do if you have [trouble making payments](#)

## DEPENDENCY STATUS DETERMINATION

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

- ◆ You were born before January 1<sup>st</sup>
  - ◆ Year 1999 for 2022 – 2023 FAFSA
  - ◆ Year 2000 for 2023 – 2024 FAFSA
- ◆ You will be working on a master's or doctorate program in school year of FAFSA.
- ◆ You are married as of the date of application.

- ◆ You have (will have) children that receive more than half of their support from you.
- ◆ You have dependents (other than children or spouse) that receive more than half their support from you, now and through June 30, 2023.
- ◆ At any time since you turned 13, both of your parents were deceased and you were in a foster care or a dependent or ward of the court.
- ◆ You are a veteran of the U. S. Armed Forces.
- ◆ You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- ◆ It has been decided by a court in your state of legal residence that you are an emancipated minor or that someone other than your parent or stepparent has legal guardianship of you. (You are now an adult but were in legal guardianship or were an emancipated minor immediately before you reached the age of being an adult in your state. If the court papers say “custody” rather than “guardianship, it will not be accepted for this rules).
- ◆ You were unaccompanied youth who was homeless at any time on or after July 1, 2021 (2022 – 2023 FAFSA) OR 2022 (2023 – 2024 FAFSA) according to your high school or school district homeless liaison.
- ◆ You were unaccompanied youth who was homeless at any time on or after July 1, 2021 (2022 – 2023 FAFSA) OR 2022 (2023 – 2024 FAFSA) according to the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development.
- ◆ You were unaccompanied youth who was homeless or were self-supporting and at risk of being homeless according to the director of a runaway or homeless youth basic center or transitional living program.

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

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

### **PROFESSIONAL JUDGEMENT – SPECIAL CIRCUMSTANCES**

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

#### **Special Circumstances:**

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

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

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

## **COST OF ATTENDING**

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

## **ELIGIBILITY DETERMINATION**

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

## **OTHER ELIGIBILITY REQUIREMENTS**

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

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped “Refugee”, “Indefinite Parole”, “Humanitarian Parole”, “Cuban-Haitian entrance”, or Asylum granted”. If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be attending at least half time, which is 6-8 financial aid credit hours per term for DL availability
- Not be in default on a Federal Loan received at any school, and not owe a refund on a Federal, or State Grant at any institution.
- You will be required to obtain a record of your past financial aid funds if you have attended another college or post-secondary school, as well as sign a statement that you are not in default nor owe a refund.
- Must be in a good academic standing and making satisfactory progress in accordance with the school’s policies. (See [Student Catalog](#))
- Be registered with Selective Service if you are a male between the ages of 18 – 25.
- Not currently enrolled in high school.
- For the Federal Pell Grant Programs, you may not have previously received a bachelor’s degree.
- Not incarcerated in a Federal or State penal institution.
- Must have resolved any prior drug conviction, if applicable.

- Have a high school diploma or equivalent (See [Student Catalog](#))
- Have a valid Social Security Number.
- Not obtained loan amounts that exceed annual or aggregate loan amounts.
- Not owe money back to a federal grant program.
- Not have property subject to a judgment lien for any debt owed to the United States Government.
- Must complete and submit all applicable paperwork as required by the school and as communicated in the initial meeting with the school's Financial Aid Officer.
- Complete Free Application for Federal Student Aid (FAFSA).

### **DISBURSEMENT OF TITLE IV FUNDS**

Pell Grant funds will first be applied to outstanding tuition and fee charges. Any funds remaining that are above and beyond the student's current balance will be disbursed to the student.

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

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

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

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

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

### **PROCESSING OF THE REFUNDS**

#### **Cancellation/Refund Policy**

##### **Admissions Deferral and Cancellations:**

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept Agreement, all monies will be refunded. Students have the right to cancel the Enrollment Agreement at any time.



Students who have not visited the school prior to enrollment may withdraw without a penalty within five (5) business days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. An enrollment agreement may be cancelled within five (5) calendar days of signing provided the school is notified in writing. In such case, the school must refund in full all tuitions and fees paid, including the application fee. This provision shall not apply where a student has already started classes.

**Admissions Deferment:**

During the first two weeks of a semester, new students may request to defer their admission to the following semester. The student must attend the following semester to be considered "deferred". If the student does not attend the following semester, their status will be changed to "cancelled" and are responsible for the cancelled student policy.

**Cancellation:**

New students who cancel their enrollment during the first two weeks of the semester will have a "cancelled" status. The student is required to submit a new admission application to attend a future semester and is obligated to the tuition based on ATS refund policy.

**Refund Policy:**

If a student withdraws or is dismissed from his/her program, or if the enrollment agreement or application is otherwise terminated provided the school is notified of the cancellation in writing, a refund will be issued according to the following schedule:

- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- A student who starts class and withdraws during the first full calendar week of the academic term, after completion of the first day of classes, shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

<b>Week Withdrawal Occurred</b>	<b>% of Term Enrolled</b>	<b>Institution Refund Policy</b>
1	7%	75%
2	13%	50%
3	20%	25%
4	27%	0%
5	33%	0%
6	40%	0%
7	50%	0%
8	53%	0%
9	60%	0%
10	67%	0%
11	73%	0%
12	80%	0%
13	87%	0%
14	93%	0%
15	100%	0%

The school shall make the appropriate refund within 45 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 the student's attendance or participation in an academic school activity.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student will be entitled to special consideration that may be less than that called by the refund policy.

Refund policy for Indiana residents, *See Appendix A: Indiana Refund Policy.*

### **Refunds:**

The ATS Institute of Technology Accounting Office processes refund checks. Students with a credit balance resulting from Federal funds will be refunded within two weeks of aid being credited to the student's account. ATS will not retain any credit balances from Title IV funds. Refunds are placed in the US Mail, addressed to the address on file with the school. Students may update their address in writing to the Administrative Assistant in the Education Office.

### **Non-refundable Fees:**

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

- Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
- Items that were returned in a condition that prevents them from being used by or sold to new students.
- Documented non-refundable fees for goods or services provided by third party vendors.
- Semester Course fees after the student receives a clinical assignment.

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

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

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

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

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

percent unearned = 100% minus percent earned.

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

Institutional charges multiplied by the unearned percentage, or

Title IV Funds disbursed multiplied by the unearned percentage

The student returns:

- Any remaining unearned aid the school is not required to return
- Loan funds are repaid in accordance with the terms of the Promissory Note.

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

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

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. FSEOG

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

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

**\*withdrawal**

Official Withdrawal – The date the student initiates the withdrawal process.

Administrative withdrawals:

- a. If the School administratively withdraws a student, the withdrawal date will be the date of the event that caused the school to make that decision to withdraw the student.
- b. If the School administratively withdraws a student because all of the student’s instructors report that the student has ceased attendance at the end of the second week of the semester, the withdrawal date will be the end of the second week.
- c. If all student’s instructors report that student attendance jeopardizes progress in their course and recommends to withdraw the student from the course, then the withdrawal date for that student will be the last date a student participated in an academically related activity.

Unofficial withdrawals: The last date of an academically related activity in which the student participated will be used as a Withdrawal date.

WITHDRAWAL, LEAVE OF ABSENCE POLICY, EMERGENCY LEAVE - (See [Student Catalog](#))

**CONFIRMATION OF CITIZENSHIP**

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

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

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

### **ADDITIONAL INFORMATION ABOUT THE SCHOOL**

The best source of information is in the Student Handbook and school’s web site. Contained in the [Student Catalog](#) is complete information on the Academic Programs, the Physical Facilities and the Faculty and Administrative Staff.

### **RIGHTS & RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID**

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

#### **Students’ Rights:**

1. The right to know what Financial Aid programs are available at the school.
2. The right to know the deadlines for submitting applications for each of the financial aid programs available.
3. The right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.
4. The right to know how financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in the budget.
5. The right to know resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of the need.
6. The right to know how much of the financial need as determined by the institution has been met.
7. The right to request an explanation of the various programs in the student aid package.
8. The right to know your schools refund policy.
9. The right to know what portion of the financial aid received must be repaid, and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be

repaid, the payback procedures, the length of time they have to repay the loan, and when repayment is to begin.

10. The right to know how the school determines whether students are making satisfactory progress, and what happens if they are not.
11. The right to view the contents of school's student financial aid file in accordance with the Federal Educational Right to Privacy Act (FERPA).
12. The right for all documents submitted to the Financial Aid Office to be confidential.

#### **Students' Responsibilities:**

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

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

See [Student Catalog](#)

### **PRIVATE LOANS**

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

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

- Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan.

- A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's Financial Aid Office.

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

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

## **GENERAL VERIFICATION POLICIES AND PROCEDURES**

The US Department of Education (ED) selects certain FAFSA files for a review process called verification. When this happens, our office is required to ensure that the information reported on the FAFSA is accurate.

Students will receive a Student Aid Report (SAR) by email if they include an email address when completing the FAFSA. If they do not include an email address, they will receive their SAR in the mail. The SAR is a copy of the student's FAFSA information. If there is an asterisk next to the Expected Family Contribution (EFC) number on the SAR, the student has been selected for verification by the US Department of Education.

The Financial Aid Office will let the student know what documents are needed to complete the verification. A verification form will be provided to the student with a list of what needs to be completed and a signature page for the student (and parent if the student is a dependent student). Until the verification form is signed, and the documents requested are returned to the Financial Aid Office via Campus Ivy and the accuracy of the financial data used to calculate the student's EFC is verified, no funds will be requested for the student. Students who have not completed the verification process by the end of their training or the award year, whichever comes first, will forfeit their aid and be required to pay their tuition and fees by other means.

**Important Information:** The Office of Financial Aid and Student Employment has transitioned to a fully remote model of engagement. Assistance will continue uninterrupted via email, phone, and our secure document uploads.

Federal verification for the 2022-23 academic year requires 2020 income tax information.

Federal verification for the 2023-24 academic year requires 2021 income tax information.

All documentation should be submitted to Campus Ivy portal  
<https://solutions.campusivy.com/Apps/Core/Account/Login>

One or more documents may be requested. Most documents are fillable, and we are accepting e-signature.

- Federal Verification Worksheets
- **Tax Information:** You can submit your tax information through any one of the following methods:
  - **Preferred:** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA.
  - If you are unable to use the IRS DRT, please provide a **signed copy** of your income tax return that was submitted to the IRS based on the year you are applying.

- You may also submit a copy of your IRS Tax Return Transcript. You can request a tax transcript through the IRS website or by calling 1-800-908-9946.
  - Get Transcript by ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the “how Can we Help You?” in the center of the page, click "Get Your Tax Record." Click “Get Transcript Online.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
  - Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the “how Can we Help You?” in the center of the page, click "Get Your Tax Record." Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Nontax Filers: If you did not and were not required to file a federal tax return for the years required, the following documentation is required.**
  - **Dependent students:** Nontax filers must provide a non-filing statement with supporting W-2s and/or 1099s if there is earned income. Students with no earned income should report \$0. Forms that are blank will be considered incomplete.
  - **Independent students and Parents of dependent students:** Nontax filers must provide a non-filing statement with supporting W-2s and/or 1099s if there is earned income and Verification of Non-filing Letter from the IRS.

### **STATEMENT OF EDUCATIONAL PURPOSE**

If the student is unable to appear in person at ATS to verify his or her identity, the student must provide to the institution by mail or electronically:

- A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- The original notarized Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

There are limited flexibilities if the student is unable to provide the required documents in person or cannot provide notarized documents by mail. In these cases, the student may submit copies of the required verification documents electronically via the Campus Ivy portal. This may occur by uploading a photo of the documents (including from a smartphone), PDF, or another similar electronic document through our secure online upload.

### **EXAMPLES OF ACCEPTABLE VERIFICATION DOCUMENTATION**

Household Size	Campus Ivy Verification Worksheet signed statement
Number in College	Campus Ivy Verification Worksheet signed statement
AGI and Taxes Paid	Tax Transcript
Untaxed Income and Benefits	Tax Transcript, Campus Ivy Verification Worksheet, W2
SNAP Benefits	Campus Ivy Verification Worksheet signed statement, agency documentation
Child Support paid	Campus Ivy Verification Worksheet signed statement, divorce decree, court documents
Income earned from work (non filer)	Campus Ivy Verification Worksheet signed statement, W2

## **Verification of Income Information for Individuals with Unusual Circumstances**

### **Individuals Granted a Filing Extension by the IRS**

An individual who is required to file an IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year required for your FAFSA application.
- A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year required for your FAFSA application.
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority.
- A copy of IRS Form W–2 for each source of employment income received for tax year required for your FAFSA application and,
- If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year required for your FAFSA application.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return must provide:

- An **IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A signed copy of the IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

### **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### **Individuals Who Filed Non-IRS Income Tax Returns**

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.



- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### **CORRECTION(S) PROCEDURE**

The following procedure will be used to correct applicant information:

Upon receipt of the verification documentation, the financial aid officer will compare the information contained on the applicant’s original FAFSA with the information requested in the verification package.

If it is determined that the applicant has misstated information, the applicant will be required to correct the inaccurate data items on the application and obtain all necessary signatures.

When the financial aid office receives the corrected ISIR, it will be compared again to the information in the verification package. If it is determined that an applicant’s award changes as a result of verification, a revised award notification will be provided to the applicant.

ATS Institute may also select students for verification if there is information that conflicts with information provided on the FAFSA or other documents completed by the student for entry into the School.

### **FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)**

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

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

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

To track your Pell Grant history and your LEU percentage, visit your student aid account at [Student Aid Dashboard](#). Information about the aid you received, including Pell Grants, are available on your dashboard and your “My Aid” pages.

To read more about the LEU and how it's calculated including examples, use the link below for a message from the U.S. Department of Education: [FSA Federal Pell Grant Duration of Eligibility and Lifetime Eligibility Used](#)

## **UNUSUAL ENROLLMENT HISTORY (UEH)**

Beginning in 2013-2014 award year, some Free Applications for Federal Student Aid (FAFSAs) will be flagged for "unusual enrollment history" by the U. S. Department of Education as a result of the student having received federal Pell Grants at multiple institutions in recent years. Flags "2" and "3" require that the current institution review the student's enrollment history and determine whether the student is enrolling only long enough to receive cash refunds of federal student aid.

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

- *If Student Aid Report (SAR) includes UEH flag "3",* students will be required to complete the Unusual Enrollment requirements that include but are not limited to: Student statement, previous school transcripts, circumstance(s) documentation, and submit it to Financial Aid Office.
- *If your SAR includes UEH flag "2",* you will be notified by Financial Aid Office if you are required to complete the Unusual Enrollment requirements.
- **UEH is appealable;** however, all issues must be resolved prior to receiving any financial aid funds. All necessary requirements are available to students through the Financial Aid Office.

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

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

## **REFERRAL OF OVERPAYMENTS AND FRAUD CASES**

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

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

## **FINANCIAL AID CONFIDENTIALITY POLICY**

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

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

## **INSTITUTIONAL AFFIRMATIVE ACTION/HANDICAP POLICIES**

### **Equal Opportunity Statement**

ATS Institute of Technology is an educational institution that is committed to supporting the diversity of its employees and students. ATS is dedicated to a policy of equal opportunity and nondiscrimination on the basis of gender, age, race, national origin, sexual orientation, gender identity or expression, veteran status, political affiliation or belief, religion, disability, or any other characteristic protected by state, local, or federal law, in an educational program and activities, admission of students and conditions of employment. Prohibited sex discrimination covers sexual harassment and sexual violence.

### **Americans with Disabilities Act**

ATS Institute of Technology complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Inquiries or concerns regarding this policy or assistance with accommodation requests can be brought to the attention of the Nursing Program Administrator/ Title IX Coordinator: p: 312-214-2000; e-mail: [mludwig@atsinstitute.edu](mailto:mludwig@atsinstitute.edu). A copy of this policy can also be found at [www.atsinstitute.edu](http://www.atsinstitute.edu).

### **Students Seeking Reasonable Accommodations**

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the School abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by the School “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Nursing Program Administrator has met with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

A student with a disability who requires some modification in his/her educational program must do the following:

- Submit written requests with supporting documentation at least four weeks prior to the beginning of the first day of classes or as soon as practical.
- Provide appropriate documentation of the disability to the Nursing Program Administrator
- Meet with the Nursing Program Administrator to review the request and appropriate/reasonable accommodations.
- Agree to appropriate accommodations as it will be written in the Letter of Accommodation.
- The Nursing Programs Administrator will inform faculty and staff about accommodations to be made for the student.

The accommodations may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in an undue burden or fundamentally alter the nature of the course or relevant academic program. To request reasonable accommodations, please contact the Director of Nursing or the Operations Manager, immediately.

### **Title IX Compliance**

The school’s Title IX Coordinator is responsible for the school’s overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community which include sex and gender discrimination, sexual harassment, sexual assault, and violence, stalking, domestic or dating violence and retaliation. Examples of what constitutes sexual misconduct can be found in greater detail online at [http://atsinstitute.edu/wp\\_chicago/?page\\_id=3139](http://atsinstitute.edu/wp_chicago/?page_id=3139) or a paper copy can be obtained from the Title IX Coordinator.

Questions regarding the application of Title IX and the school’s compliance with it should be directed to the Title IX coordinator. The Title IX Coordinator is the Nursing Program Administrator, p: 312-214-2000, e: [mludwig@atsinstitute.edu](mailto:mludwig@atsinstitute.edu). Students who wish to make a report of sexual misconduct should follow published

grievance procedures available online [www.atsinstitute.edu](http://www.atsinstitute.edu) or a paper copy can be obtained from the Title IX Coordinator.

## **CRIME AWARENESS REPORT**

The following information is provided and updated annually as directed by the U. S. Department of Education through Public Law 101-542, the “Criminal Awareness and Campus Security Act of 1990”.

### **Campus Security Policies and Procedures:**

**Reporting of Criminal Incidence:** The school strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Nursing Program Administrator. The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, Local Law enforcement authorities will also be notified.

**Campus Security Programs:** All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

**Campus Policy Regarding Illegal Substances:** The institution strictly forbids the possession, use or sale of alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned in the Crime Reporting Procedures. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of this institution’s drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

**Current Campus Crime Statistics:** Distributed to all enrolled students and employees and are reviewed with prospective students at orientation. Also available on school’s website: [www.atsinstitute.edu](http://www.atsinstitute.edu) or <http://ope.ed.gov/security>.

## **CRIME REPORTING PROCEDURES**

### **Reporting Crimes:**

Students, faculty, and staff are strongly encouraged to report all crimes to local law enforcement, dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the local law enforcement agency.

Local Law Enforcement Agency	Local Phone Number	Emergency Number
Police Department-Chicago	(312) 744-5000	9-1-1

In addition, students, faculty and staff report a crime to the following areas: **Report crimes to:** Nursing Program Administrator, Misty Ludwig at (312) 300-0980, ext. 2153

Institution works cooperatively with local law enforcement agencies when necessary; however, there are no written memoranda of understanding agreements between School and local law enforcement agencies to investigate alleged crimes. Institution does, in good faith effort, contact law enforcement agencies to obtain data on Clery Act crimes occurred on or near the campus. ATS Institute does not have a police or security department, but there is a security guard for the building where the campus is located. No School employee or staff member possess arrest authority.

## **Confidential Crime Reporting:**

Victims of crime may not want to pursue action with Institution or the criminal justice system and may still want to consider making a confidential report. With permission, the Nursing Program Administrator or a designee of the School can complete an incident report on the details of the incident without revealing the victim's identity. The purpose of confidential reporting is to comply with the wish to keep matters personal while taking measures to keep the campus community safe. Reports filed in this manner are counted and disclosed in the annual crime statistics.

## **RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The student Right-to-Know and Campus Security Act requires all schools receiving certain federal funds to disclose completion/graduation rates and campus crime statistics to employers, current and potential students. Both of these reports are distributed to all enrolled students and employees and are available upon request to prospective students. Also available on school website: [www.atsinstitute.edu](http://www.atsinstitute.edu).

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

### ***The Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's educational records within 45 days after the day ATS Institute of Technology School receives a request for access. A student should submit to the Registrar's office, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed. If the School decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is employed by the School in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, regulatory entities, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the School. Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. ATS Institute of Technology will make reasonable attempts to notify each student of these disclosures.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by ATS Institute of Technology School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

ATS Institute of Technology School is legally permitted to disclose directory information without the student's prior written consent. The School designates the following items as directory information: student's name; dates of attendance; location of attendance; email address; website address; program of study; participation in officially recognized activities; diplomas, and certificates awarded; enrollment status (i.e., enrolled, active, future enrolled student, reentry, on leave of absence, withdrawn, etc.).

Students may request that ATS Institute of Technology School not disclose any or all their directory information. Requests for non-disclosure must be in writing with the school Registrar office. This policy is also located on the school website.

### **Directory Information**

FERPA permits the disclosure of education records, without the consent of the student, if the disclosure meets certain conditions found in 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, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within the 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.
- 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.
- 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 institution's State-supported education programs. Disclosures under this provision may be made, 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 to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. Disclosures may also be made 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.
- 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.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. The School has defined directory information as the student's name, address, phone number, e-mail address, birth date, enrollment status/grade level, date of graduation and honors received, photos, major field of study, dates of attendance, participation in officially recognized activities and sports, most recent institution attended, and student identification. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School within 45 days of the student's enrollment or by such a later date as the institution may specify. Under no circumstance may the student use this right to opt-out to prevent the institution from



disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding 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.
- 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 twenty-one.

No information will be released to any person(s) on the telephone or via email.

## **INSTITUTION COMPLAINT PROCEDURE**

Students who are not satisfied with an ATS Institute of Technology ruling may file a formal complaint with ATS Institute of Technology administrators or if not satisfied with this option, may also file a complaint with the State of Illinois. The address for filling a formal complaint is:

Private Business and Vocational Schools Division of the Illinois State Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, IL 62701-1404  
(217) 782-2551

## **DRUG & ALCOHOL ABUSE PREVENTION POLICY**

ATS is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the access to ATS Drug and Alcohol Abuse Prevention Policy upon enrollment/ employment. This policy is also distributed annually to all active students and employees. The policy in its entirety can be provided by paper copy upon request, or at [www.atsinstitute.edu](http://www.atsinstitute.edu).

The purpose of this policy is to inform students/employees about the guidelines related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol. Aside from seriously affecting the physical and psychological integrity of the user, substance abuse may significantly affect the ability of students to administer safe care to patients entrusted to them in a clinical health care setting.

### **Drug Testing Policy**

A positive drug screen of any substance tested (federal illegal substance, or controlled substance without a prescription) or noted impairment may result in suspension for the remainder of the semester and a referral to counseling.

Students must complete counseling requirements and submit to an additional drug screen prior to returning to the program of study. Failure to attend counseling requirements and/or an additional positive drug screen may be cause for dismissal from the student's program of study.

Any additional positive drug screen or noted impairment after completing counseling requirements will be an immediate dismissal from the program.

Students may also be selected for random drug testing at any time and specifically when being under the influence is suspected.

Reasons to suspect substance use include, but are not limited to:

1. Noticeable change in behavior
2. Slurred speech
3. Smell of ethanol on breath

No students under the influence of alcohol or other drugs will be allowed to attend class, remain at the School facility, or attend clinical. Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days (federal illegal substances do not apply). Failure to comply with this will indicate a positive finding for the drug screening with possible dismissal from the program.

Failure or refusal to comply with any aspect of the substance abuse guidelines may impact academic progression. Examples of noncompliance include, but are not limited to, refusal to submit to immediate drug and alcohol testing or repeat testing, tampering, or altering of specimens, attempts to submit the samples of another person as the student's own, and failure to appropriately complete associated program or testing laboratory documents.

Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration.

Students that are dismissed due to failing to complete required counseling (following a positive drug screen) will not be allowed to reapply. Students with more than one positive drug/alcohol testing will be allowed to reapply after successful completion and documentation of a substance abuse treatment program. Students dismissed due to refusal to comply with the testing requirements will not be allowed to reapply to the program. Students dismissed due to possessing any unlawful drug while on campus will not be allowed to reapply to the program.

## **DRUG PREVENTION PROGRAM**

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

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

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

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

There are national organizations one can contact for help.

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

We recommend that any person observing any staff or student partaking in drugs or alcohol immediately notify the Nursing Program Administrator.

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



Staff and students who violate these standards of conduct subject themselves to a disciplinary action. Disciplinary action will take place within thirty (30) days of notification, and can range from a letter of admonishment, suspension and/or enrollment in a rehabilitation program to termination of employment.

## **FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

### 21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### 21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

### 21 U.S.C. 881(a)(4)

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

### 21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 862a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

### 18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

### Miscellaneous

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

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

## **HEALTH RISKS ASSOCIATED WITH ALCOHOL**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

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

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

## **FACILITIES SECURITY AND ACCESS**

The facility opens during day and business hours and is accessible to students, employees, contractors, guests, and invitees. Campus is secured during non-business hours by locking doors and only accessible by issued key. Anyone who would like to enter facility must use the card reader keyless lock. Maintenance personnel enter facilities during the evening non-business hours by issued key. Our School does not have on or off campus residences or official off campus student organizations. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Nursing Program Administrator or Assistant regularly review the campus and report malfunctioning lights and other unsafe physical conditions to the owner of the institution for correction.

## **SECURITY AWARENESS PROGRAMS**

Safety and security awareness programs are in place. The common theme of these prevention programs is to encourage students to be aware of their responsibility for their own security and the security of others. The safety rules, including crime prevention, are available in Student Catalog and reviewed with students during orientation. On the first day of class, students are notified about emergency evacuation procedures and safety policy. Visual emergency exiting layouts are posted in the hallways, classrooms and in each lab.

## **Sexual Crimes and Prevention**

ATS Institute of Technology is fully committed to complying with Section 485(f) of the Higher Education Act of 1965 (Clery Act), as amended by the Violence Against Women Reauthorization Act (VAWA). Sexual offenses, including crimes of harassment, assault, dating violence, domestic violence, and stalking are prohibited. The policy regarding sexual crime prevention programs and the procedures to be followed if such an offense occurs is delivered annually to each enrolled student and employee and can be provided upon request. ATS Institute of Technology has a zero-tolerance policy for crimes of dating violence, domestic violence, sexual assault, and stalking. This policy is also located at <http://www.atsinstitute.edu/>.

## **Student/Employee Fraternalization**

Employees of ATS Institute of Technology are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the School environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of School policy, and may result in disciplinary action by the School.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official School matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a School employee's

participation in an inappropriate relationship with a student, we ask that the incident be reported to the CEO, Nursing Program Administrator, or Student Advisor immediately.

## **SEXUAL OFFENSE POLICY**

Sexual assault is not tolerated by ATS Institute of Technology. The School will promptly investigate all allegations of sexual assault and take appropriate actions when required. If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Institution strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Victims of an assault should be reported directly to the local law enforcement agency, but reporting is at the victim's discretion. In addition, the Nursing Program Administrator or Student Advisors will assist the student in notifying these authorities at the student's request.

Numbers to local law enforcement agencies are as follows:

Campus	Local Law Enforcement	Phone #
Chicago, Illinois	Chicago Police Department	(312) 744-5000

Filing a police report with the local law enforcement agency will not obligate the victim to prosecute. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specially trained in the area of sexual assault crisis intervention.

### **Sexual Assault Counseling Services:**

ATS Institute does not provide on-campus or off-campus counseling services. However, the School can and will refer the victim to a non-related, outside counseling service such as a local rape counseling center.

### **Sexual Assault Disciplinary Action:**

The victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and institution or only the latter. To initiate disciplinary action against a student or employee for sexual assault, a report must be made with to the Nursing Program Administrator.

The following disciplinary procedures will be conducted in cases of an alleged sex offense:

- Institution will delegate an investigator to review the specifics in the case, interview the accuser and accused, and any witnesses.
- Institution will conduct a meeting during which the accuser and the accused are entitled to participate and have the option of one person who has had no formal legal training to accompany them throughout the meeting.
- Both, the accuser and the accused, will be informed in writing of institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

### **Sexual Assault Sanctions:**

A student or employee found guilty of a sexual assault will be dismissed or terminated.

### **Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses:**

ATS Institute of Technology will, upon written request, disclose to the victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the results of the disciplinary action may be provided to the victim's next of kin, if requested.

### **Prevention Programs:**

Educational information regarding sexual assaults, date rape, acquaintance rape, and other forcible and non-forcible sex offenses is addressed to all students at orientation.

### **Availability of Sex Offender Registry:**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution is providing a link to the Illinois Department of Justice's register sex offender website is as follows: <https://isp.illinois.gov/Sor/Disclaimer>

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

In addition, the national sex offender registry is as follows: <https://www.nsopw.gov/>

## **VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)**

These additional crimes include sexual assault, domestic violence, dating violence, and stalking. Institution will begin to compile statistics on VAWA crimes in 2013 as additional guidance is provided.

## **HATE CRIMES**

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

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

ATS Institute takes hate crimes and all criminal offences seriously and encourages the campus community to report any crime to the Nursing Program Administrator or any school administrator. Crimes also can be reported by calling 911.

## **SCHOOL'S VACCINATION POLICY**

Documented and up- to- date immunizations of PPD, MMR, Varicella (chickenpox) and Hepatitis B vaccine records have to be submitted to the Nursing Administrator's Office prior to starting any clinical experience. The COVID vaccine is currently required by all clinical sites, any updates to this requirement will be announced to current and prospective students.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorney’s fees. For details, see Title 7, United States Code, Sections 504 and 505.

Additional information can be found at [www.copyright.gov](http://www.copyright.gov)

## **Additional Information**

### **Job Placement Rates:**

Practical Nursing Program: 71% (2021 - 2022 ABHES data, updated 3/2023)

### **Retention Rates:**

Practical Nursing Program: 70% (2021-2022 ABHES data)

### **Exam Pass Rate:**

81% (2021-2022 ABHES data, updated 3/2023)

### **Graduation Rates:**

43% (IPEDS 2018 Cohort)

This percentage only reflects a very small group of full-time first time degree seekers over 4 years.

**Emergency Preparedness Plan available at <http://atsinstitute.edu/>**

## **APPENDIX A: Indiana Refund Policy**

The School shall pay a refund to the Indian resident student in the amount calculated under the refund policy specified in this section. The School will make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies to each Indiana student resident:

The student is entitled to a full refund if one or more of the following criteria are met:

- a. The student cancels the enrollment application within six business days after signing.
- b. The student does not meet the school's minimum admission requirements.
- c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the school.
- d. If the student has not visited the school prior to enrollment and withdraws within three days of touring the school or attending the regularly scheduled orientation/classes.

After beginning classes, Indiana student residents who withdraw from the school are entitled to the following refund amounts less an enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred and fifty dollars (\$150):

- a. After attending one week or less, ninety percent (90%).
- b. After attending more than one week but equal to or less than twenty-five percent (25%) of the program, seventy-five percent (75%).
- c. After attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the program, fifty percent (50%).
- d. After attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the program, forty percent (40%).
- e. After attending more than sixty percent (60%) of the program, the student is not entitled to a refund.