

# Universal Training Institute



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## Disclosures Information Handbook

2017-2018

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## **INTRODUCTION**

The U.S. Department of Education makes it a requirement for all schools, colleges, and universities that participate in Title IV student financial aid programs to disclose certain information to you so that you can make informed decisions about your possible eligibility for Title IV funding and about your decision to study at UTI or to choose another institution.

In addition to providing information about financial aid, all participating institutions are required to provide other disclosures related to the cost of studying at their school and the average amount of student loan debt a student may have after completing his or her studies at the institution. Every institution is also required to disclose information about the performance of its students: what percent withdraw, what percent graduate, and what percent obtain employment in their field of study. At UTI, that field would be Practical Nursing. Because practical nurses must be licensed in order to work, we are also required to provide information on our graduates' pass rates on the licensure exam, the NCLEX-PN.

Very important information regarding safety on our campus and in the neighborhood where UTI is located, any known incidents of crime, and violations of UTI's drug and alcohol policy must also be provided. Definitions of sexual harassment, date rape, domestic violence and related crimes of attacks against a person are given, and the school's zero tolerance policy regarding these crimes and the sanctions it will impose are disclosed.

Emergency procedures that UTI will take to keep students safe when there is imminent threat of danger or attack, or if there is a fire on campus are detailed.

In short, this Disclosure Information Handbook is intended to provide a broad range of information, statistics, policies and procedures to help each student or potential student make the choices in their best interests about studying at UTI. UTI is equally committed with the U. S. Department of Education in keeping all prospective and current students fully informed.

As you read through this handbook, you will see that, following a discussion/disclosure on each topic, there is both a "When" and a "How" comment. The "When" indicates how often the information presented is made available by UTI and the "How" advises in what manner the information is made available or where it can be obtained.

This handbook is distributed to all new students during their orientation session. Along with it, students will be given a copy of UTI's Student Financial Aid Handbook, which provides additional detail on qualifying for financial aid and the responsibilities for repaying any financial aid loans received.

Information in this Disclosures Information Handbook is also available online at UTI's website [www.universality.com](http://www.universality.com). If, at any time, you have any questions related to the contents of this handbook, please contact our Director of Nursing or myself, at 732-826-0155 and we will do our best to answer any questions you may have.

*Claudia Houston RN, BSN, MSA*

### **Annual Notice of Availability of Consumer Information**

Consumer information is updated on an annual basis and made available to enrolled and prospective students and staff of Universal Training Institute electronically online at [www.universaluti.com](http://www.universaluti.com) by clicking the “Consumer Information” tab. Paper copies of the consumer information are available upon request.

### **Notice of Availability of Institutional and Financial Aid**

Detailed information about the following topics is located on the school’s website, [www.univeruti.com](http://www.univeruti.com):  
:

- Contact information for assistance in obtaining institutional or financial aid information
- Student financial aid information
- Facilities and services available to students with disabilities
- Student body diversity
- Price of Attendance
- Refund Policy, requirements for withdrawal and Return of Title IV
- Academic Program (educational programs, instructional facilities, and faculty)
- Institutional and program accreditation, approval, or licensure
- Copyright Infringement policies and sanctions
- Vaccinations Policies
- Retention Rates
- Completion/Graduation Rates
- Placement in Employment

### **Notice of Privacy of Student Records—Family Educational Rights and Privacy Act (FERPA):**

Students have the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education. Procedures for reviewing records and the institution’s policy regarding disclosures of information are located on the school’s website.

### **Copyright Infringement Policies and Sanctions (including computer use and file sharing):**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Additional information regarding penalties associated with unauthorized distribution of copyrighted materials is located on the school’s website.

### **Drug and Alcohol Abuse Prevention:**

Universal Training Institute has adopted a zero tolerance policy regarding the unlawful use, sale,

possession and/or distribution of drugs and alcohol. A separate written policy outlining the school's policy is provided to each student and staff member on an annual basis.

### **Campus Security Report:**

Universal Training Institute's campus security report is updated on an annual basis. A separate notice is provided to each student and staff member by October 1st of each year detailing the availability of the report, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request.

### **Completion/Graduation Rates:**

Completion/Graduation rates are available on the school's website, or in paper format upon request.

When: During each new student orientation; annually to all students, staff, and faculty

How: Included in catalog distributed during orientation; published on UTI's website, [www.universaluti.com](http://www.universaluti.com); handouts are available in the Office of Student Affairs

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

#### **Financial Aid**

The Financial Aid Officer assesses students' resources to determine the best method of meeting their financial obligations. The Financial Aid Officer is thoroughly knowledgeable of all funding sources available and is prepared to tailor plans to meet individual students' needs.

For more information regarding Financial Aid, please see the Financial Aid section of the catalog. Students may also contact the Financial Aid Officer directly at 732-826-0155.

When: All school days and when administrative offices are open, between 8:30 a.m. and 5:00 p.m.

How: Information provided by Financial Aid Officer(s) and published on UTI's website:

[www.universaluti.com](http://www.universaluti.com)

## **Student Financial Aid Information**

### **Financial Aid**

The Financial Aid Office is committed to providing assistance to qualified students who would otherwise be unable to pursue the attainment of their educational and professional goals. Most, but not all, financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Some types of scholarship aid do not depend on student financial need. “Need” can be defined most simply as the difference between the total cost of attendance and those resources that the student and his or her family are expected to apply toward that cost of attendance.

The Financial Aid Office coordinates federal, state, and private financial assistance programs. The Financial Aid Office is responsible for ascertaining that all policies and procedures comply with institutional, state, and federal regulations. There are many restrictions on eligibility for most financial aid programs offered at Universal Training Institute. Students are expected to be aware of their rights, responsibilities, and the restrictions of the aid programs in which they participate. Several publications that describe students’ rights and responsibilities with regard to aid programs are available in the Financial Aid Office and are published on UTI’s website at [www.universaluti.com](http://www.universaluti.com).

Financial Aid funds awarded while attending UTI are intended to supplement the resources students and their families already have available to them. All aid applications undergo a needs analysis calculation to determine the minimum amount of resources they will need to contribute to the total cost of the student’s education. Students should not expect their total financial need to be met by resources available through student financial aid programs.

Students who intend to request financial assistance are expected to arrange an appointment with the Financial Aid Officer as soon as registration has been completed. The Financial Aid Officer is available on a walk-in or appointment basis to provide individual counseling to students who apply for financial aid.

### **Participating Programs**

UTI participates in the following financial programs:

- Federal Pell Grant
- Federal Direct Loan Subsidized and Unsubsidized
- Federal Parent Loan for Undergraduate Students (FPLUS)

## **Terms and Conditions of Title IV, HEA Loans**

Your loan eligibility is directly correlated to your classification as either Dependent or Independent. Here below are the criteria for both classifications: Independent: For the purposes of federal aid, a student is considered independent if he or she meets one or more of the following criteria:

If ANY of the following circumstances apply to you, you are an independent student; you will not have to provide parental information. If NONE of the following circumstances apply to you, you will be asked to provide parental information and you are considered a dependent student unless the financial aid administrator determines that the student is independent on the basis of special circumstances and performs a dependency override.

- You are 24 years or older or will be by December 31<sup>st</sup> of the award year
- You are married
- You will be working on a Master's Degree
- You are serving on active duty in the U.S. Armed Forces
- You are a veteran of the U.S. Armed Forces
- You have children, and you provide more than half of their support
- After you turned age 13, both of your parents were deceased
- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support at the time the FAFSA is completed and through June 30 of the award year.
- You were in foster care since turning age 13 until you reached age 18
- You were a dependent or ward of the court since turning age 13 until you reached age 18
- You are currently or you were in legal guardianship
- You are currently or were an emancipated minor
- You are homeless or you are at risk of being homeless

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed should contact the Financial Aid Officer prior to completing the FAFSA.

### **Loan Origination Fees:**

The loan origination fee is the amount charged for processing and issuing a loan. The current loan origination fee for both subsidized and unsubsidized Federal Direct loans is 1.069%. The current loan origination fee for the FPLUS loan is 4.276%.

### **Loan Interest Fees:**

The loan interest fee is the cost to the student or parent for borrowing and using the loan. The current

interest rate for subsidized and an unsubsidized Federal Direct loan is 4.45%. The current interest rate on FPLUS loans is 7.0%.

### **Loan Repayment:**

For Federal Direct Loans – Subsidized:

- No interest or payments as long as you are enrolled on an eligible program at least half-time.
- No payments as long as you are enrolled in an eligible program at least half-time.
- Six (6) month grace period: Repayment begins six months after program completion or after student drops below half-time status.

For Federal Direct loans – Unsubsidized:

- No interest or payments as long as you are enrolled on an eligible program at least half-time.
- No payments as long as you are enrolled in an eligible program at least half-time.
- Interest accrues while you are studying.
- Interest is added or paid at the end each quarter
- Six (6) month grace period: Repayment begins six months after program completion or after student drops below half-time status.

For FPLUS Loans:

- No interest or payments as long as you are enrolled on an eligible program at least half-time.
- No payments as long as you are enrolled in an eligible program at least half-time.
- Interest accrues while you are studying.
- Repayment begins 30 days after program completion or after student drops below half-time status

### **Eligibility for Title IV Aid Programs**

Universal Training Institute students must meet the following criteria to be eligible for federal or state financial assistance. (Many of the documents have been previously collected during the normal Admission Process)

- Be a U.S. citizen or eligible non-citizen
- Be enrolled in a program that leads to a degree or certificate
- Not be in default on any loan under the Title IV programs
- Not owe a refund on any grant under the Title IV programs
- Demonstrate financial need as determined by the appropriate agency offering the financial assistance
- Make Satisfactory Progress toward an educational objective (See “Standards of Satisfactory progress.”)
- Meet Selective Service requirements

- Have a High School Diploma or recognized equivalent

## **Application Process for Federal Programs**

Most United States citizens and permanent resident students may qualify for federal financial aid programs. In order to qualify, students must complete the Free Application for Federal Student Aid (FAFSA), which provides an in-depth analysis of the financial condition of the student and his or her family. This analysis (done on a yearly basis) determines how much the student/family is expected to contribute toward the cost of education.

This figure is called the “expected family contribution,” or EFC. Parents’ income and asset information is included in the EFC calculation for dependent students. To determine if you are independent from your parents for financial aid, you will need to answer the questions on the FAFSA application.

Students who received financial aid for the previous year should receive a renewal email from the Federal Department of Education sometime in January. Students are encouraged to file their renewal FAFSA applications electronically at <http://www.fafsa.ed.gov>.

If you do not receive a Renewal email from the Federal Department of Education or if you did not apply for Financial Aid for the previous year, but wish to apply for the next award year, you should follow the steps below. An award year runs from July 1<sup>st</sup> – June 30<sup>th</sup>.

- **Complete the Free Application for Federal Student Aid (FAFSA).** You may complete the FAFSA online at <http://www.fafsa.ed.gov>. Regardless of how an applicant completes the renewal FAFSA, applicants should make sure the Institution Code for UTI (042160) is indicated on their FAFSA or Renewal Form.
- It is the student’s and/or applicant’s responsibility to obtain and file all the forms by the proper deadlines in order to be considered for aid at UTI. Students selected for verification will have 30 days from the date of notification to turn in all necessary documents.

For entering students, notification of financial aid is given in the form of an estimated award letter shortly after admission.

## **Determining Financial Need**

Financial aid eligibility for need-based aid is determined using the following formula:  
Cost of Attendance - Expected Family Contribution = Financial Need

Financial need is the difference between what a family is expected to contribute toward the cost of the education and the actual cost of the education. For example, if the cost of education is \$20,000 per year including both tuition and living expenses in the local area, and the family is expected to contribute \$5,000, then the student’s need is \$15,000.

The aid students receive from all sources of aid (including non-need based aid) may not exceed their cost of attendance.

Many students may choose only to seek aid for the cost of tuition and fees, since their housing, food,

and other basic household costs are supported with ongoing family income.

### Cost of Attendance and Standard Student Expense

Cost of attendance includes the following items:

PRACTICAL NURSE PROGRAM 1196 HOURS	
Tuition	\$18,500
Fees	\$100
Books and Supplies	\$1,500
Room and Board	\$13,860
Transportation	\$4,704
Other Educational Costs	\$7,584
Total	\$ 46,248

Students can meet with the Financial Aid Officer to discuss itemized totals for expenses. This information is also published online at UTI's website, [www.universaluti.com](http://www.universaluti.com).

### Methods and Frequency of Disbursements:

During his or her individual interview with a financial aid officer following completion of the Federal Application for Student Financial Aid (FASFA), each student will be informed of and given a written notification of the amount of financial aid the student and his or her parent can expect to receive from each Title IV program for which the student is eligible. If applicable, Direct Loan programs will be separately identified as subsidized or unsubsidized.

Included in the written notice and discussed with the student will be information on how and approximately when the financial aid will be disbursed: through credit into the student's financial account at the beginning of each payment period. Students will be informed of their right to cancel all or part of a loan disbursement and of the procedures and time frames for doing so.

UTI will credit the student's account based on the following schedule of when the student confirmed acceptance of the grant and/or loan(s) amounts for the award year:

- *if the school obtains affirmative confirmation*, no earlier than 30 days before and no later than 30 days after crediting the student's account;
- *if the school does NOT obtain affirmative confirmation*, no earlier than 30 days before and no later than 7 days after crediting the student's account.

If the borrower wishes to cancel all or a portion of his or her loan or grant, he or she must inform the school. A school must return the loan or grant proceeds, cancel the loan or grant, or do both, provided that the school receives the loan cancellation request within the following time frames:

- *if the school obtains affirmative confirmation from the student*, by the later of the first day of a payment period or 14 days after the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan or grant; or
- *if the school does not obtain affirmative confirmation from the student*, within 30 days of the date the school notifies the student or parent of his or her right to cancel all or a portion of a

loan.

### **Satisfactory Academic Progress (SAP) Policy**

The U. S. Department of Education requires that students who receive Title IV financial assistance meet minimum standards of academic performance and progress in order to maintain their eligibility for that financial aid. Universal Training Institute has incorporated the same or stricter standards into its own and requires all students to meet the standards on satisfactory academic progress (SAP) identified below.

#### **The SAP Policy tells you:**

- What cumulative grade-point average you need to maintain;
- How quickly you need to be moving toward graduation (for instance, how many credits you should have successfully completed by the end of each academic term);
- How an incomplete class, withdrawal, repeated class, or transfer of credits from another school affects your satisfactory academic progress;
- How often UTI will evaluate your progress;
- What will happen if you fail to make satisfactory academic progress when you are evaluated for academic progress;
- Whether you are allowed to appeal UTI's decision that you haven't made satisfactory academic progress (reasons for appeal usually include the death of a member of your family, your illness or injury, or other special circumstances); and
- How you can regain eligibility for federal student aid.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the **required completion rate of 75%** at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the diploma for the Practical Nurse program.

### **MAXIMUM TIME FRAME (MTF)**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in any laboratory and clinical components will complete the Practical Nurse program in 1196 clock hours.

For any student who, for any reason, has not remained on track with his or her studies, the **maximum time frame (MTF)** to successfully complete the program is 1794 clock hours.

The MTF, which is 1.5 times the normal completion time of 1196 clock hours, is computed from the very first clock hours in which the student enrolled and originally began his or her studies at UTI. Any student who does not successfully complete the Practical Nurse program within the 1794 clock-hour MTF cannot earn the Practical Nurse diploma.

Because any clock hours (or converted credit hours) accepted on transfer are now included in the percentage calculation of total clock hours successfully completed out of all clock hours attempted, the MTF for transfer students is the same, 1794 clock hours, as for all other students.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION**

1. Students are evaluated for satisfactory academic progress at the end of each payment period for financial aid purpose and at the end of each course for academic purpose.
2. If a student fails a course, the student is immediately placed on academic probation.
  - A. The student will remain on academic probation until:
    - (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
    - (2) The student retakes the failed course and fails it again
  - B. If the student takes the course a second time and passes it, the student is removed from academic probation, provided that his or her CGPA is 2.5 or higher.
  - C. If the student fails the course for a second time, the student is academically dismissed from the school.
3. At the completion of a course, any student whose cumulative grade point average (CGPA) is below 2.5 or whose successful completion rate is less than 75% of all clock hours attempted

will be placed on academic probation.

- A. The student will remain on academic probation until he or she raises their CGPA to 2.5 or higher and/or their completion rate to 75% or better. **During this time, the student must adhere to the academic improvement plan provided by the Director of Nursing or the Director of Student Affairs and must make satisfactory progress under that plan as determined by either of these directors. Failure to do so will result in the student's being academically dismissed from UTI.**
- B. Any student who fails to earn the minimum CGPA or the required completion rate prior to the end of his or her studies will be academically dismissed from the institution.
- C. If UTI has determined that it is mathematically impossible for a student to achieve the minimum CGPA prior to reaching the maximum time frame (MTF), that student will be academically dismissed from the institution.

### APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Director of Nursing, who, with the Director of Student Affairs, will make the decision whether to accept the student's appeal.

Mitigating circumstances are strictly limited to the following: the death of an immediate family member, legal guardian, or domestic partner; the serious illness or injury of the student, an immediate family member, legal guardian, or domestic partner; or, catastrophic damages suffered to the student's or family's residence by an act of Nature (such as a hurricane, tornado, or severe flooding). Any claim of mitigating circumstances must be accompanied by verifiable documentation of the circumstance(s) being claimed.

If the student's appeal is granted, the student will be considered to be making satisfactory academic progress. The student's failing grade will be changed to a non-punitive "W" and the student's CGPA and completion rate will be recalculated based on the W grade.

**Students must note that, even if an appeal is granted, the student must first complete the course which was failed before being allowed to proceed to the next course. The failed course must be retaken as soon as it is next offered by UTI, whether the course is offered during the day or evening session. Failure to do so will result in UTI revoking its acceptance of the student's appeal**

**and the student being placed on academic probation. The original failing grade will be reinstated.**

### **ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to UTI until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

### **GRADING SYSTEM**

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and the clock hours assigned for the course taken are included in the calculation of total clock hours attempted.

<b>Letter Grade</b>	<b>Point Value</b>	<b>Honor Points</b>	<b>Grade Description</b>
<b>A</b>	<b>94 -100</b>	<b>4.00</b>	Excellent
<b>A-</b>	<b>90-93</b>	<b>3.75</b>	Outstanding
<b>B+</b>	<b>87-89</b>	<b>3.50</b>	Very Good
<b>B</b>	<b>84-86</b>	<b>3.25</b>	Good
<b>B-</b>	<b>80-83</b>	<b>3.00</b>	Satisfactory
<b>C+</b>	<b>77-79</b>	<b>2.75</b>	Above Average
<b>C</b>	<b>75-76</b>	<b>2.50</b>	Average
<b>D+</b>	<b>73-74</b>	<b>2.25</b>	Failed
<b>D</b>	<b>70-72</b>	<b>2.00</b>	Failed
<b>I</b>	-----	-----	Incomplete
<b>P</b>	-----	-----	Pass (Clinical / Lab)
<b>TR</b>	-----	-----	Transfer Credit
<b>W</b>	-----	-----	Withdrawal
<b>WP</b>	-----	-----	Withdrawal Passing
<b>WF</b>	0	0	Withdrawal Failing

\* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total clock hours attempted.

\*\* Grade not calculated in CGPA and course hours are not included in total clock hours attempted.

### **Repeated Courses**

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the clock hours taken for the repeated course will be included in the SAP calculations. The student must directly pay the tuition and fees for repeating the course.

### **Incompletes (Grades of I)**

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

### **P Grade**

A grade of P is assigned for the student's successful completion of the laboratory or clinical component of a course. A student must pass the laboratory or clinical component in order to earn a passing grade for the entire course. The P grade is not included in the calculation of the CGPA.

### **TR Grade**

A grade of TR is assigned for a student's successful transfer of clock hours (or converted credits) earned from an accredited institution. Grades earned for transferred courses will not be included in a calculation of a student's cumulative grade point average (CGPA) but the clock hours (or converted credits) will be included in a calculation of total clock hours attempted and total clock hours successfully completed.

### **W Grade**

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. A grade of W may also be assigned in the successful appeal of a satisfactory academic progress action. The W grade is not included in the calculation of the CGPA and the clock hours for the course are not included in the determination of total clock hours attempted.

## **WP Grade**

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the clock hours for the course are not included in the determination of total clock hours attempted.

## **WF Grade**

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the clock hours for the course are included in the determination of total clock hours attempted.

## **Course Loads and Financial Aid Programs**

### ***Federal Loan Programs***

To be eligible for the Federal Direct Loan Programs, a student must be enrolled at least half time in units related to their program of study. Students enrolled less than half time are not eligible for the Federal Direct Loan programs.

#### ***Full-time***

Students must be enrolled in at least 12 clock hours per academic term in their diploma program.

#### ***Half-time***

Students must be enrolled in at least 6 clock hours but less than 12 clock hours per academic term in their diploma program.

#### ***Pell Grant Program***

To be eligible for the Pell Grant Program, a student may be enrolled full-time or half-time as defined above or may be enrolled as follows:

#### ***3/4 –time***

Student must be enrolled at least 9 clock hours per academic term.

#### ***Less-than-1/2-time***

Student must be enrolled in less than half of the workload of the minimum full-time requirement.

### **Student Loan Fund Release Policy (Disbursement)**

Annual Financial Aid awards will be divided by the number of terms for which the student is enrolled and disbursed by term as long as the student meets the eligibility requirements for the aid.

If all required application documents are received, student loan funds may post to the student's school account within the first two weeks of the first day of the term. However, U.S. Department of Education regulations require institutions to issue a Federal Student Aid credit balance no later than fourteen (14) days from:

- 1) The date the credit balance occurred on the student's account, if the balance occurred after the first day of class of a payment period, or
- 2) The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

Any questions regarding apparent delay in a credit balance refund after aid has disbursed to the student's account should be directed to UTI's Financial Aid Office.

### **Financial Aid Refunds/Return of Title IV Funds**

#### **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how Universal Training Institute must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

If your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula.

If you received (or UTI or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the government by UTI and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, UTI must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur more debt.

UTI may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, and fees. UTI needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (or if you did not give it during the enrollment process), you will be offered the funds. However, it may be in your best interest to let UTI keep the funds to reduce your debt to the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or UTI or your parent receives on your behalf) excess Title IV program funds that must be returned, UTI must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

UTI must return this amount even if it didn't keep this amount of your Title IV program funds. If UTI is not required to return all of the excess funds, you must return the remaining amount.

Any refund calculated must be returned first to the Title IV programs. Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Loan Program
2. Subsidized Federal Direct Loan Program
3. Federal PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Any other Title IV program
7. Other federal, state, or private student financial aid programs.

### **Loan Repayment**

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the over-

payment is \$50 or less. You must make arrangements with UTI or the Department of Education to return the unearned grant funds.

**Repayments are allocated in the following order:**

1. Federal Pell Grant Program
2. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
3. Any other non-loan Title IV program
4. Other state or private student financial assistance programs.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that UTI may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. UTI may also charge you for any Title IV program funds that it was required to return. If you don't already know UTI's refund policy, please consult the UTI catalog, the UTI Financial Aid Handbook, or ask the Financial Aid Office for a copy. That office will also provide you with the requirements and procedures for officially withdrawing from the school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Procedures and Form to Apply for Financial Aid**

- **Complete the Free Application for Federal Student Aid (FAFSA).** You may complete the FAFSA online at <http://www.fafsa.ed.gov>. Applicants should make sure the Institution Code for UTI (042160) is indicated on their FAFSA or Renewal Form.
- It is the student's and/or applicant's responsibility to obtain and file all the forms by the proper deadlines in order to be considered for aid at UTI. Students selected for verification will have 30 days from the date of notification to turn in all necessary documents.

When: Information distributed during new student orientation and upon request

How: Information included in institution catalog and in student financial aid brochures of the U. S. Department of Education brochures and information booklets

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

Universal Training Institute makes every possible reasonable accommodation for applicants and students with disabilities who wish to study at the school. The campus is located on the second level and there is an elevator on the first level. The space that UTI occupies meets applicable requirements of the American with Disabilities Act. The nursing profession demands a degree of physical strength and dexterity to care for patients and the comprehensive curriculum requires the intellectual capability to master the knowledge and skills nurses must possess. For these reasons, UTI must make initial determinations, based on required medical exams as a condition of admission, as to whether an applicant has the requisite physical and mental capacity to benefit from the training provided and become nurses.

For those applicants whose physical and intellectual disabilities do not hinder the likelihood that, with appropriate services and assistance, they can successfully complete the chosen academic program, UTI provides the necessary support. This includes arranging or rearranging classroom furniture and laboratory set-ups to the extent possible without adversely affecting the instructional process. For students with intellectual disabilities who may learn in different ways, different instructional methodologies, as suggested by education specialists, will be employed. Individual tutoring sessions are provided for these students and all UTI students who need or request it.

When: During orientation for new students

How: Information contained in institution's catalog and on the school's website:

[www.universaluti.com](http://www.universaluti.com)

## **Price of Attendance**

### **Tuition and Fees**

Universal Training Institute sets tuition on the basis of overall costs. The main considerations in its deliberations are to maintain the excellence of the school's academic programs and to ensure that all necessary instructional support resources are available to promote quality teaching and student services.

Tuition for each course must be paid in advance of the class start date. Students who maintain continuous attendance are not subject to tuition increases.

No student may register for a subsequent term or be issued a diploma or transcript, until all outstanding tuition, and/or fees are paid in full.

### **2017-2018 Tuition Schedule**

<b>Practical Nurse Program</b>	<b>Amount</b>
Entrance Examination Fee	\$100
Registration Fee (Non-Refundable)	\$100
Lab and Technology Fees	\$0
NCLEX Review and Graduation Fee, <b>not included</b>	\$400
Criminal Background Check Fee	\$30
Textbooks & Supplies	\$1,500
Tuition	\$18,500

When: During each new student orientation

How: In UTI's catalog, in enrollment agreement for each new student, and on the UTI's website:

[www.universaluti.com](http://www.universaluti.com)

The Net Price Calculator is available on the website of the UTI

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

### **UTI REFUND POLICY**

Every applicant who has been accepted for admission into Universal Training Institute and signs an enrollment agreement has the legal right to rescind or cancel their enrollment without penalty within three (3) business days after signing the agreement. In these cases, the student is entitled to a full refund of all monies paid, excluding the registration fee and the criminal background check fee, if the background check has already been initiated.

When a student withdraws or is withdrawn from the program, UTI uses a two-part process to determine whether the student is entitled to a refund or whether the student owes tuition and fees to UTI and whether any Title IV financial aid awarded to the student must be returned to the U. S. Department of Education (ED).

After the 3-day rescission period, UTI uses its “Tuition Earned” schedule to determine how much of the total program tuition UTI has earned based on how long the student remained in the program. It then uses ED’s “Return to Title IV” (R2T4) policy to determine how much of the Title IV funding, if any, awarded to the student UTI has earned and can keep to apply to the student’s tuition debt and how much, if any, of those Title IV funds must be returned to the Department. Both of those schedules are presented below.

After these calculations have been made, if there is a credit balance due to the student, that credit will be refunded within 45 days after the student withdraws or is withdrawn or dismissed.

### **Tuition Earned by UTI**

<b>If Withdrawal or Cancellation Occurs:</b>	<b>The Institution Will Earn:</b>
During the first week of classes,	(10%) of total program tuition
During the second or third week,	(20%) of total program tuition
After the third week but prior to completion of 25% of the program’s total clock hours,	(45%) of total program tuition
After completion of 25% but not more than 50% of the program’s total clock hours,	(70%) of total program tuition
After completion of more than 50% of the	

Program,

(100%) of total program tuition

*Students who, at the time of their withdrawal, have not paid the full amount of tuition UTI has earned, are legally obligated to pay the institution any difference between the amount paid and the amount UTI has earned.*

### ***Withdrawal from a Program***

For the purpose of determining a refund under this section, a student will be considered to have officially withdrawn from a program of instruction when either of the following occurs:

- The student notifies UTI of his or her withdrawal or as of the date of the student's withdrawal, whichever is later.
- UTI terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the school's rules and regulations; absences in excess of maximum allowed by UTI; and/or failure to meet financial obligations to the school.

For the purpose of determining a refund under this section, a student will be considered to have unofficially withdrawn from a program of instruction when the following occurs:

- The student has failed to attend class for 14 calendar days and has had no contact with UTI.  
For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For the purpose of determining when the refund must be paid, the student will be considered as having withdrawn at the end of 14 calendar days of non-attendance and having had no contact with the institution.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

### **Academic Program (Educational Program, Instructional Facilities, and Faculty)**

#### **Transfer of Credit Policies and Articulation Agreements**

##### **Transfer of Credit Policy**

UTI will consider accepting transfer credits or clock hours earned at another post- secondary institution provided that the following criteria are met:

1. The postsecondary institution is accredited by an agency recognized by either the U.S. Department of Education or the Council on Higher Education Accreditation.

2. The course or courses being transferred are a part of a practical nurse or registered nurse curriculum that has been approved and accredited by the New Jersey Board of Nursing and/or the National League of Nursing.
3. The course or courses are determined to be comparable in both content and duration to a course or courses offered by UTI.
4. The course was completed within six months of the date that the student is applying for admission into UTI and the student earned a grade of B or higher.

If courses are accepted on transfer, the tuition and any fees for those courses will be deducted from the total tuition and the student will be responsible only for the remainder of the tuition and fees.

An **official** transcript must be sent directly to UTI from the postsecondary institution that the transferring student attended and must be received prior to the student beginning his or her studies at UTI.

Transfer credit is limited to a maximum of 21.73% of the total clock hours for the program and will only be accepted for the following courses:

- Medical Terminology
- Anatomy and Physiology
- Nutrition
- Communications
- Ethics and Legal Implication in Health Care

The Director of Nursing will make the determination as to whether the course or courses requested for transfer credit satisfy the above criteria and whether transfer credit will be granted. The Director's decision is final and not appealable.

As indicated in the Satisfactory Academic Progress Policy section of this catalog, although grades earned for transferred courses will not be included in a calculation of a student's cumulative grade point average (CGPA), the clock hours (or converted credits) will be included in a calculation of total clock hours attempted and total clock hours successfully completed. This provision became effective on January 1, 2015.

### **Transferability of UTI Clock Hours**

The decision to accept transfer credits or clock hours is at the discretion of the institution to which the student is applying for acceptance. Although UTI is an accredited institution and its Practical Nurse Program is approved by the New Jersey Board of Nursing and properly licensed by the New Jersey Department of Higher Education, it is not likely that successfully completed UTI clock hours will transfer to other postsecondary institutions.

### **Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)**

## **Copyright Policy**

Universal Training Institute is committed to compliance with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is essential a form of protection for individuals who have developed, created or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published, as well as unpublished works, and is extended to any author, regardless of their nationality or domicile.

All members of the UTI– students, faculty and staff members and administrators – are responsible for complying with the requirements of the copyright law. It will be assumed that the copyright law applies to all material, unless one of the following applies:

- The work is in the public domain, including works by the U.S. Government;
- The use of the work qualifies as fair use under the copyright law; or,
- Prior written permission from the author has been obtained, or appropriate royalties or licensing fees have been paid in exchange for usage rights.

Note that all printed materials – in text or digital form - should be assumed to be copyrighted. The use of a copyrighted notice © is no longer required. The unauthorized use of copyrighted material is called an infringement.

As noted above, Federal copyright protection is extended to digital media accessible through the Internet. Uploading or downloading digital material or works is an infringement of the copyright owner’s exclusive rights. This includes peer-to-peer file sharing.

All members of the UTI community who disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties, for violating the policy. Those penalties are summarized below.

### **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 copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

When: Continuing notification of copyright laws and guidelines for use of copyrighted materials

How: Inclusion of copyright information in institution's catalog, student and faculty handbooks, postings above or near all of the institution's photocopiers, and in its library

### **School and Program Accreditation, Approval, or Licensure**

#### Department of Labor and Workforce Development

Universal Training Institute is licensed as a Private Career School by the New Jersey Commissioner of Education and the New Jersey Commissioner of Labor and Workforce Development. The Department is located at the following address, directed to either listed office:

COEI, Department of Labor and Workforce Development, or  
Department of Education Division of Student and Field Services  
PO Box 057  
Trenton, NJ 08625-0057  
(609) 341-2031

State of New Jersey Department of Education  
Office of Career and Technical Education  
P. O. Box 500  
Trenton, New Jersey 08625-0500  
[privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us)

#### New Jersey Board of Nursing

The Practical Nurse Program of Universal Training Institute is approved by the New Jersey Board of Nursing. The Board is located at the following address:  
Executive Director  
New Jersey Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6430  
<http://www.njconsumeraffairs.gov/nursing/>

#### **United States Department of Education**

Universal Training Institute is approved by the U.S. Department of Education as an eligible institution to participate in Student Financial Assistance Programs authorized under Title IV of the Higher Education Act of 1965, as amended. The main address for the Department is the following:

U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
Tel: 202-401-2000

## **UTI Financial Aid Accreditation Status**

As of December 12, 2016, our accreditor, Accrediting Council for Independent Colleges and Schools (ACICS), is no longer recognized by the U.S. Department of Education. In the interim, Universal Training Institute **continues to be** accredited by the D.S. Department of Education. Universal Training Institute has 18 months following the loss of our accreditation to find a new accrediting agency to maintain eligibility to receive funds under the Title IV, HEA programs. If Universal Training Institute does not obtain accreditation within that 18 month period, which **ends June 12, 2018**, our school will no longer be eligible to receive funds under Title IV, HEA programs.

If any student has a complaint relating to Universal Training Institute's Title IV eligibility, administration of the Title IV programs, the quality of education received at Universal Training Institute, or otherwise relating to the accreditation standards of ACICS they can submit that complaint to Universal Training Institute, Claudia Houston: email: [schooladministrator@universaluti.com](mailto:schooladministrator@universaluti.com), school address; 174, Jefferson Street, Perth Amboy, NJ 08861, or telephone number: 732-826-0155 or any of the following entities:

State of New Jersey Department of Labor & Workforce Development, Center for Occupational Employment Information's Training Evaluation Unit P.O. Box 110 Trenton, NJ 08625-0110; email: [Linda.armstead@dol.nj.gov](mailto:Linda.armstead@dol.nj.gov)

State of New Jersey Department of Education, Office of Career and Technical Education, PO Box 500 Trenton, NJ 08625-0500; email: [privatecareerschools@doe.state.nj.us](mailto:privatecareerschools@doe.state.nj.us)

State of New Jersey Attorney General's Office, Dept. of Law and Public Safety, PO Box 080 Trenton, NJ 08625-0080; webmail: <http://www.nj.gov/lps/formmail.htm>

Division of Consumer Affairs, P.O. Box 45025, Newark, New Jersey 07101;  
email: [askconsumeraffairs@lps.state.nj.us](mailto:askconsumeraffairs@lps.state.nj.us)

When: Continuing notification of licensure and accreditation status

How: Information is published in the institution's catalog and on its website. License and accreditation certificates are posted in the school.

**Consumer Information on School Navigator Website**

Tabs have been added to the school’s website, directing the viewer to a web page for each of the four areas. The tabs are: Student Activities, Disability Services, Career and Placement Services, and, Transfer Credits. The website is [www.universaluti.com](http://www.universaluti.com). In addition, the school will include a link to the federal School Navigator website.

When: Continuous access through the school's website, once eligibility is approved

How: References to available information will be provided in new student orientations, published in the catalog and student handbook, notices posted on information boards throughout the school, and on the school’s website, [www.universaluti.com](http://www.universaluti.com), which will include a link to the School Navigator website.

**Student Body Diversity**

Age Grouping	M	F	BOTH	PERCENT
20-21	0	7	7	7%
22-24	0	11	11	11%
25-29	3	22	25	25%
30-34	3	21	24	24%
35-39	0	14	14	14%
40-44	2	5	7	7%
45-49	1	6	7	7%
50--59	0	3	3	3%
60-64	0	1	1	1%
TOTAL	9	90	99	100%

Ethnicity	M	F	BOTH	PERCENT
Asian	1	5	6	6%
African American	5	67	72	73%
Hispanic	2	11	13	13%
White	1	5	6	6%
Unknown	0	2	2	2%
TOTAL	9	90	99	100%

UTI will publish required student body diversity information on its website and will update it annually.

When: Continuous access through the school's website and in catalog or catalog addendum, once eligibility is approved

How: References to available information will be provided in new student orientations, published in the catalog and student handbook, notices posted on information boards throughout the school, and on the school's website: [www.universality.com](http://www.universality.com).

### **Net Price Calculator**

UTI uses the U.S. Department of Education template found at the following website, <http://nces.ed.gov/ipeds/netpricecalculator/> to make a net price calculator (NPC) available to prospective students and the general public. On the same webpage, the school publishes the requisite disclaimer regarding the NPC and the requirement that students must complete a FASFA. A link to the FASFA website will also be included: <https://studentaid.ed.gov/fafsa> .

When: Information will be continuously available

How: On the institution's website, [www.universality.com](http://www.universality.com), that will include a link to the FASFA website

### **Disbursement for Books and Supplies**

The following information will be included in the Consumer Information provided to students:

#### **Textbook Policy:**

After completing the registration process for the academic term and making any tuition payment(s) that may be due at the time, students will receive the textbooks for your courses and the integrated assessment package that may be required for the term.

When: During applicant interviews for admission and during orientation for new students

How: On information sheets provided to applicants and new students and in student handbook

### **Voter Registration Forms**

Every eligible UTI student is encouraged to exercise his or her right to vote in national, state, and local elections. If you want your voice to be heard, let it speak through the ballot box. The following information is provided to help and encourage you to vote.

## **VOTER REGISTRATION**

Registration Deadline: Your properly completed voter registration form must be postmarked or received by the 21<sup>st</sup> day before the election in which you wish to vote. However, if the voter registration deadline falls on a day when offices of the Secretary of State and county board of elections are closed, the deadline is extended to the succeeding business day when the office is open.

**REGISTER TO VOTE!**



**To register in New Jersey you must be:**

- A United States citizen
- At least 18 years old by the next election
- A resident of the county for 30 days before the election
- You are NOT currently serving a sentence, probation or parole because of a felony conviction

The registrant must complete a Voter Registration Application and/or Party Affiliation Form. Mail or deliver the Voter Registration Application and/or Party Affiliation Form to the County Commissioner of Registration or Superintendent of Elections for your county.

**VOTER REGISTRATION APPLICATION FORMS**

<b>Atlantic</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Mercer</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Bergen</b> <a href="#">English</a> <a href="#">Espanol</a> <a href="#">Korean</a>	<b>Middlesex</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Burlington</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Monmouth</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Camden</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Morris</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Cape May</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Ocean</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Cumberland</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Passaic</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Essex</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Salem</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Gloucester</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Somerset</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Hudson</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Sussex</b> <a href="#">English</a> <a href="#">Espanol</a>
<b>Hunterdon</b> <a href="#">English</a> <a href="#">Espanol</a>	<b>Union</b> <a href="#">English</a> <a href="#">Espanol</a>
	<b>Warren</b> <a href="#">English</a> <a href="#">Espanol</a>

## **Statewide Voter Registration Application Form**

[English](#) [Español](#) [Korean](#) [Gujarati](#) [Simplified Chinese](#) [Traditional Chinese](#)

**The registration deadline to vote at the next election is 21 days prior to election day.**

When: Information available continuously

How: Information is available in the school's library and in its student services office. Voter information will also be distributed to new students during the required orientation sessions at the start of each new class.

All voter information will include a link to the State of Ohio website for the voter registration form.

### **Drug and Alcohol Abuse Prevention Program**

#### **Alcohol and Drug Use**

#### **Notice of Federal Student Financial Aid Penalties for Drug Law Violations**

### **Drugs, Narcotics, and Alcohol**

Universal Training Institute prohibits the unlawful possession, use, or distribution of drugs or narcotics and alcohol on campus property. A student who does not abide by this regulation is subject to disciplinary action without warning. Such action may be in the form of probation, suspension, or dismissal. The student may also be subject to prosecution under federal, state, and local laws. UTI personnel are asked to report suspected violators to the administration. The school maintains a directory of agencies and support groups where students with drug and alcohol problems can seek help.

Additionally, during required new student orientation sessions, every student will be issued a hand-out of the school's drug, narcotics, and alcohol policy and of the consequences (see below) to their Title IV financial aid eligibility for violating that policy. This information will also be distributed to all other students and employees on an annual basis.

### **Title IV Consequences for Illegal Drug Possession or Sale Convictions**

Students should be aware that they are subject to losing eligibility to receive Federal Title IV Funds (Pell Grant and Direct Loans) for conviction of an offense involving possession or sale of illegal drugs. Below is a chart indicating the loss of Title IV aid for student offenses involving the possession or sale of illegal drugs.

A federal or state drug conviction can disqualify a student for Title IV funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. The chart below illustrates the period of ineligibility for Title IV funds.

	Possession of illegal drugs	Sale of illegal drugs
<b>1<sup>st</sup> offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2<sup>nd</sup> offense</b>	2 years from date of conviction	Indefinite period
<b>3+ offenses</b>	Indefinite period	

When: Written notices are distributed to all incoming new students during orientation; distributed to all students annually

How: Information is published in the institution's catalog, student and faculty handbooks, on its website, [www.universaluti.com](http://www.universaluti.com), and in student handouts.

UTI is dedicated to the well-being of all members of the school community--students, faculty, employees and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of UTI to endeavor to prevent substance abuse through programs of education and prevention.

### **Educational Program and Referral Service**

UTI has adopted many aspects of the educational and informational programs offered by the Partnership for a Drug-Free New Jersey and the Urban League of Newark to educate and inform students, employees, and all other members of its school community about the dangers of illegal drug use and the abuse of alcohol. The UTI education and prevention program includes a segment in each new student orientation and semi-annual workshops for all students and employees on the dangers of the abuse of drugs and alcohol. For the workshops, guest speakers from these organizations and others will be invited to address the groups on prevention, on recognition of drug or alcohol problems in friends, relatives, or associates, and on getting timely and professional help for the drug or alcohol abuser.

Student services staff have been designated to provide alcohol and substance abuse initial counseling to those apparently in need of the services and to provide referrals to outside agencies for more extensive personal assistance. Additionally, the Director of Nursing and designated nurse instructors provide counseling on the health risks associated with binge drinking, alcoholism, and drug abuse.

In all orientations and workshops, and in all in-house individual counseling sessions, printed hand-outs will be provided that, among other things, includes the following information about the health risks associated with alcoholism and drug abuse.

## **Health Risks Associated With Use of Illegal Drugs and Alcohol**

There are a multitude of dangerous and illegal drugs that, like the abuse of alcohol, can destroy the life and/or livelihood of their users. Below is a list of the more well-known illegal drugs and some of the health risks associated with them. Included also are the consequences of abusing alcohol. Much of the information below is provided in greater detail at the following websites: [www.acde.org/health/Research.htm](http://www.acde.org/health/Research.htm) and [www.ncadistore.samhsa.gov/govpubs/rpo926/#Dept](http://www.ncadistore.samhsa.gov/govpubs/rpo926/#Dept).

**Marijuana:** All forms of marijuana change the way the brain works and:

- May cause impaired short-term memory loss, delayed reflexes, and shortened attention span;
- May cause fast heart rate and quicker pulse;
- May cause breathing difficulties with repeated use;
- May cause birth defects if used by females during pregnancy;
- May cause loss of concentration and coordination; and,
- May cause relaxed inhibitions and disoriented behavior.

**Cocaine:** Cocaine can kill in just one use and:

- Can cause irregular heartbeat, heart attack, heart failure, strokes, seizures, fungal infections in the brain, hemorrhaging in tissues surrounding the brain; fluid on the lungs, and, respiratory failure;
- Can cause psychoses, paranoia, depression, anxiety disorders, and delusions;
- Can cause increased risk of traumatic injury from accidents and aggressive, violent, or criminal behavior;
- Can cause sleeplessness, sexual dysfunction, diminished sense of smell, perforated nasal septum, nausea, and headaches; and,
- Can cause premature separation of the placenta from the fetus, spontaneous abortion, premature birth, low birth weight, and mental retardation in babies born to cocaine-using females.

**Crack Cocaine:** Crack cocaine is almost instantly addictive and:

- Can cause a fatal heart attack; and,
- Can cause all of the side effects of cocaine use, especially aggressive and violent behavior.

**Methamphetamines (“Meth”):** Meth is extremely addictive and:

- Can cause convulsions, heart irregularities, high blood pressure, depressions, restlessness, and severe fatigue;
- Can cause loss of appetite and weight loss, nausea, diarrhea, elevated body temperature,

and chest pain; and, can cause coma and death.

**Ecstasy:** Ecstasy is probably the most threatening drug to young people because it is so easy to obtain and:

- Can cause convulsions, ruptured blood vessels in the brain, and irreversible brain damage;
- Can cause hallucinations including changes in perception of time, smell, touch and other senses;
- Can cause physical problems such as involuntary teeth clenching, blurred vision, muscle tension, rapid eye movement, fever, chills, and sweating; and,
- Can cause psychological problems including confusion, depression, severe anxiety, paranoia, sleeplessness, and cravings, even for weeks after use.

**Narcotics (such as Heroin, Codeine, Morphine, and Opium):** Highly addictive, narcotics:

- Can cause irregular blood pressure, slow and irregular heartbeat, and collapsed veins and “tracks” (scarring) from repeated injections;
- Can cause stroke or heart attack from blood clots;
- Can cause fluid in the lungs, fatigue, breathlessness, and respiratory paralysis;
- Can cause hepatitis, AIDS, and other potentially deadly infections from unsanitary injections;
- Can cause coma, heart arrest, and death from accidental overdoses; and,
- Can cause constricted pupils, reduced night visions, nausea and vomiting, and skin infections.

**Alcohol:** Alcohol, the most often abused substance among young adults, is a depressant that decreases central nervous system responses and its long-term use and abuse:

- Can cause potentially fatal liver damage (cirrhosis) and psychotic behavior;
- Can cause permanent brain damage, heart failure, increased risk of stroke, respiratory depression and failure, lung abscesses, increased risk of mouth and throat cancer, hepatitis, duodenal ulcers, pneumonia, and tuberculosis;
- Can cause impaired judgment and verbal skills, inability to concentrate, anti-social behavior, and introversion; and,
- Can cause increased risk of diminished intra-uterine fetal growth, fetal alcohol syndrome, low birth weight, and long-term developmental disabilities in the fetuses and offspring of pregnant women.

## **Universal Training Institute Drug and Alcohol Policies**

The school recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the school's policy to work with members of the school community to provide channels of education and assistance. UTI will provide information on and make referrals to various community agencies and organizations that can provide in-depth assistance to persons with drinking or drug problems.

A list of some of those agencies and organizations serving the Perth Amboy, New Jersey metropolitan area follows this section. The list is included in hand-outs to new students and to attendees at the school's drug and alcohol abuse prevention workshops. It is, however, the individual's responsibility to seek assistance.

- While on campus or engaged in any school related-activity, employees and students must be in a fit condition to conduct themselves appropriately to work or learn. Being under the influence of alcohol and/or drugs is prohibited and will subject the individual to disciplinary action, including the possibility of termination of employment or expulsion from the school;
- Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the school will discipline the employee based on his or her job performance. Poor job performance will lead to discharge;
- Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis to help the student who has a substance abuse problem continue to pursue his or her program of study or the employee to lead a productive work life free of the substance abuse;
- Any student or employee who engages in any illegal activity, such as illegal possession, use or sale of alcohol or other drugs is subject to dismissal or expulsion;
- Possession and/or consumption of alcohol by individuals under 21 years of age is unlawful. Underage students caught under the influence of alcohol may be reported to local authorities for underage drinking.
- Alcoholic beverages are not allowed on campus at any event or activity.

## **Sanctions for Violations of UTI's Drug and Alcohol Policies**

The school recognizes that the possession and/or use of certain substances are illegal, and the school is obligated to comply with local, state, and Federal laws.

Any sanctions for the use of alcohol or drugs on campus by students will be applied by the school's Disciplinary Committee, acting on its discretion and judgment of the situation. In the case of employees, the personnel office will be responsible for determining the appropriate course of action. For more information, employees should also refer to the Employee Handbook, available at the personnel office.

Sanctions may include written reprimands on the student or employee's record, restriction or loss of privileges, suspension, expulsion or termination of employment, and referral for prosecution. Aside from these sanctions, students will remain financially liable for institutional charges pending on the student's account, and both students and employees will be financially liable for indirect or direct charges associated with any reported incidents.

## **Regaining Admission and Title IV Eligibility**

In order to protect the professional and academic environment of the school, a school committee will evaluate petitions from students who would like to be readmitted to the school following their suspension for violations of UTI's drug and alcohol policies. In order to be considered and evaluated for reentry, the suspended student must submit documentation which confirms that (1) he or she has obtained professional help from a State-licensed agency, organization, or appropriate professional, and (2) he or she has complied with treatment, or is currently in treatment and showing improvement. Any petition for readmission may be denied upon evaluation.

However, any such student who has been readmitted by the committee and who was formerly a Title IV recipient must complete the required period of Title IV ineligibility before the school will accept and process any application for reinstatement of Title IV eligibility.

## **Notice to Law Enforcement Officials**

UTI will notify the appropriate law enforcement office or agency of any violations of its drug and alcohol policies that are also criminal infractions.

In the State of New Jersey, possessing any amount of a schedule I, II, III, or IV controlled dangerous substance (CDS) incurs a fine of up to \$35,000, at least three (and up to five) years in prison, or both. Possessing any amount of a Schedule V CDS incurs a fine of up to \$15,000, up to 18 months in prison, or both. Using or being under the influence of any CDS not for the purpose of treating a sickness or

injury (as legally prescribed by a licensed physician) incurs a fine of up to \$500.

### **List of Community Centers and Organizations for the Treatment of Alcoholism and Drug Abuse**

Following are the two agencies in Perth Amboy, New Jersey that provide treatment, counseling, and education for persons who are abusing drugs or alcohol. A person can call 1-888-995-6179 for immediate treatment help.

Raritan Bay Medical Center  
500 Convery Boulevard  
Perth Amboy, NJ 08861

Journey to Wellness  
222 New Brunswick Avenue  
Perth Amboy, NJ 08861

When: Distributed during new student orientations, annually to all students and employees, and upon request to any person

How: Individually printed copies are given to each student and employee, information is published on the school's website, [www.universality.com](http://www.universality.com), and the policy is included in its catalog and its employee handbook. Student services staff and the Director of Student Affairs are continuously available to provide counseling for alcohol and substance abusers.

UTI will provide resulting data, collected and collated on a two-year basis, upon request after performing the following actions:

- Determining the effectiveness of the program and implements needed changes
- Determining the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are reported to campus officials
- Determining the number and type of sanctions that are imposed
- Ensuring that sanctions are consistently enforced

When: Once every two years

How: Maintaining copies of the information in the Office of Student Affairs and providing it to any government or accrediting entity or to the public upon request

### **Completion/Graduation and Transfer Rates**

**2016 – 52.94%**

**2015 – 54.87%**

**2014 – 55.46%**

### **(Including Disaggregated Completion/Graduation Rates)**

2016 – 73.68%

2015 – 93.48%

2014 – 82.93%

### **Vaccinations Policy**

#### **UTI Vaccination Policy**

All applicants for admission into the Practical Nurse program at UTI must take and pass a physical exam as certified by a licensed physician that includes confirmation that the following vaccinations have been taken:

- GHP – includes CBC with diff
- Rubella Titer & Varicella Titer
- Mantoux Skin Test
- Rubeolla Titer
- Mumps

When: During applicant's inquiry for admission, during new student orientations, and verifications prior to students' beginning clinical practice

How: Information is published in institution's catalog and on its website.

### **(Student Right-to-Know)**

UTI will provide the required information regarding graduation, completion, and transfer-out rates by the indicated categories on its Consumer Information website page.

When: After the normal completion time of each class cohort.

How: The information will be published on the school's web site, providing information based on data collected annually.

### **Placement in Employment**

On an annual basis, UTI completes the Campus Accountability Report required by its accrediting agency, the Accrediting Council for Independent Schools and Schools (ACICS) and uses the ACICS formula for calculating graduate placement rates by program. The report covers the period of July 1 through June 30 of each year and is available by November 1<sup>st</sup> after the period ends. Placement rates are included in the consumer information provided to students and the public.

When: Annually

How: Information will be published in the catalog addendum and on the school's website.

### **Placement rate**

2016 – 78%  
2015 – 77%  
2014 – 83%

### **Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency Response and Evacuation Procedures**

UTI has developed and adopted the policies below regarding campus safety and security. Additional responses to this topic appear at the end of the Security Report and Crime Statistics section.

#### **CAMPUS SAFETY AND SECURITY**

The school has the utmost concern for the safety of each student, faculty member and staff. The school recognizes that it must develop and maintain a safe and secure environment for its students, faculty and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol and drug abuse, sexual harassment or any other kind of harassment, and to promote academic freedom, honesty and academic integrity.

All students, employees, and visitors should promptly report crimes in progress, accidents and other emergencies to local law enforcement authorities, or corresponding agencies. Dialing 911 is the preferred method of reporting an emergency. Universal Training Institute has developed a formal Emergency Management Plan, to ensure the safety of all its students and personnel. This emergency plan is derived from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel while in UTI campus emergency situations.

Campus Safety and Security emergency plans and reports will be published on the UTI's website, under the Consumer Information tab.

#### **Health and Safety Policy**

The school acknowledges that it is its duty to ensure, to the extent possible, the health, safety and welfare of the staff of the school, its students, contractors and anyone else who comes into contact with the school and its activities.

It is the policy of the school to provide and maintain, as far as it reasonably can, a working and learning environment that is safe and without risk to health. UTI will allocate sufficient resources and sound management practices to achieve this policy.

In particular, the school will make every reasonable effort to:

- provide and maintain safe and healthy working conditions and work practices;
- provide and maintain a safe plant and machinery;
- provide information, instruction, training and supervision to enable staff and students to perform their work or study safely;
- provide suitable and appropriate protective equipment and supervise its use; and
- maintain high standards of health, safety and welfare in all school activities.

UTI includes the following security and crime policies information in its catalog and on its consumer information web page:

## **CAMPUS SECURITY POLICIES AND 2016 CAMPUS CRIME REPORT**

### **Introduction**

Universal Training Institute is committed to providing quality educational programs to its students in an environment that is not only conducive to learning but that is also safe and secure for its students, staff, and faculty. We make every effort to ensure that, to the extent possible, everyone within our premises is protected from any elements, circumstances, or conditions that might subject them to harm and danger.

The U. S. Government is equally committed to keeping people safe on the grounds of all educational institutions and, for that reason, passed a law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)). This law is designed to help make campuses safer by requiring institutions to adopt security measures and policies that will better contribute to the safety of all persons.

The Clery Act also requires that each institution publish information about certain crimes that may have occurred either on their campuses or within their immediate community over the most recently completed three-year period. With such information, the public and especially potential students can make a better-informed decision as to whether a particular school campus is one where they would choose to study.

### **REPORTED INFORMATION**

The Clery Act requires that, at a minimum, each institution report any instances of crime in the following categories:

- Criminal homicide, which includes murder, negligent homicide, and non-negligent manslaughter
- Sexual offenses, which include forcible sexual assault and non-forcible sexual assault
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes and any crimes related to the hate crime: larceny, simple assault, intimidation, and vandalism or destruction of property
- Arrests and/or any disciplinary referrals for violations of liquor laws or drug laws, and for illegal possession of weapons

### **Additional Requirements**

Besides providing annual reports on any incidents of crime for those categories listed above, each institution is also required to publish its policies on campus security, drug and alcohol use, sexual assault, sexual harassment, crime reporting, and crime prevention and to provide information on fire safety.

### **Sources of Information**

Statistical information collected for UTI's annual reports will be collected from the school's own records of reported or known incidents occurring on campus and from the most currently available (2013) government crime statistics for the 2.0 square mile area of the neighborhood where the school is located.

### **Availability of Information**

For all information that the Clery Act requires to be published, UTI will distribute hard copies to every student, staff member, and instructor as well as to any potential applicant for admission to the school. The statistical report itself will also be posted on bulletin boards throughout the school. Complete copies of this booklet will be available in the office of the Director of Student Affairs for anyone else who requests a copy.

### **EMERGENCY NOTIFICATIONS**

By law, every institution is required to give “**timely warnings**” upon learning that a crime, either on the campus or in the vicinity, has been reported and that the crime constitutes a present and ongoing threat to people on the campus.

Because the school is quite small, all UTI staff and faculty will be trained on (1) recognizing immediate and ongoing threats to the campus community, (2) receiving and quickly clarifying information from a student, visitor, or other person on the campus regarding possible immediate threats to determine that action should be taken, (3) quickly and correctly making a threat assessment and determining what the correct course of action should be, and (4) warning the campus community through UTI's emergency notification system of any immediate danger or threats.

As a part of their training, UTI personnel will receive a copy of previously-approved warning language based on the type of threat being faced and will learn how to tailor that language, if necessary, for unique emergency situations. They will also be taught how to analyze an immediate threat to determine, in their professional judgment, whether issuing a warning will enhance the danger or threat and, thus, should not be issued.

Immediate and timely warnings will be issued for weapons on campus or in the vicinity, and the threats or incidents of arson, robbery, and homicides or for any other situation that appears to present a threat to the safety and security of any person on the campus.

In the event that a dangerous or threatening event occurs on the UTI campus, all persons on campus will be immediately notified through the public announcement system and/or by the campus's emergency siren. Local police will be immediately notified. Designated officials (the President/CEO,

the Director of Student Services, and the Registrar) will immediately implement emergency contact/calling/mass email procedures to notify students and employees not present on the campus because the school has been closed because of a present or pending threat or danger.

If any student becomes aware of a dangerous or threatening situation, he or she should immediately call 911 or, in the case of fire, pull the closest fire alarm, and alert a school official, faculty, or staff member. These actions should only be taken if the person can do so without putting himself or herself in danger.

## **CRIME PREVENTION**

UTI is concerned for the safety and well-being of its students and anyone else on its premises and encourages all to take basic precautions in their conduct to enhance their own safety. Below is a commonly-shared list of measures that all persons can take to better protect themselves.

- Stay alert and be aware of your surroundings at all times.
- Do not listen to iPods or other devices while walking outside.
- Walk in pairs or groups at night and avoid walking in wooded or dark areas where you can't be seen.
- Park in well-lit areas.
- Always look inside your car before entering it, especially at night.
- Do not bring valuable personal property to school.
- Do not carry more cash or credit cards than you need to get through the day and do not flash your money in public.
- Do not use ATM machines alone at night.
- Carry a whistle and small flashlight with you.
- Immediately contact the school administration if you notice suspicious activity on campus.
- Call 911 in an emergency.

To better prepare students to protect themselves, UTI will hold two workshops annually invite a police officer and a self-defense expert (who may be the police officer) to educate students and staff on measures to take to avoid becoming a victim of crime and to demonstrate physical self-defense techniques when attacked. All students and staff will be required to attend one of the two workshops.

During new student and new employee orientations and in the above workshops, students and staff will be given detailed information on the school's campus security plan, including its danger alert warning system and its evacuation plan. Besides the emphasis on keeping themselves safe, attendees will be encouraged to help with the security of others, when they can do so without putting themselves in harm's way.

Copies of the security plan will be distributed to all persons. The materials will include a link to UTI's website, which posts the security plan online.

## **REPORTING A CRIME**

Any person who witnesses a crime being committed or is a victim of a crime, either on campus or in

the vicinity of the school, should first call the police at 911 or then notify the President/CEO or the Director of Student Affairs, either in person or by calling 973-673-3900. Anyone who observes suspicious activity should notify the President/CEO or Director of Student Affairs immediately. Anyone who becomes aware of a crime-related emergency on the UTI campus should notify any staff or faculty member immediately.

Any reported incident will be investigated by the school and all appropriate disciplinary action will be taken, including referral as necessary to police authorities.

Any victim of or witness to a crime may make a voluntary, confidential report to the President/CEO or Director of Student Affairs, who will initiate an investigation of the reported crime, per the school's established procedures. The victim's or witness's identity will be protected to the extent allowed by law.

All confirmed and documented instances of crimes committed on the UTI campus or within a 2-mile perimeter of the campus will be included in the appropriate categories on the school's annual crime report. Statistics and data on criminal activity will be collected and collated by the President/CEO with the assistance of the Director of Student Services.

The most current crime statistics for the years reflected on the UTI crime report will be obtained from local law enforcement officials and/or their own reports for inclusion in the UTI report.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

UTI orients students and employees to the fact that they should be familiar with the emergency exit/evacuation plans posted throughout the building. In cases where an emergency situation, fire, or other threat dictates that the campus be evacuated and it is safe to do so, the following procedures should be followed:

- Move quickly but without running.
- Do not yell, scream, or panic.
- Obey the instructions of any emergency personnel who may be present.
- Take personal belongings, if there is sufficient time.
- Turn off electrical appliances and equipment, if there is sufficient time.
- In case of fire, check any door before opening it to exit to be sure that the door is not hot.
- Close the door upon exiting.
- Help any disabled person to a designated rescue area.
- Follow the directions for leaving the building as posted on the emergency exit/evacuation plans.
- When using stairwells, move and stay to the right side (inside rail).
- After reaching the first floor, exit and move far away from the building.
- Do not reenter the building until advised by the President/CEO or Director of Student Affairs CEO that it is safe to do so.

These evacuation procedures will be distributed to new students during the required new student orientation sessions and to all students and staff on an annual basis. The information is also posted in strategic locations throughout the campus.

As a part of required fire drills, at least one announced and one unannounced evacuation exercise will be held each year. UTI's President/CEO will document each exercise by recording the date, time the exercise was held, and the exercise type (announced or unannounced). She will also include the total amount of time it took everyone to evacuate the building.

## **RESCUE AREAS**

UTI has made provisions for staff or faculty to assist with the evacuation of any mentally or physically challenged individual in the event of a fire or other emergency. Areas where disabled persons can be led to await assistance are located on the emergency exit/evacuation plans posted throughout the school.

At least one special drill will be held for any disabled student or employee so that the person can be familiar with and aid in the procedure to be used by the staff or faculty member to effect the person's safe evacuation from the building in the event of an emergency.

## **IN-PLACE SHELTER**

UTI recognizes that there is the possibility in an emergency situation where it is more dangerous to try to evacuate the premises than to remain in the safest available area on the campus until the threat or danger has passed.

When evacuation of the premises is not a safe option, the procedures listed below should be followed:

- Stay inside the building or, when the danger is outside, reenter the building as fast as possible
- Go into a room that has no windows and only one or a few doors, if possible
- Close and lock the door and all windows, if possible
- Turn off any fans, the heat, air conditioning or any other ventilation system, if there are controls for them inside the room
- Do not drink any water from the water fountain or tap
- If a chemical substance was released, try to get to the second floor and follow the same procedures for finding a room, closing and locking the doors, etc.

## **CAMPUS ACCESS AND SECURITY**

Access to the UTI campus is carefully controlled, with building doors not being open to students and the general public until 8:00 a.m. and with the doors being locked (for entry from the outside) immediately after the scheduled start of evening classes at 8:30 p.m., with entry by buzzed access.

Security cameras are strategically placed throughout the campus to monitor and record activity throughout the school and the President/CEO, Director of Student Affairs, or the Director of Marketing

is available during all hours that the school is open to ensure that there is a competent official available at all times in the event of an emergency.

In addition to the school’s primary administrators, designated staff and faculty have been trained both to assist and to deal independently with any emergency that may arise. The Director of Student Affairs and each of the nursing faculty are certified in cardio-pulmonary resuscitation (CPR) and can provide initial attention in case of a medical emergency or injury.

The school’s administrators can be reached by the local authorities at any time, 24 hours a day, in the event of an emergency after normal operating hours.

**UTI CAMPUS CRIME STATISTICS**

**Crime Statistics for 2016**

**Criminal Offenses – On Campus**

<b>Criminal Offense</b>		<b>Total Occurrences on Campus</b>		
		<b>2014</b>	<b>2015</b>	<b>2016</b>
1.	Murder/Non-negligent Manslaughter	0	0	0
2.	Negligent Manslaughter	0	0	0
3.	Rape	0	0	0
4.	Fondling	0	0	0
5.	Incest	0	0	0
6.	Statutory Rape	0	0	0
7.	Robbery	0	0	0
8.	Aggravated Assault	0	0	0
9.	Burglary	0	0	0
10.	Motor Vehicle Theft	0	0	0
11.	Arson	0	0	0
12.	Simple Assault	0	0	0
13.	Larceny-Theft	0	0	0
14.	Intimidation	0	0	0
15.	Destruction/Damage/Vandalism of Property	0	0	0

**Criminal Offenses – Public Property**

<b>Criminal Offense</b>		<b>Total Occurrences on Public Property</b>		
		<b>2014</b>	<b>2015</b>	<b>2016</b>
1.	Murder/Non-negligent Manslaughter	0	0	0
2.	Negligent Manslaughter	0	0	0
3.	Rape	0	0	0
4.	Fondling	0	0	0
5.	Incest	0	0	0
6.	Statutory Rape	0	0	0

7.	Robbery	0	0	0
8.	Aggravated Assault	0	0	0
9.	Burglary	0	0	1
10	Motor Vehicle Theft	0	0	3
11.	Arson	0	0	0
12	Simple Assault	0	0	3
13.	Larceny-Theft	1	0	3
14	Intimidation	0	0	0
15	Destruction/Damage/Vandalism of Property	0	0	0

## **FIRE SAFETY POLICY**

UTI has developed specific procedures to be followed in the event there is a fire or suspected fire on the premises. In compliance with local fire department and applicable government regulations, evacuation routes for each area and each floor of the building have been prepared and are posted throughout the school.

Designated UTI staff and faculty have been trained to assist in evacuating the building in case of fire or other emergency. These designated individuals are also trained to assist physically challenged individuals in evacuating under emergency circumstances.

Unannounced fire drills are conducted at least once annually to test the school's readiness to implement its fire safety and evacuation plans in the event of a real fire.

Any time a fire alarm is heard, it should be assumed that there is a fire and all persons on the campus should act accordingly, without exception. Listed in the following sections are steps that should be taken immediately in the event of a fire or suspected fire or when the fire alarm is heard.

## **FIRE SAFETY PROCEDURES**

- Immediately stop anything that you are doing.
- Take your personal belongings with you, if it is safe to do so, because you may not be allowed back into the building.
- Do not take any food or drink with you.
- Do not use cell phones or any other electronic items during the evacuation.
- If there is time, turn off all lights, electrical equipment.
- Close the door of the room as you exit.
- Do not open any doors you cannot see through to exit before first placing a hand on the door to ensure that it is not hot from flames on the other side.
- Go to the nearest designated exit or stairway, based on the room/floor evacuation plan.
- If evacuating from the second floor of the building, stay next to the inside railing to go down the stairs.
- Follow the directions given by any authority who may be present.

- After reaching the ground level, immediately exit the building and move at least 300 feet away from it.

When: All information on policies, procedures, and practices related to campus security and fire safety are provided to all entering new students in the student handbook and updated and is distributed to all students, staff and faculty annually.

How: Information is given directly to students and all personnel in handouts, is included in the institution's catalog and student handbook, and is posted on bulletin boards throughout the school.

## **SECURITY REPORT – UTI POLICY AGAINST DATING VIOLENCE,**

### **DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

Universal Training Institute firmly believes that all of its students, faculty, staff, and visitors on its premises should be free to pursue their academic studies or business activity without being subjected to the crimes and offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

The school has a zero tolerance policy toward any such behavior and does not condone or tolerate any form of such acts against any person on its premises or at any school-sponsored event or activity.

The school will support and assist any person who has been the victim of such crime or offense on its premises or at any off-campus, school-sponsored event or activity and will take the strongest possible punitive actions available to the school against the person or persons committing the offenses.

**Sexual harassment is defined as** unwelcome sexual advances, requests for sexual favors, and/or any conduct of a sexual nature – whether verbal or physical – directed at an individual. Any retaliatory action taken against an individual for reporting an instance of sexual harassment is itself also considered sexual harassment. Sexual harassment includes, but is not limited to, the following behaviors:

- a. Verbal harassment or abuse, sexual jokes and innuendo;
- b. Pressure for sexual activity or sexual favors, unwanted sexual advances;
- c. Remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies;
- d. Unwelcome touching, leering or whistling;
- e. Suggestive or demanding sexual involvement accompanied by implied or explicit threats concerning a person's job or grade;
- f. Insulting or obscene comments or gestures;
- g. Display of sexually suggestive objects or pictures; and,
- h. Other physical, verbal or visual conduct of a sexual nature.

**Sexual assault is defined as** forced acts of intercourse, sodomy, or sexual penetration by a foreign object and includes the deliberate touching of a person's intimate body parts such as their genitals, groin, buttocks or breasts, either directly or through the person's clothes, without their consent or forcing an unwilling person to touch either the aggressor's (perpetrator's) intimate body parts or those of another person, either directly or through clothing.

To constitute **lack of consent**, the acts of sexual assault must be committed by force, threat of force, intimidation, duress, or by the use of the victim's physical or mental incapacity. It does not matter if the physical or mental incapacity of the victim was caused by the use of alcohol or drugs, the aggressor will still be guilty of sexual assault.

**Domestic Violence is defined as** "a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone."

**Stalking is defined as** "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or lying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim.

**Dating Violence is defined as** violence committed against the victim by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim.

## **UNIVERSAL TRAINING INSTITUTE PROGRAM TO PREVENT SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING**

Universal Training Institute has implemented a program to deter and, to the extent possible, eliminate any forms of crimes and offenses against the person on its campus. That program includes educating all actors – staff, faculty, and students – as to what constitutes such crimes and offenses and clearly informing all actors of the school's zero tolerance policy regarding violations in any of these areas.

Each new student orientation and each new employee orientation will include presentations on the school's sexual harassment, sexual assault, dating violence, domestic violence, and stalking policy and the consequences for violating that policy. The orientation will include instructions on how to report alleged violations and will identify available school resources and community agencies and services for victims of these crimes.

Professionals including police officers, rape crisis counselors, and domestic violence counselors will be

invited into the school at least twice a year as workshop presenters to address students and all personnel on topics such as date rape, escape from abusive relationships, self-protection and continual awareness of surroundings, and the use of community resources. The greatest focus of the training will be on prevention: teaching students and staff how to avoid becoming victims and how, by their own actions, to minimize their risk of assault or attack as they go about their daily lives.

Orientations and workshops will also demonstrate how bystanders (witnesses) may be able to safely intervene in an attack or when there is a risk of attack, call for help, or take other options that may thwart the attack. Instruction for bystander intervention will include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Student services personnel, the Director of Nursing, and select faculty have been specially trained and possess the skills and sensitivity necessary to deal with the victims of these crimes and offenses. They are available during all hours that the school administration is open and that classes are offered. This staff will also make referrals to community agencies, some of which are listed below, that specialize in providing services to victims of these crimes.

Catholic Charities Ozanam Family Shelter 89 Truman Drive Edison, NJ 08827 (908) 985-0327	Salvation Army 433 State Street P.O. Box 613 Perth Amboy, NJ 08861 (732) 826-7040	Women Aware, Inc. P.O. Box 312 New Brunswick, NJ 08903 (908) 937-9525
Harbor Village 888-862-0193	Trinitas Hospital 908-497-9636	Women’s Crisis Center 908-834-2467
National Domestic Violence Center for Middlesex County 512-453-8117	Unity Recovery Group 866-757-3364	Florida House Experience 888-582-1843

When: Information is provided during new student orientations with typically 3 starts per year. Student and employee workshops will be held twice a year. Student services staff are available daily.

How: Orientations, workshops, student service counseling, and information and resources published on the school’s website.

**SEXUAL HARASSMENT AND SEXUAL ASSAULT PROCEDURES**

Any person who has been the victim of sexual harassment should report the incident to the President/CEO or Director of Student Affairs immediately.

Any person who has been the victim of a sexual assault should immediately take the following actions:

- Go to a safe place as quickly as possible; get someone to stay with you.
- Call the police at 911 to report the attack. If you request it, UTI staff will assist you in contacting the police.

- Do not shower, bathe, or change clothes. It is important to save any evidence that can be collected from your body or clothes to prove that the assault happened and to get a protective order against the attacker(s).
- Seek medical attention as soon as possible at a hospital emergency room or urgent care facility.
- Report the assault to the President/CEO or Director of Student Affairs, if the attack happened on campus.
- Request rape counseling referrals from either the hospital or UTI.

## **INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, SEXUAL ASSAULT OR STALKING:**

### **INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS**

Appropriate measures will be taken by the school's Disciplinary Committee to investigate a complaint or allegation of any sexual assault, dating violence, or stalking crime committed against a student. The committee will initiate a hearing with both the victim and the alleged aggressor present, and, depending on the outcome of that hearing, take appropriate disciplinary action against the aggressor. Both parties may choose to have an attorney or other representative present at any hearing. If, for reasons of personal safety or incapacity, the alleged victim cannot be present, the committee will arrange to have that person's deposition taken and shared with the accused prior to the disciplinary hearing.

Both parties to the hearing will be informed of the committee's final decision and of the sanction to be applied, if any. A determination by the committee that the offense or crime did occur will result in the accused, if a student, being permanently expelled from the school or, if the accused is a faculty member or other employee, will result in the person being terminated for cause.

In the case of reportable crimes, where the disciplinary committee found the accused to be in violation of its policy on the crime, the final results of the disciplinary hearing against the alleged perpetrator will be shared with appropriate law enforcement personnel and will be open to anyone who requests information on the matter. The committee will base its final determination on a preponderance of the evidence and testimony presented during the hearing.

All violations of the policy and all allegations of violations of the policy will be included in UTI's annual crime report.

The Disciplinary Committee will consist of one faculty member, the Director of Student Affairs, one advisory board member, and a professional counselor from the community who specializes in the area of the alleged offense. Each member of the committee will be polled by the President/CEO to ensure that there is no conflict of interest between the member and either of the parties.

Before hearing any case, each member will have completed annual training on how to conduct an investigation and on the proper procedures to conduct a fair and impartial hearing, respecting the rights of each party to the hearing and protecting the safety of the alleged victim. The committee must conduct itself and the hearing in such a way as to justify its final decision. Justification for the final decision will be committed to writing and incorporated as a part of the hearing record.

A hearing will be convened within 30 days of the date that the allegation was made. If, for any reason, the school must delay the start of the hearing, it will notify both parties in writing, informing them of the reason(s) for the delay and the rescheduled hearing date. The school anticipates that a hearing will typically last about a week but whatever time is needed to conduct a fair and comprehensive hearing will be taken. It also anticipates that the final, written determination of the committee will be completed within one week of the hearing's end date. Copies of the final determination and its rationale will be given to both parties at the same time.

The only sanctions imposed by the Disciplinary Committee for a final determination that the crime occurred are permanent expulsion for a student perpetrator and termination for cause for an employee perpetrator. The sanction(s) become effective immediately upon the committee's release of its final determination.

These sanctions are only appealable if additional evidence comes to light that the accused did not commit the crime or if, in a court of law, the accused was found not guilty of the crime.

### **Prohibition on Retaliation:**

Regardless of the outcome of any committee hearing or whether or not a complainant filed a formal charge against an alleged aggressor, absolutely no officer, employee, agent of the school or the school itself may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.

### **SEX OFFENDER REGISTRY**

Postsecondary schools and schools are required by the Campus Crimes Prevention Act of 2000 to advise its students, staff, faculty, and anyone else within its campus community of how to obtain information regarding any registered sex offenders who may be located within the school's service community. For the State of New Jersey, that information may be obtained at the following website: [https://www20.state.nj.us/LPS\\_spoff/SetSession](https://www20.state.nj.us/LPS_spoff/SetSession)

**When:** All information on policies, procedures, and practices related to sexual harassment, sexual assault, procedures for these offenses, and the sexual offender registry are provided to all entering new students in the student handbook and is distributed to all students, staff, and faculty annually.

**How:** Information is given directly to students and all personnel in handouts, is included in the institution's catalog and student handbook, and is posted on bulletin boards throughout the school.

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

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

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

If UTI decides not to amend the record as requested, it 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 UTI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

UTI 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 a person employed by UTI in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of UTI who performs an institutional service or function that a UTI employee would normally perform and who is under UTI's direct control regarding the use and maintenance of public information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to perform his or her professional responsibilities for UTI.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UTI 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

When: Continually

How: Information on FERPA is published in UTI's catalog, on its website, [www.universaluti.com](http://www.universaluti.com), and is available in handout form from the Registrar's Office.

### **National Student Loan Data System (NSLDS)**

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, the federal loan programs, and other U.S. Department of Education programs. NSLDS Student Access provides a centralized, integrated view of your federal student loans and grants so you can access and inquire about them. You can access NSLDS at [www.nslds.ed.gov](http://www.nslds.ed.gov).

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools designated to be authorized users of the data system.

### **Entrance Counseling for Student Loan Borrowers**

UTI will incorporate entrance loan counseling into its admissions process for applicants, which will include a one-on-one interview with the Financial Aid Officer for those students interested in applying for Title IV financial aid. The Title IV counseling will include a detailed explanation of the responsibilities of loan repayment and the consequences for failure to repay loans. Printed materials from the U. S. Department of Education will be given to potential Title IV applicants at that time. During the required new student orientation, the entrance counseling for borrowers will be repeated.

### **Exit Counseling for Student Loan Borrowers**

One-on-one exit loan counseling will be provided to all student borrowers nearing completion of their studies and to those students who formally withdraw from the school. Emphasis will be placed on the grace periods to which students may be entitled, contact information for students will be updated, and students will be given detailed contact information on their lenders. Students will be required to complete the Department of Education's online exit counseling process.

### **The Financial Aid Officer will include the following specific information in the exit counseling session:**

- Average anticipated monthly repayment amount;
- Repayment plan options;
- Options to prepay or pay on shorter schedule;
- Debt Management Strategies;

- Use of Master Promissory Note;
- The seriousness and importance of student's repayment obligation;
- Terms and conditions for forgiveness or cancellation;
- Copy of information provided by the U.S. Department of Education;
- Terms and conditions for deferment or forbearance;
- Consequences of default;
- Options and consequences of loan consolidation;
- Tax benefits available to borrowers;
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school; and,
- Availability of the Student Loan Ombudsman's office Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS

When: Prior to students' graduation from the institution, and after students stop attending all classes without formally dropping

How: Student Financial Aid personnel interviews with applicants, new and continuing students, formally withdrawing students, and graduates; directing students, graduates and formal withdrawals to U. S. Department of Education's website for completion of online loan counseling sessions; and, mailing of exit counseling materials to students who failed to withdraw formally