

**Table of Contents**

Mission.....	2
Objectives of the School .....	2
Statement of History and Ownership.....	3
Facility .....	2
Equipment.....	2
Library .....	3
Accreditation.....	3
Admission Requirements (All Programs).....	4
Licensure .....	4
Students With Disabilities .....	4
Holidays.....	4
School Hours.....	5
Grievance Procedure.....	5
Tuition and Fees.....	6
Refund Policy.....	6
Refund of Title IV Funds (For Clock Hour Students) .....	7
Refund of Title IV Funds (for Credit Hour programs) .....	8
VA Pro Rata Refunds for Veterans.....	9
Verification Policy.....	10
Satisfactory Academic Progress (For Clock Hour Programs) .....	10
Satisfactory Academic Progress (For Credit Hour Programs) .....	10
ReEntry/Transfer of Credit Students.....	13
Financial Aid Warning Status & Appeal Process (for Credit and Clock Hour Programs) .....	12
Additional Rules and Regulations.....	14
Attendance Policy-VA Students.....	15
Grading System.....	16
Final Grade Reports .....	16
Grading Period.....	16
Conduct.....	16
Job Placement .....	17
Student Services.....	17
Guest Speakers and Special Events .....	17
Previous Education and Training (Transfer of Credit) .....	17
Prior Credit for VA Students.....	18
Transfer of Credit (Program to Program within school).....	17
Advising Assistance.....	18
Release of Student Information .....	18
Students Rights of Access.....	18
Nondiscrimination.....	18
Student Financial Planning/Financial Assistance .....	18
Transcripts.....	18
Graduation and Program Requirements.....	18
Arbitration.....	19
Language.....	19
Credit Hour (Semester) Calculations .....	19
Programs .....	20
Massage Therapy(640).....	21
Nursing Assistant Program.....	25
Multi Skilled - Medical Assisting Program .....	27
Patient Care Technician Program .....	32

## **Mission**

Woodruff Medical Training & Testing recognizes that every student who enrolls does so with the goal of achieving training that will enable them to prepare for career enhancement. Therefore, we are dedicated to assisting each student in reaching his or her goals.

In discharging its responsibility to each student, the school offers training which adequately provides the knowledge and skills needed for entry-level employment.

We are committed to bringing together appropriate staff, curricula, physical facilities, instructional equipment, and all other components needed to deliver an exceptional education experience.

In addition, the inherent philosophy of the school is the belief by Woodruff Medical Training & Testing that each student deserves an equal opportunity to gain entry-level skills and employment in order to become a productive citizen of the community.

## **Objectives of the School**

- Woodruff Medical Training & Testing was established to provide each student with a thorough knowledge of their chosen career.
- The school strives to build confidence, courtesy, poise, and proper conduct in each student through personal instruction.
- The goal, of the school, is to graduate students with a high degree of professional knowledge and practical skills needed for entry level employment in their chosen field of study.

## **Statement of History and Ownership**

Lake Lanier School of Massage dba Woodruff Medical Training & Testing was founded in 1993. Having its charter class in April 1994, we are a premier school of Massage and Allied health in the Northeast Georgia area, and are massage authorized by the Georgia Nonpublic Post Secondary Education Commission (GNPEC). The schools ownership changed in November 2006, and is currently owned by Superior Educational Enterprises. In December 2013 the school began doing business as Woodruff Medical Training & Testing to reflect the broadening of its scope in the Allied Health field. The school Officer/CEO is Gaylinda Lippman-Cuff.

## **Facility**

The Main Campus is located at 675 E.E. Butler Parkway Suite K Gainesville, GA 30501 and is housed in a brick shopping center building with approximately 6400 square feet. The space is devoted to six classrooms and a Massage Therapy, and Nursing Assistant clinic floor. All classrooms are furnished with the necessary equipment for basic learning. There are eight offices, four restrooms, two reception areas and two student lounges.

The branch campus is located at 2131 Pleasant Hill Rd. Duluth, GA 30096 and is housed in a brick shopping center with approximately 2700 square feet. The classroom is furnished with the necessary equipment for basic learning. There is one classroom, restrooms, and an office and break area. The campuses of Woodruff Medical Training & Testing are handicap accessible and have internet accessibility.

## **Equipment**

Equipment used by the students and instructors meet the requisite standards as set forth by our accrediting agencies. This equipment includes but is not limited to: Massage Tables and Chairs, paraffin

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## Woodruff Medical Training & Testing

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unit, and privacy curtains. Medical Assistant and Patient Care Technician Programs equipment includes, Patient exam table, Microscopes, EKG Machine, Centrifuge, Computers, Scale, Patient Bed, Overnight Table, Bedside Commode, Walker, Wheelchair and Blood Pressure Cuffs. To enhance the students learning the school is equipped with an overhead projector, Computers, TV's, VCR's, DVD's, and dry erase boards in each classroom.

Other equipment includes a copy machine, computers, cash register, fax machines and other appropriate business equipment.

### **Library**

The school maintains in its libraries medically relevant texts and reference materials used in conjunction with the curriculum. The library also includes a media center equipped with a TV, DVD/VCR, and relevant videos. It also contains computers with internet and printing capabilities.

### **Accreditation**

Woodruff Medical Training & Testing is accredited by the Accrediting Bureau of Health Education Schools. Requests for additional information on the policies, standards, or procedures of the Accrediting Commission should be addressed as follows:

Executive Director  
Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
(703) 917-9503  
*(The Accrediting Bureau of Health Education Schools  
is an agency nationally recognized by the U.S. Department of Education.)*

Woodruff Medical Training & Testing is approved by the:

Nonpublic Post Secondary Education Commission  
2082 East Exchange Place Suite 220  
Tucker, Georgia 30084  
770-414-3300

Woodruff Medical Training & Testing is approved by the Georgia Medical Care Foundation (GMCF) to deliver the Nursing Assistant Program.

Woodruff Medical Training & Testing is approved with the National Association of Credential Evaluation Services as an on site testing facility for the Nursing Assistant Certification Exam. Woodruff Medical Training & Testing is approved by the Georgia Board of Massage Therapy to teach Therapeutic Massage Therapy.

### **Admission Requirements (All Programs)**

Students must meet the following requirements for Admission to programs at Woodruff Medical Training & Testing;

#### **Patient Care Technician Program**

- High School Graduate or possess a GED.
- Complete an Admissions Interview

- Criminal Background Check which complies with the following:
  - No felony convictions
  - No charges of rape, violent crimes, or crimes against children
  - No charges of crimes against a person

### **Nursing Assistant Program**

- High School Graduate or possess a GED.
- Complete an Admissions interview
- Criminal Background Check which complies with the following:
  - No felony convictions
  - No charges of rape, violent crimes, or crimes against children.
  - No charges of crimes against a person

Race, religion, sex, age, or ethnic origin has no bearing on acceptance.

### **Multi-Skilled Medical Assistant Program**

- High School Graduate or possess a GED.
- Complete an Admissions interview
- Criminal Background Check which complies with the following:
  - No felony convictions
  - No charges of rape, violent crimes, or crimes against children.
  - No charges of crimes against a person

### **Massage Therapy Program**

- High School Graduate or possess a GED.
- Complete an Admissions interview
- Criminal Background Check which complies with the following:
  - No felony convictions
  - No charges of rape, violent crimes, or crimes against children.
  - No charges of crimes against a person
- Race, religion, sex, age, or ethnic origin has no bearing on acceptance.

### **Licensure**

- Students who enroll in the Massage Therapy Program will be required to have a High School Diploma or GED to be able to sit for the Licensure Exams.

### **Students with Disabilities**

Students with disabilities will be accepted for enrollment provided they meet all the requirements to complete their program. No adjustment will be made to the curriculum to compensate for a student's handicap. However, all facilities are handicapped accessible.

### **Holidays**

The school is open twelve months a year except for the following days:

- New Year's Day
- M.L.K. Day

- Presidents Day
- Good Friday
- Memorial Day
- July Fourth
- Labor Day
- Columbus Day
- Thanksgiving Day and the Friday after
- Christmas Day

## School Hours

The Gainesville location is open Monday through Thursday 8:30am to 9:30pm and Friday 9:00am to 3:00pm. .

The Duluth Branch is open Monday through Friday 8:30am to 9:30 pm.

## Grievance Procedure

A grievance is any event, condition, rule, or practice, which the student believes violates his or her civil rights, treats him/her unfairly or causes him/her any degree of unpleasantness while in school.

If at any time a student has a problem with an instructor or staff member, the student should request a meeting with that instructor or staff member to attempt to solve the problem at that level.

If the problem cannot be resolved at that level, the student should request a meeting, with their Education Coordinator, either verbally or in writing.

The Education Coordinator will schedule a meeting within three days after the request, with the student, instructor, staff member or relevant parties in an attempt to bring resolution to the problem.

If the problem cannot be resolved in the meeting, the Campus Director will be notified and schedule a meeting with the teacher, staff member, and student. All relevant parties will be notified within three days of receiving the request.

The problem will be discussed with all concerned parties, and a final decision will be rendered by the Campus Director.

If the student is still dissatisfied with the solution they may contact, in writing either,

Nonpublic Post Secondary Education Commission  
2189 North Lake Parkway  
Building 10 Suite 100  
Tucker, Georgia 30084  
770-414-3300

<http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>

or

## Tuition and Fees

Tuition costs and fees may be obtained from the Admissions Department at the school. (Insert)

## Refund Policy

Refund Policy: All refunds shall be made without requiring a request from the student and within forty-five (45) days from the date that the institution terminates the student or determines withdrawal by the student.

1. Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within forty-five (45) days of the planned start date.

2. Refunds for a student that does not start class:

If tuition and fees are collected in advance of the start date and the student does not begin class, 100% of the tuition and fees collected will be refunded. The refund will be made within forty-five (45) days of the class start date.

3. Refunds for Withdrawal after Class Commences:

Refund Policy for Programs obligating students for periods of twelve months or less.

(i) For an applicant requesting cancellation more than three (3) business days after signing the contract or for a student completing no more than five (5) percent of the instructional time, no less than ninety-five (95) percent of the tuition is refunded.

(ii) For a student completing more than five (5) percent but no more than ten (10) percent of instructional time, no less than ninety (90) percent of the tuition is refunded.

(iii) After the first (10) percent of the period of financial obligation and until the end of the first (25) percent of the period of obligation, the institution shall refund at least (75) percent of the tuition.

(iv) After the first (25) percent of the period of financial obligation and until the end of the first (50) percent of the period of obligation, the institution will refund at least (50) percent of the tuition, and,

(v) After the first (50) percent of the period of financial obligation, the institution may retain all of the tuition.

4. Refund Policy for programs obligating students for periods beyond twelve months.

If the student withdraws during any subsequent period following the first twelve months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section three above.

## **Refund of Title IV Funds (For Clock Hour Students)**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the **60% point in time in the payment period**. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Director or another designated school official. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director or another designated school official must begin the withdrawal process.

The R2T4 calculation is based on the last day of attendance.

For unofficial withdrawals a student's withdrawal date **is the student's Last Date of Attendance (LDA)**

The school's determination that a student is no longer in school for unofficial withdrawals is determined **fourteen (14) consecutive calendar days after the student's Last Date of Attendance**, or the day the student was scheduled to return from a leave of absence.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the scheduled hours in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan

4. Subsidized Direct Stafford Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG

Refunds will be made to the federal programs within 30 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### **Refund of Title IV Funds (for Credit Hour programs)**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the **60% point in time in the payment period**. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director or another designated school official. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director or another designated school official must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date **is the later of the 50% point in the payment period or the Last Date of an Academic Related Activity**.

The school's determination that a student is no longer in school for unofficial withdrawals is determined **45 days after the payment period end date** or the date the student failed to return from an official Leave of Absence.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the days completed in the payment period as of the withdrawal date divided by the scheduled days in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.



If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

If a student earned more aid than was disbursed to him/her the institution would owe the student a post-withdrawal disbursement. For the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Federal Direct Stafford Unsubsidized Loan
2. Federal Direct Stafford Subsidized Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Other Title IV Assistance

Refunds will be made to the federal programs within 30 days of the student's Date of Determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## **Pro Rata Refunds for Veterans**

For individuals utilizing Veterans affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

## **Verification Policy**

If a student's SAR/ISIR is selected for verification, the student must verify/document information on which the EFC was calculated. The purpose of verification is to ensure that the Federal income tax return and other required documentation match the information on the SAR/ISIR. A selected SAR/ISIR has an asterisk (\*) next to the EFC. Verification is required on ISIR's selected by the Department of Education. WMTT will verify all selected ISIR's. Students who have been selected for verification have 14 days from date of notification to provide the required documentation to the Financial Planning Department. Those who fail to provide the documentation within the 14-day deadline will be contacted by the Financial Planning Department to complete a private loan or an WMTT In-school payment plan. However, if the student has extenuating circumstances that will cause the delay in packaging within 30 days of their start date; they will be placed on a list.

If they choose not to take one of these options the student will be terminated from school and will owe for the time they have attended. Once verification has been completed, the aid officer will make any necessary changes or corrections as warranted. If the award changes, the student will be given a Notification of Revised Award letter detailing the changes made in their award package.

### **Satisfactory Academic Progress (For Clock Hour Programs)**

A student must satisfactorily complete a minimum number of hours (percent of work) towards his/her educational goal based on time increments and complete his/her course of study in 1 ½ times the normal time frame for completion.

Satisfactory Progress requires a minimum GPA of 2.0 at all times during the program. If the student falls below a 2.0 GPA for theory or competency, or has less than 67% of the scheduled attendance for a payment period, the student will be placed on warning for the next payment period. A student is considered in satisfactory academic progress while on warning. If he/she does not bring the average up by the end of the warning period all financial aid will be terminated. The Massage Therapy Program is 640 hours/6 months. The maximum period must not exceed 960 attempted hours/10 months.

### **Full Time**

<u>Evaluation Period</u>	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
320 hours	3 months	5 months
640 hours	3 months	5 months

### **Re-establishing Eligibility**

The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until he/she has completed the hours previously paid for with a 2.0 GPA, and will be able to complete the program within the maximum time frame.

### **Course Incompletes/Repetitions/Non-Credit Remedial Courses**

Course incompletes, repetitions, and non-credit remedial courses do not normally apply, but are considered in the maximum time frame for completion.

### **Transfer of Credit**

Transfer hours will be considered when determining the maximum time frame for completion of the program.

### **Withdrawals**

If the student withdraws from the program, the student's maximum time frame is normally not affected, but the student's status at the time of withdrawal could affect the student's financial aid eligibility.

### **Satisfactory Academic Progress (For Credit Hour Programs)**

This policy is established for all students attending Woodruff Medical Training & Testing, and is given to each student on or before the first day of class, and is the same for all students within the program. The institution measures Satisfactory Academic Progress at the end of each payment period. In order to be making satisfactory academic progress toward a certificate, student must maintain qualitative and quantitative standards, and proceed through the program at a pace leading to completion in a specified time frame (no longer than one and a half times the program length).

**Qualitative Standards** are used to measure the quality of student performance in the classes they attempt:

- Student must maintain a cumulative grade point average (GPA) of 2.0.
  - The institution determines GPA based on written exams and practical skills applications.
  - Grades are issued based on the student's performance on the above batteries, and weighted as indicated in the course syllabus.

**Quantitative Standards** are used to measure the quantity of classes taken so that the student proceeds through the program at a pace leading to completion in a specified time frame). To achieve the Quantitative Standards the student must:

- Student must complete 67% of the academic credits attempted in each payment period.
- Student must complete the program within 150% of the program length.
  - The full time Multi Skilled Medical Assistant program is 42 academic credits/35 weeks. The maximum period must not exceed 63 attempted credits/52.5 weeks.
  - The full time Patient Care Technician program is 26.5 credits/27 weeks. The maximum period must not exceed 39.75 attempted credits/40.5 weeks.
  - The full time Medical Insurance Billing and Coding Program must not exceed 47.25 attempted credits/50 weeks

## **Satisfactory Academic Progress (Nursing Assistant Students)**

**Qualitative Standards** are used to measure the quality of student performance in the classes they attempt:

- Student must maintain a cumulative grade average of 80%.
  - The institution determines Grade Average based on written exams and practical skills applications.
  - Grades are issued based on the student's performance on the above batteries, and weighted as indicated in the course syllabus.

**Quantitative Standards** are used to measure the quantity of classes taken so that the student proceeds through the program at a pace leading to completion in a specified time frame). To achieve the Quantitative Standards the student must:

- Student must complete 100% of the credits attempted in each module.
- The full time Nursing Assistant program is 96 hours/4 weeks  
The maximum period must not exceed 6 weeks.

## **Non-Credit Remedial Courses**

As there are NO non credit remedial courses offered at the institution regulations regarding their impact on SAP do not apply.

## **Interruptions/Course Incompletes/Course Repeats/Withdrawals**

Students must meet the specific conditions for incomplete, withdrawals, and repetitions. No student can complete the program with an "I" or "F". All "I" or "F" grades must be made up successfully.

A student returning from LOA will have their maximum time frame extended by the number of days in the LOA. These days will not be included in the student's cumulative attendance percentage. Repeating a subject will affect the maximum time frame. All attempts at courses are counted towards the maximum timeframe.

### **Re-Entry/Transfer of Credit Students**

Students who are granted re-entry to the institution in the same program, regardless of whether or not the institution accepted their transfer of credits, do so under the same warning or probationary status under which they left.

A student who re-enters after dismissal for failure to meet Satisfactory Academic Progress standards within six (6) months or earlier, is readmitted under the same SAP status as at the time of their withdrawal.

Students who are approved for transfer credits from previous enrollments, credits achieved at other institutions, or credits transferred from one program to another will have their amount of total credits, and minimum time from of 1 and ½ (150%) reduced by the number of credits transferred into the program.

If a student has improved their GPA to 2.0, and achieved 67% or greater of the credits offered they are considered in compliance with the institution's Satisfactory Academic Progress policy. Students who have returned to Satisfactory Academic Progress are again eligible for Title IV funding.

If after the three (3) month probationary period a student has not improved their GPA to 2.0, and achieved 67% or greater of the credits offered they will have their Title IV funding withdrawn.

### **Previous Education and Training (Transfer of Credit)**

WMTT does not currently have a reciprocal agreement with any institution for transfer of credits, but will consider credits from learning institutions recognized by the US Department of Education or Council for Higher Education Accreditation.

### **Experiential Learning And Advanced Placement Credit**

The institution does not recognize experiential learning as credit towards any of its programs of study. Nor does it offer advanced placement credit.

### **Financial Aid Warning Status & Appeal Process (for Credit and Clock Hour Programs)**

#### **Warning Status**

If after any designated Satisfactory Academic Progress review a student falls below any criteria, the student is placed on a "Warning" for the next evaluation period.

A student on "Warning" status is eligible for only one (1) Title IV Financial Aid disbursement during this period.

The “Warning” process will be monitored by both the Financial Planning, and Education Departments. If after the “Warning” period a student is meeting both the qualitative and quantitative standards of Satisfactory Academic Progress, they are no longer in “Warning” status and will continue to be eligible for Title IV funding.

If a student does NOT meet both the qualitative and quantitative standards of Satisfactory Academic Progress financial aid will be terminated.

Students who fail to complete the program within the time and ½ requirement will be withdrawn.

### **Appeal Process**

Any student, who is denied Financial Aid because of failure to meet any part of the Satisfactory Academic Progress Standards, may submit a petition to appeal their eligibility if they have not been dismissed by the institution.

Please state any official extenuating circumstances that may occurred. These circumstances may include but are not limited to:

- a) Death in the immediate family.
- b) Hospitalization of student or immediate family member.
- c) Family Emergencies
- d) Legal Problems or Incarceration of a student.
- e) Active Military Duty of student.
- f) Active Military Duty of student.
- g) Loss of Employment of student.

All appeals must be documented using a “Satisfactory Academic Progress Appeal Form”, which will require the student to outline:

- a) Why the student failed to make SAP.
- b) What has changed that will allow the student to make SAP at the next evaluation.

The appeal must be submitted in written form within five (5) days of notification and addressed to Woodruff Medical Training & Testing, 675 E.E. Butler Pkwy Suite K Gainesville, GA 30501, explaining the extenuating circumstances. The student is advised to provide supporting documentation and is advised that the school may request specific documentation of the reason (s) stated in the student appeal.

Students are allowed one (1) appeal for each probationary status. A student who has won an appeal will be placed on academic/financial aid probation.

### **Appeal Committee**

Appeals submitted according to the above guidelines will be reviewed on a case by case basis by an Institutional Review Committee.

This committee will meet monthly to consider each appeal, and consists of members from the following departments:

- a. Financial Planning
- b. Student Services

c. Campus or Regional Director.

All decisions made by the committee are final, and the student is notified within three (3) days of the Committee's decision

### **Probationary Status**

A successful appeal will place the student on probation for the next evaluation period. During the probation the student will be placed on an academic plan.

Students who choose not to appeal their status, or have their appeal denied will be required to make payment arrangements with the institution for any outstanding balance or further charges. Students who fail to make arrangements with institution may be dismissed for non-payment.

### **Academic Plan (After Probation)**

A student who has successfully appealed their probation will be placed on an "Academic Plan". The objective of the Academic Plan will be to bring the student back within the satisfactory guidelines of the qualitative and quantitative standards of SAP.

### **Additional Rules and Regulations**

Students are expected to follow all written rules and regulations. Rules and regulations are furnished to each student upon enrollment and a copy is posted on the school bulletin board. All students are also required to abide by any classroom rules that have been issued by their instructor.

### **Safeguarding of Student Information**

All student records, including personally identifiable information is maintained in locked fireproof file cabinets and/or within a secure, password protected database. Any personal information disseminated in accordance with FERPA guidelines is done so by safeguarding the security of the information by password protected communication, or secure, return receipt confirmation if transmitted in a hard copy.

### **Attendance Policy—VA Students**

Students are required to attend 100% of all scheduled classes. It is assumed that college – level students will conscientiously fulfill their responsibility by attending all classes and contributing with ideas. Significant portions of the training in our programs are hands-on exercises and practice application; therefore, attendance is pertinent in understanding the concepts and procedures taught in class. Moreover, our training programs also provide professional development training for workplace ethics and behavior. (See Attendance Policy)

**Policy:** Students must attend a minimum of 80% of the scheduled hours for the month or they will be considered in violation of the attendance policy. Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b). A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours. The interruption will be reported to the

Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

**Mitigating circumstances** are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

### **Leave of Absence Policy for VA Students**

Any VA student who takes a Leave of Absence (LOA) will have their VA educational benefits discontinued (Use form VAF 22-1999b)."

Students who are in violation of the policy will be placed on probation for the month following the infraction of the policy. When a student is placed on probation they are given the month to correct the attendance infraction. If at the end of the month attendance does not improve, the student may be subject to dismissal.

Attendance is taken daily and recorded, any day student who is absent for three days (3) for Day students or sixteen hours (16) during the month is given a deficiency notice, issued by the instructor. Evening students are given a warning at three (3) days or twelve (12) hours.

At the end of the month if the student has violated the attendance policy, day students twenty four hours (24), these may not be consecutive, (see drop policy), and night students sixteen hours (16) they will be placed on probation. A student "Notice of Probation" form will be issued by the instructor and a copy will be placed in the student file.

If at the end of the month following the infraction the student's attendance has not improved they will be subject to dismissal. The School Director will make this decision.

### **Students have a right to appeal**

The appeal must be submitted in written form within five (5) days of notification and addressed to the "Corporate Director of Financial Aid Woodruff Medical Training & Testing, 675 E.E. Butler Parkway Suite K, Gainesville, GA 30501; explaining the extenuating circumstances. The student is advised to provide supporting documentation and is advised that the school may request specific documentation of the reason (s) stated in the student appeal.

The decision will be made by the School Director and will be final.

## Grading System

-A student must attend no less than 90% of the scheduled hours assigned for each class in the Allied Health Programs to receive a passing grade.

A Grade Point Average of at least 2.0 is required for graduation and the following represents the equivalencies of the grades assigned:

### ***Grade and Record Policies***

1. Final grades for each course are recorded and preserved.
2. Grades are earned and recorded as follows

Designation/Letter Grade	G.P.A Range	Grade Range
A+ - A-	4.0 – 3.8	100 - 90
B+ - B-	3.3 – 2.7	89 - 80
C+ - C-	2.6 – 2.0	79 - 70
D+ - D-	1.5 – 0.7	69 - 65
F	0	64 and below
Inc	0	0
WD “Withdrawal”	0	0

3. Incomplete “Inc” grades will be assigned to classes in which the student fails to meet the minimum attendance requirements listed above. A student will have two (2) weeks at the completion of the module to make up all the required attendance hours for each class. All Incomplete students will carry the grade of zero (0) as part of their cumulative GPA until the make-up period elapses. During this period Title IV funds will not be disbursed to the student’s account. If the hours are not made up during this time, the student will receive a final grade of zero (0) for the class, and will be required to retake the class.

## Final Grade Reports

Instructors are required to submit to the Director the final grade for each student whose name appears on the “Instructor Grade Report”. Instructor grade reports are the official record of the student’s grades and are permanently filed at Woodruff Medical Training & Testing. The “Student Grade Report” at the end of each grading period indicates the student’s academic cumulative average.

## Grading Period

The school operates on a four week module schedule. Students will receive grades at the end of each module.

## Conduct

Students must conduct themselves as adults at all times. Offensive conduct or language will not be tolerated. Good judgment, professional conduct and adherence to the dress code are required of each student regardless of the situation. Students who cannot conduct themselves accordingly will be warned, suspended and/or dismissed.



## **Job Placement**

Woodruff Medical Training & Testing, because of its service to the industry, is able to assist its graduates in locating employment upon completion. At the time of the student's exit interview, employment assistance may be requested. If the student does indeed want assistance, the Job Placement Coordinator will consult our most current jobs available list, contact the prospective employers and, if possible arrange an interview.

While no guarantee of employment can be made, it is of vital importance to the school that assistance in career placement is available to all graduates. Assistance in identifying individual positions, along with support in preparation of resumes and interviewing skills will be provided to all graduates by the placement office. **Placement is not guaranteed.**

## **Student Services**

Woodruff Medical Training & Testing has a student Services department to advocate on behalf of the student. This department exists to help the student be successful throughout their tenure at the school. As issues arise the Student Services department will assist students in overcoming obstacles that interferes with their progress. Referral and agencies and or support groups and a wide variety of social services are available.

## **Guest Speakers and Special Events**

As part of the schools effort to provide a wide range of experiences for students, guest speakers are invited to the school to share their knowledge and expertise in the field. Special events are planned during the school year and are posted on the school bulletin board. Field trips are scheduled by the instructors, with the approval of the Program Coordinator. In some cases these events are mandatory and part of classroom instruction, and other events are highly recommended but not mandatory. Be sure to speak to your instructor for more information.

## **Previous Education and Training (Transfer of Credit)**

WMTT does not currently have a reciprocal agreement with any institution for transfer of credits. Transfer of credit to WMTT from another institution is done on an individual basis and must be approved by the Campus Director.

The institution also does not recognize experiential learning for transfer of credit.

## **Prior Credit for VA Students**

Transcripts will be evaluated for all VA students with prior credit from any institution. VA students must notify the Admissions Representative that they wish to apply for VA benefits at the time of enrollment at which time the student will be notified to request transcripts from all prior institutions attended. WMTT will notify the student of the evaluation, and shorten the program certified accordingly. Whenever a student initially enrolls or change programs a credit evaluation must be completed.

## **Transfer of Credit (Program to Program within school)**

Some courses are common to all programs, those courses may be used as a transfer of credit if transferring to or enrolling in a different program. To determine eligibility please see the Program Manager.

## **Advising Assistance**

Students are encouraged to discuss problems, grades, attendance or any questions they may have with their instructors or with the Student Services department.

## **Release of Student Information**

The school will not release information or records to unauthorized persons or agencies without the specific written permission of the student and/or the student's guardian or parent if the student is a minor.

## **Students Rights of Access**

Records of students are the sole property of the school and may not be removed from the school. Students may review their records upon written request. Records will be made available in the office and may not be taken from the school.

## **Nondiscrimination**

Woodruff Medical Training & Testing will not tolerate discrimination against anyone, generally or specifically, based on race, creed, religion, origin, gender, age, or disability. In accordance with Title IX, section 504, section 104.7 (a), the Campus Director will be available to any person who has a complaint against the School that would fall under Title IX Section 504. The Campus Director at your school or the Director of Finance is located at 675 E.E. Butler Pkwy Suite K Gainesville, GA 30501.

## **Student Financial Planning/Financial Assistance**

Tuition and Fees are due at the time class begins.

Grants and/or loans will be credited to the student account to pay tuition and fees. The student may use any remaining money over and above tuition and fees for supplies, shoes and other educational expenses.

## **Transcripts**

A complete set of student records, including a transcript of grades is kept in a permanent file. One copy of the official transcript and Certificate of Completion is provided to each student free of charge. There is a \$10.00 charge for extra official transcripts or Certificates of Completion.

## **Graduation and Program Requirements**

1. To be eligible for Graduation, the student must:
  - Complete the total number of Institutional Credit Hours for their particular program:
  - Complete 640 Clock Hours of the Massage Therapy Program
  - Complete 42 Academic Credit Hours of the Multi Skilled - Medical Assisting Program
  - Complete 26.5 Academic Credit hours of the Patient Care Technician Program
  - Complete 3.5 Academic Credit Hours of the Nursing Assistant Program
  - Complete 31.5 Academic Credit Hours of the Medical Insurance Billing and Coding Program
2. Meet Satisfactory Academic Progress
3. Meet All Financial Obligations to the School

A Certificate is awarded upon completion. Graduation Exercises are held once a year.

## **Arbitration**

Any controversy claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The terms referenced above “controversy or claim” include, but are not limited to, those against Woodruff Medical Training & Testing, their present and former officers, directors, owners, affiliated entities, partnership, corporations, employees, agents, assignees, and the estates of any of them.

## **Language**

All courses are taught in English.

## **Credit Hour (Semester) Calculations**

15 Hours of Lecture = 1 Credit Hour

30 Hours of Laboratory Work = 1 Credit Hour

45 Hours of Externship of Clinical = 1 Credit Hour

## Programs

### ***Massage Therapy***

640 Clock Hours

Certificate Program/Residential

Method of Instruction: This course is taught through a series of classroom lecture, hands-on laboratory training, and clinical instruction.

Location: Main Campus

The objective of the Therapeutic Massage Therapy Program is designed to prepare students for entry-level positions in the field of Massage Therapy.

A variety of job opportunities may be available to graduates of this program. As massage therapy is integrated more and more into the health care systems, entry-level jobs can be found in rehabilitation centers, physical therapy clinics, pain clinics and in medical offices for Neurology, Podiatry and Chiropractic. Jobs not related to health care directly can be found in spas and resorts, health clubs and on cruise ships. Many massage therapists operate independently.

Students who successfully complete the Therapeutic Massage Therapy Program will possess the necessary skills to take and pass the National Certification Examination for Therapeutic Massage and Body Work (NCBTMB) presented by the National Certification Board for Therapeutic Massage. The student will be academically eligible to apply for licensure with the Georgia Board of Massage Therapy and become employed as a massage therapist. Upon successful completion of the program, graduates will be awarded a Certificate of Completion. Although this program is designed to prepare the student to take the certification exam, the Institute cannot guarantee the student will pass the exam or be approved by the Georgia Board of Massage Therapy for licensure.

To practice Massage Therapy in the state of Georgia, you must apply for licensure with the Georgia Board of Massage Therapy after you have completed your course of study at WMTT. Eligibility requirements for licensure with the state of Georgia include but are not limited to: Passing a state recognized Massage Therapy Certification exam, submitting to a background check required by the state, and having a High School Diploma or GED. The fees for your national certification exam and state licensure are NOT included in your tuition

Enrollment: Monthly on start dates. Students must attend orientation.

<b>Course</b>	<b>Title</b>	<b>Clock Hours</b>
MAS 100	Swedish Massage I	32 hrs
MAS 101	Swedish Massage II	32 hrs
MAS 102	Swedish Massage III	32 hrs
MAS 103	Swedish Massage IV	32 hrs
MAS 105	Pathology	32 hrs
MAS 118	Aromatherapy, Stretching, & Chair Massage	32 hrs
MAS 119	Spa & Hydrotherapy	32 hrs
MAS 113	Documentation and Assessment	32 hrs
GE 100	Medical Terminology	32 hrs
HS 100A	Anatomy & Physiology I	32 hrs
HS 101A	Anatomy & Physiology II	32 hrs
HS 102A	Anatomy & Physiology III	32 hrs

Woodruff Medical Training & Testing

HS 103A	Anatomy & Physiology IV	32 hrs
BIS 100	Professionalism, Business Ethics, & Customer Service	16 hrs
BIS 101	Bookkeeping, Record Keeping, & Financial Planning	16 hrs
MAS 111	Kinesiology	32 hrs
MAS 116	Board Review	32 hrs
MAS 108	Oriental Medicine, Acupressure	16 hrs
MAS 117	Clinical Practice	80hrs
MAS 109	Clinical Assessment	32hrs
Total		640 hrs

Didactic: 27 weeks (days)  
 Six hours per day Monday-Thursday  
 40 weeks (evening)  
 Four hours per day Monday-Thursday

Clinic: A minimum of 80 hours (80 massage credits. See Clinic Handbook) outside of didactic class time. Fridays and Saturdays or additional daytime hours are required to fulfill Student Clinic requirements, Community Events and Senior Projects. Since the duration of the clinic cannot accurately be predicted it may take a longer or shorter time than listed above.

Course Descriptions:

MAS 100 Swedish Massage I 32 Hrs

This course introduces the student to the strokes and hands-on skills that are the ground work for massage techniques used throughout the Massage Therapy program. This course develops communication skills, presents draping and bolstering techniques, and reviews the benefits of, and contraindications for, massage. Students learn the basic strokes of compression, jostling, effleurage, petrissage, friction, vibration, tapotement, and range of motion techniques. In order to reduce mechanical strain and potential for injury, students also study the fundamentals of body mechanics and correct wrist and hand alignment, as well as self-stretching, self care, and stretching exercises.

MAS 101 Swedish Massage II 32 Hrs

This course is designed to introduce the student to the application of massage as a therapeutic modality. Students learn how to apply massage to specific muscles, affects of the facial sheets of the body, palpate the muscles more clearly, work with and against the fiber directions, and work effectively at different levels of the musculature, from the superficial to the deep. This course also provides an introduction to determining strategies/therapeutic techniques, and client/therapist expectations.

Pre-requisites MAS 100

MAS 103 Swedish Massage III 32 Hrs

This course introduces the student to structural deviations, symmetry, and postural deviations. Students learn basic information gathering skills and postural-assessment skills so that they can begin to tailor the massage to the individual needs of their clients. Students will apply massage techniques with increased anatomical specificity to each area of the body. Student learn the benefit and contraindications of therapeutic exercises for clients. Students will learn to perform a fluid one-hour full body massage including basic range of motion techniques.

Pre-requisites MAS 101

MAS 103 Swedish Massage IV 32 Hrs

This course provides an introduction to new techniques and strokes such as myofascial techniques, muscle stripping, tense and reflex stretches, and reciprocal inhibition. This course also provides additional techniques for ROM testing, such as passive, resistive, and isometric techniques. Students will perform assessment, documentation and a fluid one-hour, full body relaxation massage, incorporating all techniques and assessment skills learned in Swedish Massage I-II-III.

Prerequisites MAS 102

MAS 105 Pathology 32 Hrs

This course is designed to introduce the student to pathology with emphasis on conditions seen in massage practice. The direct and indirect causes of disease, the physiological effects of treatment modalities used by massage therapists (massage, heat and cold applications, and selected range of motion to enhance the effects of massage) and associated contraindications.

MAS 113 Documentation/Assessment 32 Hrs

This course is designed to introduce the student to client consultation prior to massage therapy, to include communication, treatment plans, screening and policies and procedures. The student will also learn the elements of preliminary assessment, and how to take a patients temperature and pulse.

MAS 117 Clinical Practice 80 Hrs

In the Therapeutic Massage Clinic students will work with clients with specific medical conditions using learned assessment, evaluation and massage techniques. Students work directly with clients under the direct supervision of a faculty member, learning how to perform an intake interview, keep account records, research medical literature, assess the client, create a treatment plan, and communicate in a meaningful way with the client.

Prerequisites: All Swedish Massage Courses

MAS 118 Aromatherapy, Stretching & Chair Massage 32 Hrs

This course introduces the student to aromatherapy. It is approached with an overview of essential oils and their uses in the massage therapy practice. Students are introduced to selecting, utilizing and blending oils in the practice of massage therapy. Also studied are the basic seated massage sequences utilized in sporting events. Also studies are the basic principles and techniques of stretching and exercise used to enhance the effects of massage and to increase the range of motion at the major joints of the body. The stretching techniques introduced include active and passive stretching, advanced applications of tense and relax and reciprocal inhibition, post-isometric relaxation, and auto-stretching.

MAS 119 Spa Techniques & Hydrotherapy 32 Hrs

This course is designed to introduce the student to the history, benefits and contraindications of hydrotherapy treatments such as cold packs, hydrocolator packs, whirlpools, and saunas. Students will learn and apply appropriate applications utilizing the above methods. This course will also introduce the student to working in a spa environment and the scope of treatment and services. The student will also be introduced to face and scalp massage, body wraps and stone massage.

GE 100 Medical Terminology 32 Hrs

This course is designed to help the student understand the basic function, structure and terminology associated with the human body.

- HS 100A Anatomy and Physiology I 32 Hrs  
This course is designed to introduce the student to the human anatomy and physiology. Various levels of organization of the body are discussed and an overview of the major body systems, tissues organs and functions of each. Homeostasis as an organizing principle for the study of anatomy and physiology and anatomical terminology are covered. The skeletal system is examined, emphasizing its role in movement and posture, and bony landmarks are discussed. In addition to this course also covers the anatomy of the integumentary system.
- HS 101A Anatomy and Physiology II 32 Hrs  
This course is designed to introduce the student to the human muscular system with kinesiology, major muscles of the axial and appendicular segments of the body and there location, origins, insertions, actions, and postural considerations.
- HS 102A Anatomy and Physiology III 32 Hrs  
This course is designed to introduce the student to the structure and function of the nervous system and analyzes the basic kinds of cells that comprise nerve tissue. The endocrine, respiratory, digestive, excretory and reproductive systems are also introduced and examined.
- HS 103A Anatomy and Physiology IV 32 Hrs  
This course is designed to introduce the student to the effects, benefits, indications and contraindications of massage. The circulatory, lymphatic, and immune systems are also examined.
- BIS 100 Professionalism, Business Ethics & Customer Service 16 Hrs  
This course is designed to help the student in business planning, and professional conduct, as well as the advantages and disadvantages of private practice. The student will also be introduced professional compliance, and to establish a standard of professional ethics and a marketing plan.
- BIS 101 Bookkeeping, Record Keeping & Financial Planning 16 Hrs  
This course is designed to help the student to understand the elements of bookkeeping, properly prepare tax returns, and proper billing procedures to insurance companies for services rendered. The student will also be introduced to computer skills and the internet. The student will also be introduced to a professional resume and how to develop a sound financial plan, as well as public presentations.
- MAS 116 Board Review 32 Hrs  
In this course the student will learn the aspects of human movement based on anatomical and mechanical principles
- MAS 108 Oriental Medicine/Acupressure  
16 Hrs  
This course introduces the basic theory and techniques of foot and hand reflexology. Topics include the history o f reflexology, an overview of the reflexes and referral patterns of the feet, zone therapy, zones of the feet relating to specific areas of the body and the techniques for working on the foot reflex zone.  
This course also prepares the student to perform acupressure (a full body Shiatsu sequence working the earth, metal and water meridians) Students study the fundamentals of body mechanics, proper placement of the body to access the meridians, as well as stretches, transitions and protocols for each element.
- MAS 111 Kinesiology 32 Hrs

In this course the student will learn the aspects of human movement based on anatomical and mechanical principles

MAS 109 Clinical Assessment

32 Hrs

In this course the student will review and be assessed on all of the skills needed to successfully participate in the clinic portion of the program.



## **Nursing Assistant Program**

3.5 Credit Hours/96 Clock Hours

Certificate Program/Residential

Method of Instruction: This course is taught through a series of classroom lectures, hands-on laboratory training, and clinical externship instruction.

Location(s) Main Campus/Branch Campus

This is a 96 hour program that meets state requirements for student to pass the Georgia Medical Care Foundation oral and written exams for certification and to function in Hospitals, Nursing Homes and Personal Care Homes as a Certified Nursing Assistant.

**Course Description:** This course introduces the student to basic nursing care and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant to develop student skills in communicating and understanding the residents. Resident safety, infection control, body mechanics, bed making, assisting residents with daily care are some of the topics addressed. Students will demonstrate the importance of meeting elimination needs, basic nutrition fundamentals of taking vital signs, transferring, ambulation & basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patient Bill of Rights, the principles of range of motion and its exercises. The student is also introduced to the clinical aspects of nursing in a skilled care facility

This program is taught on campus and in a Long Term Care Facility  
 Certification Exams are given on Campus after Program completion

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
NA 100A	Fundamentals of Nursing A	1.0
NA 100B	Fundamentals of Nursing B	1.0
NA 100C	Fundamentals of Nursing C	1.0
NA 100D	Fundamentals of Nursing D	0.5
	Total	3.5

NA 100A Fundamentals of Nursing A 1.0 Credits

This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. To develops student skills in communicating and understanding the residents. Understanding resident safety and develop a broad knowledge of infection control. Prerequisites: None

NA 100B Fundamentals of Nursing B 1.0 Credits

This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. To develop student skills in proper body mechanics, learn to make open, closed and occupied hospital beds, and how to become proficient in residents daily care. Prerequisites: NA 100 A

NA 100C Fundamentals of Nursing C

1.0 Credits

This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. Students will also address the fundamentals of taking vital signs, transferring, ambulating, basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patients Bill of Rights, the principles of range of motion, and its exercises.

Prerequisites: NA 100-A & B

NA 100D Fundamentals of Nursing D

0.5 Credits

This is the final course in the Nursing Assistant Program, student will show proficiency in total patient care delivered at a Long Term Facility.

Prerequisites: All Nursing Assistant Courses

**Equipment**

The Nursing Assistant Program utilizes equipment used by the students and instructors that meet all requirements including but is not limited to: Hospital Patient Bed, walker, wheelchair, overbed table, treatment mannequin, gait belts, bedpans, and night stands.

Didactic                72 hrs  
                              3 weeks AM  
                              4 weeks PM

Clinical                24 hrs  
                              1 week AM  
                              2 weeks PM

**Multi Skilled - Medical Assisting Program**

40.5 Credit Hours(1114 Clock Hours)

Certificate Program/Residential

Method of Instruction: This course is taught through a series of classroom lecture, hands-on laboratory training, course preparation and homework assignments, and clinical externship instruction.

Location(s): Main Campus, Branch Campus

The objective of the Medical Assisting Program is to prepare the student to assist physicians and nurses by performing administrative duties and basic clinical duties in an office or medical center. To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation and basic laboratory procedures and tests as well as total patient care. Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities.

The Medical Assisting Program groups its program around knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with an externship in a medical facility.

Enrollment: Monthly on start dates. Students must attend orientation.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
HS 100-A	Health Careers Fundamentals A	3.5
HS 100-B	Health Career Fundamentals B	1.5
MA 100	Basic MA	1.5
MO 111	Computer Keyboarding I	1.0
GE 100	Medical Terminology	2.0
MA 106	Microbiology/Minor Office Surgery	1.5
MA 122	Urinary System/Urinalysis	0.5
MA 108	Disease Process	1.0
MA124	Hematology	3.0
MA 121	Musculoskeletal System	1.0
MA 102	Digestive System/Nutrition	1.0
MA 128	Integumentary System	1.0
MA 110	Respiratory System	1.0
MA 114	Circulatory System/EKG	3.0
HS 105	Administration of Medications	1.5
HS 116	Pharmacology	1.0
MA 118	Special Senses/Nervous System	1.0
MA 112	Reproductive Systems	2.0
MO 113	Medical Office Procedures	1.5
MA 104	Data Base Management	1.5
MA 130	Body Planes/Radiology Safety	1.5
MA 129	Extern Review	1.0
NA 100A	Fundamentals of Nursing A	1.0
NA 100B	Fundamentals of Nursing B	1.0
NA 100C	Fundamentals of Nursing C	1.0
NA 100D	Fundamentals of Nursing D	0.5
MA 132	Externship	3.5

Woodruff Medical Training & Testing

	Total	40.5
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Didactic: 32 weeks (days)  
48 weeks (evening)

Externship: 7 weeks days only

Course Descriptions:

HS 100-A Health Core Fundamentals 3.5 Credits  
 Students are introduced to the structure and function of the human body in health and disease including HIV/AIDS. The correct use of Medical Terminology for the health care setting is also included. This course also provides an overview of the health care delivery system, health occupations and domestic violence. Students learn communication skills and there applications, legal and ethical responsibilities in patient care delivery, including the Health Insurance Portability and Accountability Act of 1996.

HS 100-B Health Core Fundamentals 1.5 Credits  
 Students are introduced to (HIPAA) and prevention of medical errors, computer, math and science basics, employability skills and the importance of promoting wellness. Upon completion of this course the student will be competent in measuring vital signs, recognizing and responding to emergency situations, using safe and secure measures. Infection control procedures are learned, including standard precautions and there application in the work field. Prerequisite: None

GE 100 Medical Terminology 2.0 Credits  
 This course is designed to help the student understand the basic function, structure and terminology associated with the human body.

MA 100 Basic Medical Assistant Skills 1.5 Credits  
 This course is designed to help the student develop skills needed to collect patient data and take vital signs.

MO 111 Computer Keyboarding I 1 Credits  
 This course is designed to introduce the student to the touch system of typewriting which includes practice in the operation of the mechanical parts of a computer. Fundamental skills and techniques are stressed in order to lay a foundation for succeeding courses.

MA 102 Digestive System and Basic Nutrition 1 Credits  
 This course is designed to help the student develop skills needed to identify common diseases, disorders and procedures related to the digestive system. The student should be able to provide information concerning proper diet therapy.

MA 110 Respiratory System 1 Credits  
 This course is designed to help the student develop skills needed to identify structures of the respiratory system, demonstrate the use of a nasal cannula for oxygen administration, and obtain a nose and throat culture.

MA 106 Microbiology, Bacteriology, Asepsis And Minor Office Surgery 1.5 Credits  
This course is designed to help the student develop skills needed to list classes of microorganism and factors influencing the growth thereof, assist in basic laboratory tests using the microscope and prepare equipment by sterilization. In addition the student should be able to apply knowledge of surgical asepsis and of instruments used, to choose proper equipment to assist the physician in various procedures, and to demonstrate both the use of proper hand washing techniques and the correct use of surgical supplies.

MA 122 Urinary System and Urinalysis 0.5 Credits  
This course is designed to enable the student to identify structures and main function of the urinary system and demonstrate the ability to collect clean catch and midstream urine specimens and identify bacteria and other abnormal findings in the urine.

MA 108 Disease Process 1 Credits  
This course was designed to enable the student to describe types of acquired immunity, list methods used to diagnose cancer, develop techniques to use in patient interviews and complete immunization records.

MA 124 Hematology (Blood Chemistry) 3 Credits  
This course is designed to help the student understand the general functions of blood the components of blood plasma and name the four groups and the Rh factor. Students will also discuss common blood tests, ranges and values. This course will also introduce the students to the use of centrifuges, Laboratory Tubes and tapes for testing. Students will also develop skills needed to demonstrate finger sticks for capillary blood tests, set –up slides, practice ABO Grouping and perform Veni-puncture.

MA 121 Musculoskeletal System 1 Credits  
This course is designed to help the student understand the structure, function and pathology of the skeletal and muscular systems and their respective effects on body mechanics. The course familiarizes the student with casting and removal of casts. The course includes with it an overview of medical terminology for topics covered.

MA 128 Integumentary System 1 Credits  
This course is a basic study of the integumentary system with emphasis placed on structure, function, common diseases and diagnostic exams. The second half of this course focuses on first aid and is designed to introduce the student to signs, symptoms and basic emergency care in life threatening situations.

HS 104 Medical Data Base Management 1.5 Credits  
This course is designed to acquaint the students with hands on-experience of medical billing. It will cover the aspects of filling out and using an information sheet, insurance claim forms, superbills, and other billing papers.

MA 114 Circulatory System/EKG 3.0 Credits  
This course is designed to assist the student in understanding the structure and function of the heart, blood vessels and the circulatory and lymphatic systems.  
The course is also devoted to understanding the principles and skills involved with performing and mounting a routine 12-lead EKG. The course includes an overview of medical terminology for topics covered.

HS 116 Pharmacology 1 Credits  
This unit is designed to give the Medical Office Assistant an overview of pharmacology. The course will include legal standards and regulations of drugs, drug enforcement agencies, drug classifications, ordering and storing drugs and references for drug information.

MA 118 Special Senses and Nervous System 1 Credits  
This course is designed to introduce the student to the five special senses; the eyes, the ears, the sense of taste, smell, and touch. This course is also designed to give the student basic information on the structure, function, and pathology of the nervous system. Further, the student will learn the anatomy and physiology of the eye, the ear and the skin, as well as some diseases and disorders. The student will gain an understanding of various tests that the doctor may employ for evaluation purposes.

MO 113 Medical Office Procedures 1.5 Credits  
This course details all aspects of a medical front office and is designed to train the student in medical clerical skills. The course includes accounts payable and accounts receivable, patient scheduling, filing, proper telephone usage, insurance forms, inventory control, purchasing and patient records management.

HS 105 Administration of Medications 1.5 Credits  
This course is designed to help the student develop skills needed to administer medications effectively and safely. The student will be able to demonstrate the use of syringes and needles in order to give a variety of injections. Concepts of math as it relates to drug calculation are also presented in the course.

MA 112 Reproductive System 2 Credits  
This course covers information related to the male and female reproductive system including discussion of contraceptives, pregnancy, birth, and sexually transmitted disease, as well as basic anatomy and physiology, disorders, diseases, diagnostic tests and surgical procedures of the reproductive system.

MA 130 Body Planes/Radiology Safety 1.5 Credits  
This course is designed to familiarize the student with the general structure and layout of the human body, principles of radiation, and the use of X-rays. This section of the course fulfills the state guidelines for X-ray safety and a certification in X-ray safety will be issued upon meeting set criteria.

MA 129 Medical Assisting Practical Extern Review 1.5 Credits  
This course is designed to assist the student in preparation for externship. All clinical phases of the program will be reviewed to assure that the student is capable of functioning on extern. The student will also demonstrate through check-offs their ability to function in the clinical setting.  
Prerequisite: All MA Program Courses

NA 100A Fundamentals of Nursing A 1.0 Credits  
This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. To develop student skills in communicating and understanding the residents. Understanding resident safety and develop a broad knowledge of infection control. Prerequisites: None

NA 100B Fundamentals of Nursing B 1.0 Credits  
This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. To develop student skills in proper body mechanics, learn to make open, closed and occupied hospital beds, and how to become proficient in residents daily care.  
Prerequisites: NA 100 A

NA 100C Fundamentals of Nursing C 1.0 Credits  
 This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. Students will also address the fundamentals of taking vital signs, transferring, ambulating, basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patients Bill of Rights, the principles of range of motion, and its exercises.  
 Prerequisites: NA 100-A & B

NA 100D Fundamentals of Nursing D 0.5 Credits  
 This is the final course in the Nursing Assistant Program, student will show proficiency in total patient care delivered at a Long Term Facility.  
 Prerequisites: All Nursing Assistant Courses

MA 132 Externship 3.5 Credits  
 During this course, the student will spend time in a clinical setting during the day where they will apply the knowledge, skills, and competencies acquired in the classroom. This is the last course of the student's program. Successful completion of the externship is a graduation requirement.  
 Prerequisite: All Courses and Program Coordinator's Approval.

### ***Patient Care Technician Program***

26.5 Credit Hours/640Clock Hours

Certificate Program/Residential

Method of Instruction: This course is taught through a series of classroom lecture, hands-on laboratory training, course preparation and homework assignments, and clinical externship instruction.

Location(s):Branch Campus

The objective of the Patient Care Technician Program is to prepare the student to assist physicians and nurses by performing basic clinical duties in a medical center. To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, patient preparation and basic laboratory procedures and tests. Upon completion of this program graduates will have entry level skills as a Patient Cars Technician and qualify for positions in a variety of health care facilities.

The Patient Care Technician Program groups its program around knowledge and skills required for total patient care in a clinical setting. The program concludes with an externship in a medical facility.

Enrollment: Monthly on start dates. Students must attend orientation.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
HS 100	Health Careers Fundamentals	5.0
PCT 101	Anatomy & Physiology	2.0
MA 124	Hematology	3.0
PCT 102	Specimen Collection/Special Procedures	1.5
GE 100	Medical Terminology	2.0
PCT 104	Patient Data Documentation	1.5
PCT 106	EKG Lab Skills	3.0
PCT 103	Basic Nutrition	1.5
NA 100A	Fundamentals of Nursing A	1.0
NA 100B	Fundamentals of Nursing B	1.0

Woodruff Medical Training & Testing

NA 100C	Fundamentals of Nursing C	1.0
NA 100D	Fundamentals of Nursing D	0.5
PCT 205	Externship	3.5
Totals		26.5

Didactic: 20 weeks (days)  
30 weeks (evening)

Externship: 7 weeks days only  
Four days per week six hours per day

Course Descriptions:

HS 100 Health Core Fundamentals 5.0 Credits  
Students are introduced legal and ethical responsibilities encountered in the medical profession this course also helps the student prepare for entering the job market in the health field. Topics include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview. Students will also understand the importance of positive human relations in the medical field, learn different behavioral theories, apply positive interpersonal skills to work and personal situations, and provide techniques to improve learning skills.

NA 100A Fundamentals of Nursing A 1.0 Credits  
This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. To develops student skills in communicating and understanding the residents. Understanding resident safety and develop a broad knowledge of infection control. Prerequisites: None

NA 100B Fundamentals of Nursing B 1.0 Credits  
This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. To develop student skills in proper body mechanics, learn to make open, closed and occupied hospital beds, and how to become proficient in residents daily care. Prerequisites: NA 100 A

NA 100C Fundamentals of Nursing C 1.0 Credits  
This course introduces the student to basic nursing and clinical skills. Consideration is given to the fundamental role of the Nursing Assistant. Students will also address the fundamentals of taking vital signs, transferring, ambulating, basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patients Bill of Rights, the principles of range of motion, and its exercises. Prerequisites: NA 100-A & B

NA 100D Fundamentals of Nursing D 0.5 Credits  
This is the final course in the Nursing Assistant Program, student will show proficiency in total patient care delivered at a Long Term Facility. Prerequisites: All Nursing Assistant Courses



PCT 101 Anatomy & Physiology 2.0 Credits  
This course is designed to help the student understand the basic function and structure associated with the human body.

GE 100 Medical Terminology 2.0 Credits  
This course is designed to help the student understand the basic function, structure and terminology associated with the human body.

MA 124 Hematology 3.0 Credits  
This course is designed to introduce the student to the structure, function and pathology of the blood. The course mainly covers theory, demonstration and clinical practice of common tests conducted in medical offices and blood drawing techniques such as finger sticks and venipuncture. Instruction in OSHA guidelines is emphasized and must be adhered to in this course. The course also includes an overview of medical terminology for the applicable body system.

PCT 106 EKG Lab Skills 3.0 Credits  
This course is a study of the cardiovascular system with emphasis placed on function, common diseases and diagnostic exams. Topics covered and include the standard 12-lead EKG, rhythm strip and holter monitor.

PCT 102 Specimen Collections/Special Procedures 1.5 Credits  
This course is designed to provide students with skills required to collect various specimens required for tests, and to also perform procedures such as patient assessment, urinary catheterization, and sterile dressing changes.

PCT 103 Basic Nutrition 1.5 Credits  
The first segment of this course is designed to introduce the student to the basic food groups, nutrients, their functions, and the use of therapeutic diets. The second segment is devoted to Basic Life Support which includes a cardio-pulmonary resuscitation certification course.

PCT 104 Patient Data Information/Documentation 1.5 Credits  
This course is designed to introduce the student to hospital and medical abbreviations, communications between health care workers and reading and understanding the patients chart.

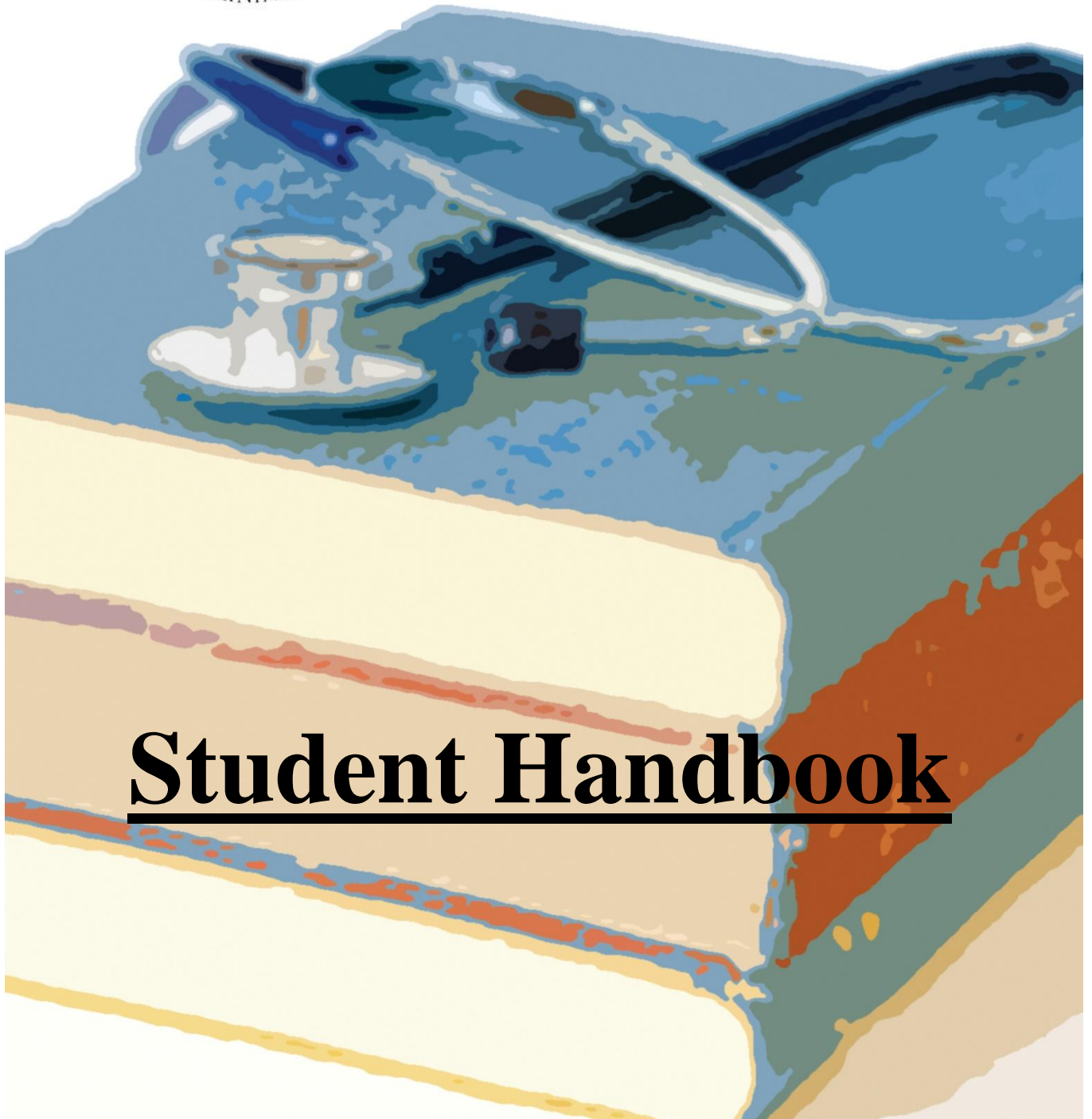
PCT 205 Externship 3.5 Credits  
During this course the student will spend time in a clinical setting where they will apply the knowledge, skills, and competencies acquired in the classroom. This is the last course of the student's program and the externship must be performed during the day. Successful completion of the externship is a graduation requirement.  
Prerequisites: All Courses

## **Administration, Staff and Faculty**

See Insert



# **Woodruff Medical Training & Testing**



# **Student Handbook**

**Table of Contents**

Rules and Regulations..... 37

Conduct..... 37

Dress Code ..... 38

Advisement ..... 38

Attendance ..... 38

Holiday Make-Up Days..... 39

Staff Hours ..... 39

Average Tuition Cost of Attendance ..... 39

Graduation..... 39

Vaccination Statement ..... 39

Withdrawal Policy ..... 39

Leave of Absence Policy (LOA)..... 40

Identification Cards..... 40

Internet Usage ..... 40

Copyright ..... 40

Library..... 41

Student Sexual Harassment Policy ..... 41

Rape Counseling Statement ..... 42

Substance Abuse Statement ..... 42

Safety Procedures..... 43

Emergency Procedures..... 43

Campus Security Officers ..... 44

Reporting a Crime or Emergency ..... 44

Annual Disclosure of Crime Statistics ..... 44

Distribution of Aid..... 45

Entrance and Exit Counseling..... 45

Rights and Responsibilities of Students Receiving Aid ..... 45

Federal Student Aid at A Glance ..... 45

Schedule for Repayment of Student Loans..... 47

Appendix List: ..... 52

## Rules and Regulations

Every student will be required to maintain accepted standards and rules of conduct at all times. Students who do not abide by this are subject to being dismissed from school. Each disciplinary problem will be reviewed separately and the student will be given the opportunity to express his/her side of the situation. A counseling form will be completed and placed in the student's file. In cases where the problem warrants more than a warning, such as active drug usage or insubordination, the student may be terminated immediately. When a student is found to be in repeated violation of the school's rules or if civil or criminal laws have been violated, then disciplinary action up to and including termination may take place.

## Conduct

Woodruff Medical Training & Testing desires to maintain a relaxing and comfortable atmosphere, which promotes personal and academic growth. The rules of conduct are to protect your right to study and practice in a safe, comfortable and professional environment.

1. Students are expected to be courteous and respectful to other students and staff members
2. Students will conduct themselves in a professional manner
3. Loud or excessive behavior, profanity, or rudeness will NOT be tolerated
4. No excessive talking in class
5. No sleeping in class
6. No Verbal Altercations
7. No Use of Cellular, Bluetooth, or any other communication device in class.

One-time violations of any policy may result in the student being notified that s/he has been placed on **ZERO TOLERANCE**. Further re-occurrences, will result in dismissal/termination.

The following may be reasons for immediate dismissal:

1. sexual harassment or implications (language, gestures, obscene materials)
2. disruptive, threatening or abusive behavior
3. fraud and/or dishonesty
4. lying or cheating on tests; falsifying information
5. alcoholic beverages or drugs on premises
6. failure to participate in classroom activities on a continual basis
7. failure to obtain passing grades
8. being under the influence of drugs or alcohol during school hours
9. failure to follow institutional or classroom policies and procedures
10. weapons on school grounds
11. theft of and or damage to school property
12. threat of use of firearms, weapons, ammunition, incendiary devices or explosives on School Premises.
13. physical altercations (fighting).

Sexual Harassment of any form will **NOT** be tolerated:

Sexual harassment is any form of unwelcome sexual attention:

- unwelcome physical touching
- sexual or suggestive comments, jokes or taunts
- unwelcome requests for sex

- the display of clearly sexual material (such as photos, pin-ups or pictures) or reading matter (such as e-mails, faxes or letters; and, includes the use of WMTT computers to access internet for obscene materials)

Profanity will **NOT** be permitted on school property:

Profane material is defined as including language that denotes certain of those personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance. Profane speech is prohibited, if any person profanely curses or swears, may be terminated. (Class 4 misdemeanor)

Possession of Alcohol or Drugs is **NOT** permitted on school property:

Any student who is found in possession of alcohol on school property will be terminated and charged with a felony charge (GA Law: 16-13-31-4)

Weapons are **NOT** permitted on school property:

Any student found to be in possession of weapons of any kind (guns/firearms, knives, ammunition, incendiary devices or explosives) will be terminated.

## Dress Code

Students are required to be in uniform. The dress code will vary from each program and a copy of each program's dress code will be discussed during your orientation sessions. Infractions to the dress code policy will result in disciplinary action. New Students are allowed 2 weeks from their start date to obtain uniforms. All uniforms are to be worn with white tennis shoes. **NO Clogs** and **NO Open-Toe Shoes** allowed.

## Advisement

Student Advising is available upon request, during school hours to help you with academic or related problems. Tutorial assistance in various courses is also made available through scheduled sessions held by your instructor. The faculty and staff conduct periodic seminars on topics such as stress management, infectious disease, career guidance, time management and money management. Drug and alcohol counseling services are available. Information, resources, and referrals are available for those seeking help.

## Attendance

### Allied Health Programs

Students are expected to attend 100% of all scheduled class hours in their program. A student will be permitted to miss up to 10% of the time in each class **ONLY** with an excused absence from the instructor. Excused absences must be requested by the Student no later than the next class session after the absence has occurred.

Students who fail to attend at least 90% of the total hours in each class will receive an "Incomplete" grade for the class until the hours are made up. A student will have no more than two (2) weeks after the completion of a module to make up the hours. Hours that are not made up by this time will result in a zero "0" grade.

The student will be responsible for all information and assignments covered during their absence. All absent hours must be made up in accordance to this policy, and on school premises.

Attendance will be taken by the instructor 3 times a day at the following intervals:

1. At the beginning of class
2. At the mid point of class
3. At the conclusion of class.

Students are responsible, and required to be signed in at each of the above intervals to receive full credit for the day. Students who are no signed in at all three intervals will be credited on the amount of hours that have elapsed between their first and last signature. If there is only one signature, the student will only be credited for the time that has elapsed between the signature and the next interval.

## Holiday Make-Up Days

Each institutionally recognized holiday will have a corresponding scheduled make-up day. A schedule of holidays and make-up days is located on the school calendar. These make-up days are part of the official calendar and students will be required to attend them to continue their rate of progress.

## Staff Hours

Staff Hours are posted. Please be respectful when utilizing staff hours. Individual appointments may be scheduled, if necessary, at the end of the scheduled class period.

## Average Tuition Cost of Attendance

As part of the Consumer Information Requirements mandated by the Department of Education the institution has made available the average tuition cost of attendance using data from all Colleges and Universities within a ten (10) mile radius of the area which it serves. This item is a summary of information which can be found on the *Integrated Postsecondary Education Data Systems (IPEDS)* website at [www.nces.ed.gov/IPEDS](http://www.nces.ed.gov/IPEDS)

Gainesville Avg. Cost of Attendance (09/10)	=	\$13,333.00
WMTT (Gainesville) Avg. Cost of Attendance	=	\$8,150.00
Gwinnett Avg. Cost of Attendance (09/10)	=	\$13,940.00
WMTT (Duluth) Avg. Cost of Attendance	=	\$3,675.00

## Graduation

In order to participate in graduation exercises, students must have successfully completed all the classroom and clinical externship requirements of his/her program and must pay all graduation fees one week prior to the date of the schedule graduation.

## Vaccination Statement

The Hepatitis B vaccination is optional, but encouraged, for enrollment in the Medical Assistant program. Students are permitted to decline or refuse the vaccination, but must sign a waiver.

## Withdrawal Policy

If a voluntary written notice of withdrawal is received by the school, withdrawal is the date of receipt of written notice. Refunds are calculated from the date of written notice, and the school issues the appropriate refund in full to the contracting party within thirty (30) days of withdrawal, according to our refund policy.

Students enrolled in programs with attendance requirements who are absent from the school for fourteen (14) consecutive calendar days will be automatically withdrawn. Refunds are calculated from the last date of attendance, and the school issues the appropriate refund in full to the contracting party within thirty (30) days of withdrawal, according to our refund policy.

Students enrolled in programs with no attendance requirements who have not submitted a voluntary written notice of withdrawal will be withdrawn at the 50% of the payment period. The school's determination that a student is no longer in school for unofficial withdrawals is thirty (30) days after the payment period.

Students may be withdrawn by the institution for failing to follow institutional or classroom rules and regulations.

## **Leave of Absence Policy (LOA)**

Students enrolled at Woodruff Medical Training & Testing may apply for a Leave of Absence (LOA) from their program. The maximum amount of time a student can be on an LOA is one hundred and eighty (180) days in a calendar year. All LOA requests must be submitted in writing or on a "Change of Status" form with supporting documentation when applicable.

In extreme and unusual circumstances a Campus Director may verbally approve an LOA over the phone without a student signature until such time as the student is able to return and sign the form. LOA's are granted for the following reasons, this list is not definitive and all decisions for approval are granted by the Campus Director and are final:

-Medical Conditions                      -Pregnancy                      -Illness or Death of Immediate Family

Students are responsible for returning to school on their return date. Upon return they must report to their Program Manager before returning to class. If the student does not return on their expected date they will be dropped from the program.

A Leave of absence will not be treated as a withdrawal and no return of Title IV funds will be calculated. If the student does not return within the expiration of the leave, Woodruff Medical Training & Testing will calculate the amount of Title IV grant and loan assistance that is to be returned according to the Higher Education Act, 34 CFR 668.22(j)(1)(ii).

## **Identification Cards**

I.D. badges must be worn at all times on campus and during your externship. There will be a \$10.00 charge for loss or damaged card.

## **Internet Usage**

The internet is to be used for educational purposed and/or class related. Recreational internet usage is to be done before or after class. Internet can be used during break time as well.

## **Copyright**

Woodruff Medical Training & Testing makes the internet and other educational items available to students as educational resources. Students must, at all times, respect all copyright laws and intellectual



property of the entities which have produced the items they may be using as part of their training. Students may not knowingly reproduce, download onto WMTT computers, or distribute any copyrighted or intellectually protected material. This includes but is not limited to the following items:

- Images
- Music Files
- Software
- Text

without the expressed written consent of the owners.

Such action may result in criminal or civil charges being filed against the student for infringement of federal copyright or patent law, and immediate dismissal of the student from the institution.

All computer and software equipment, books, and other media used during the course of programs are the property of Woodruff Medical Training & Testing and are made available for the sole use of educational enhancement. These resources may not be used to violate federal copyright or patent law. This includes illegal downloading, copying, sharing, or displaying in public for a fee.

## **Library**

The school's library is located in the Resource Center. The library contains medically relevant texts on a wide range of subject matter. You are also encouraged to use the public or university libraries for further research.

## **Student Sexual Harassment Policy**

It is Woodruff Medical Training & Testing, Inc (WMTT)'s policy to prohibit harassment of any student or employee by any Supervisor, employee, customer, student, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the institution. It is to ensure that at the institution all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee or student's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to the Student Services department, your instructor, or Campus Director. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact any member of management. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the institution will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Students who make complaints in bad faith may be subject to disciplinary action, up to and including expulsion.

## Rape Counseling Statement

It is the intent of Woodruff Medical Training & Testing to make available as needed to student's rape crisis counseling information. Students who have been the victim of rape can request counseling from the following resources:

**Gainesville Campus**  
**Duluth Campus**

**Rape Response Inc. (United Way)**  
**Gwinnett Sexual Assault Center**

**(770) 503-7273**  
**(770) 476-7407**

## Substance Abuse Statement

In keeping with US Public Law 101-226, Section 22: Drug Free Schools and Campuses it is WMTT's obligation to inform you of health risks associated with the use of illicit drugs, and alcohol. Any substance used through needle-sharing increases the risk of AIDS and Hepatitis B.

### Type of Drug and Possible Health Risks

**Stimulants** - Speed up the action of the central nervous system. (A) Amphetamines (i.e speed, crank, uppers) – heart problems, paranoia, death. Affects fetus. (B) Cocaine (i.e. coke, crack) – confusion, physical tolerance, dependency, damage to lungs and nasal membranes, heart problems, paranoia, convulsions, death. Affects fetus.

**Depressants** – Relaxes the central nervous system. (A) Barbituates (i.e. downers) (B) Tranquilizers (i.e. valium, Librium) (C) Methadone (i.e. ludes) – confusion, loss of coordination, tolerance, dependency, seizures, coma, death. Especially dangerous when combined with Alcohol.

**Canabis** – Alters the perception and mood. (A) Marijuana (i.e. grass, pot) (B) Hashish – lung damage, dependence, tolerance, confusion, loss of coordination, decreased sex drive.

**Hallucinogens** – Distort reality (A) Lysergic Acid Diethylamide (i.e. LSD, acid) Mescaline, MDA, MDMA, DMT, STP, Psilocybin – hallucinations, panic, tolerance, flashbacks, possible birth defects in user's children. (B) Phencyclidine (i.e. PCP, Angel Dust) – Depression, irrational behavior, confusion, convulsions, hallucinations, coma, death.

**Narcotics** – Lower pain reception. (A) Heroin. (B) Morphine. (C) Codeine. (D) Opium – lethargy, apathy, loss of judgment and self-control, tolerance, dependence, convulsions, coma, death.

**Deliriant**s – Mental confusion. (A) Aerosol products. (B) Lighter Fluid (C) Paint Thinner and other Inhalants – damage to brain, lungs, convulsions, death.

**Alcohol** – A sedative drug – tolerance, dependence, depression, coma, death. Alcohol abuse is linked to cancer, heart and liver damage, and fetal alcohol syndrome.

### Where to Get Help

Student's who are experiencing alcohol or drug related problems may seek assistance in the Student Services Department where referral and counseling information is available.

## **Safety Procedures**

### **Fire Drills /Actual Fire/Evacuation**

Fire drills are conducted periodically. Administrative personnel, faculty, and students are **required** to participate in the drills. Fire exits are clearly marked in all school areas. Fire extinguishers are visibly attached to walls in hallways and classrooms. Students should familiarize themselves with the fire plans posted on the back of each class room door.

In the case of actual fire or forced evacuation, students should exit the building as established by the fire plan. Once outside the building, students should proceed to the parking area where roll will be taken by your instructor to ensure that all students have cleared the building. Do not return to the building until the “all clear” announcement is made by the Director or acting school official.

### **Inclement Weather**

If weather becomes severe, the school Director will make the decision on whether classes will be canceled. This school will not necessarily close each time public schools are closed, but will follow closings similar to other colleges and technical schools in the area. If day classes are held and weather problems arise later, the decision on evening classes will be made by 3 p.m. and is available by calling the school.

### **Tornado/Serious Weather Alert**

In case of a tornado/serious weather alert, it is important to take shelter immediately. During tornadoes/serious weather alerts you will be instructed by a staff member to gather in a predetermined “safe place.” Students should proceed quietly and in an orderly manner to the designated area. When you arrive in the designated area, sit on the floor, with your back against the wall, knees against your chin, and with your head down.

### **Medical Care and Accidents**

Incident Reports require three signatures: that of the staff person making the report, that of the student, and that of the director or witness from the staff.

### **Accidents**

If you become ill or are injured at school, notify the nearest staff person immediately. If emergency care is required, the staff person will notify the Administrative Office. Staff members will only offer medical care if it is necessary to sustain life. In all other emergency cases an ambulance will be called to escort a student to the proper care facility. Should an accident occur in the school building, it must be written up by a staff person and reviewed by the Director. This accident report/incident reports should be detailed and written in memorandum form within twenty-four (24) hours.

## **Emergency Procedures**

Emergency Procedures are enacted in the event of a campus emergency such as a fire, bomb threat, suspicious person, and an immediate threat in the surrounding area outside the campus. Administrators and staff have been trained to respond to these emergencies so it is important that during such an event you are calm so that you and your classmates can respond to the directions given by your instructor. Students will be briefed on emergency procedures during orientation, and the institution will perform safety drills to measure and improve their response time to such incidents.

## **Lock Down**

A Lock Down is any event occurring outside the campus in the surrounding area where it is determined that the greatest area of safety is inside the campus. These events include a fire or chemical hazard in the surrounding area, or a suspicious person on the grounds.

Faculty and staff members will inform students of this situation by issuing a verbal “Lock Down” signal. Upon hearing this signal all students inside the building should return to their previous classroom to await further instructions. Students outside of the building should immediately return indoors to their previous classroom to await further instructions. Faculty and staff members will secure the exterior doors until the situation returns to normal.

Upon confirmation that the situation is safe a staff member will issue the verbal “All Clear” signal to the students.

## **Secure Building**

A Secure Building event is enacted if there is a threat of violence/gunfire is present, and it is necessary to prevent the perpetrator from entering classrooms or other occupied areas. When a “Secure Building” alarm is activated staff and students should return or remain in their classrooms, close and secure the doors either by locking them, or barricading them with classroom furniture. Students and staff must remain in the classroom until an administrator issues an “All Clear” signal, at which time it is safe to exit the classroom.

## **Evacuate Building**

An evacuate building signal is given in the event that it is no longer safe to occupy the building. This can be due to a fire, chemical spill, or other hazardous condition. An alarm will sound and students must exit the building according to the evacuation plan posted in each room. Students and staff will assemble at a designated area a safe distance from the building.

## **Campus Security Officers**

Woodruff Medical Training & Testing employs Security Officers at some of the campuses. These individuals are off duty law enforcement officers of the precincts in which the campuses are located. The Security Officers therefore have complete police authority to apprehend and arrest anyone involved in illegal acts on campus. Security Officers also have the authority to ask persons for identification, and determine whether visitors have legitimate business for a visit to the campus.

## **Reporting a Crime or Emergency**

All students are encouraged to report any suspicious activity, or criminal behavior to these officers, and campus personnel. Immediate reporting of said activities will insure timely response to incidents and accurate reporting of crime statistics.

## **Annual Disclosure of Crime Statistics**

Woodruff Medical Training & Testing, in cooperation with local law enforcement, gathers and reports crime statistics for each campus. These statistics can be viewed at <http://ope.ed.gov/security/>. The report is also available upon request in the Student Services office.

## **Distribution of Aid**

Aid is distributed at WMTT on an as enrolled basis. Counselors assist current and prospective students in the completion of their FAFSA application if necessary, or allow them to complete the applications in the Financial Planning offices. Those qualifying for Financial Assistance will receive an Award Letter, and discuss financing options with a counselor. PELL GRANT is offered based on the EFC (expected family contribution) calculation and the appropriate Pell is awarded based on the program lengths. The Supplemental Educational Opportunity grant is offered to students with a zero EFC, and matched accordingly. Campus jobs are offered on a need basis and individual ability to perform the job function for as long as the funds are available. WMTT does offer jobs working off campus in a community service program. These jobs usually require an interview. Details are available regarding federal College Work Study Employment in the Financial Planning department of each campus.

## **Entrance and Exit Counseling**

Entrance and exit counseling are required for students who take federal loans both FFELP and FORD Federal Direct Student Loans. These entrance and exit materials are available to students both in the Financial Planning office and online at [www.studentloans.ed.gov](http://www.studentloans.ed.gov).

## **Rights and Responsibilities of Students Receiving Aid**

A detailed list of your rights as a borrower can be found at [www.studentloans.ed.gov](http://www.studentloans.ed.gov).

## **Federal Student Aid at A Glance**

### **What is federal student aid?**

Federal student aid is financial assistance through the U.S. Department of Education that's available if you are enrolled in an eligible program as a regular student at a school participating in our federal student aid programs. Federal student aid covers school expenses such as tuition, fees, room and board, books, supplies, and transportation.

### **What Type of Federal Student Aid Might I Get?**

There are three types of federal student aid:

- Grants- financial aid that does not have to be repaid (unless you withdraw from school and owe a refund).
- Work Study- allows you to earn money for your education.
- Loans- allow you to borrow money for school. You must repay your loans, with interest.

### **What is a Federal Pell Grant?**

Federal Pell Grants are generally awarded to undergraduate students (those who have not earned a bachelor's or graduate degree) who have a financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution (EFC), enrollment status (full or part-time) and whether you attend for a full academic year or less.

The Expected Family Contribution (EFC) is a measure of your family's financial strength and indicates how much of your and your family's resources (for dependent students) should be available to help pay for your education. The EFC is calculated from the information you report on the FAFSA.

## **What is a Federal Supplemental Educational Opportunity Grant (SEOG)?**

SEOG is awarded to undergraduate students with exceptional financial need (those with the lowest EFC who are also eligible to receive full pell grant). SEOG is a need based grant and the amount awarded depends on the other aid you get and the availability of funds.

## **How do you qualify?**

A formula, established by Congress, is used to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. His Your Student Aid Report (SAR) contains this information and will tell you if you are eligible.

## **How much financial aid money can I get?**

Pell grant award amounts can change yearly, but Pell grant awards for the 2016-17 award year (July 1, 2016 to June 30, 2017) ranged from \$591 to \$5,815. Pell grant awards for the 2015-16 award year (July 1, 2015 to June 30, 2016) ranged from \$588 to \$5,775. How much you will receive depends not only on your EFC, but also on the cost of education at your school, whether you're full-time or part-time student and whether you attend school for a full academic year or less.

## **How will I be paid?**

Your school will credit your award to your account. The school will then tell you in writing how and when you will be paid and how much your award will be.

## **How often will I receive funds?**

Schools that do not use formally defined, traditional terms (semester, trimester, or quarter, etc.) must pay you at least twice per academic year.

## **What is the Federal Work-Study (FWS) Program?**

Under the Federal Work Study Program you can work part-time to earn money for your education. The FWS program encourages community service work. You are paid by the hour under the FWS program. The school sets your work schedule; however your school schedule must be considered. Your total FWS award depends on when apply, your level of financial need and your school's funding level.

## **Loans**

Student loans, unlike grants and work-study, are borrowed money that must be repaid, with interest, just like car loans and mortgages. You cannot have these loans canceled because you did not like the education you received, did not get a job in your field of study or because you're having financial difficulty. Loans are legal obligations, so before you take out a student loan, think about the amount you'll have to repay over the years.

## **Types of Loans and Loan Terms**

**Direct Loans-** Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct loans include subsidized, unsubsidized, PLUS and consolidation loans that must be repaid directly to the Department of Education.

**Subsidized Loan-** The U.S. Department of Education will pay the interest that accrues while you attend school. You must have a financial need to qualify for this loan.

- Unsubsidized Loan- The U. S. Department of Education will not pay the interest on this loan. Financial need is not required to qualify for this loan.
- PLUS Loans- Loans that a parent can borrow to help pay the cost of education for their dependent undergraduate children.
- Default- Failure to repay your loan according to the terms agreed to when you signed the promissory note. Defaulting occurs when you fail to make a payment for 270 days if you pay monthly. In many cases defaulting can be avoided by submitting a request for a deferment, forbearance, discharge or cancellation and by providing the required documentation.

## Promissory Notes and Disclosure

- Disclosure Statement- Legal documents that explains your rights and responsibilities to repay your student loans.
- Promissory Notes- A binding legal document you sign when you get a student loan. It's very important to read and save this document because you will need to refer to it later when you begin to repay your loans.
- Deferment- A deferment is a period of time during which no payments are required and interest does not accrue unless you have an unsubsidized loan. The most common types of deferments are in school (at least half time), inability to find full time employment (for up to three years) and economic hardship (for up to three years).
- Forbearance- Forbearance occurs when your lender or loan servicing agency agrees to temporarily reduce or postpone your student loan payment.

**For more information regarding federal student aid you may visit [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov). Also information can be found in the Guide to Federal Student Aid included in your financial planning orientation packet.**

## Schedule for Repayment of Student Loans

### Leaving School: Graduating, Withdrawing, or Dropping Below Half-time

Once you are no longer enrolled at least half time in an eligible program, you'll receive a 6-month grace period (see below) on your Direct Subsidized and Unsubsidized Loans during which you are not required to make loan payments. You must begin repayment at the end of your grace period.

If you have an *in-school deferment* on a Direct Subsidized or Unsubsidized Loan that entered repayment at an earlier date before you returned to school and you graduate, drop below half-time enrollment, or withdraw from school, you will be required to immediately begin making payments on the loan because the 6-month grace period has already been used up; there is no second grace period.

Make sure that both your school and the Direct Loan Servicing Center know that you are no longer enrolled. If you don't begin making payments when required, there is the possibility that you will lose repayment incentives you may have received or even go into default.

Your school is required to ensure that you receive Exit Counseling before you graduate or withdraw. Check with your school to see how exit counseling is conducted, whether as a personal or group exit interview or as a session that you can complete online, for example, at the Direct Loan Servicing Web Site. (<https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>)

## **Grace periods**

When you graduate, drop below half-time, or withdraw from your academic program, you will receive a six-month grace period for your Direct Subsidized and Unsubsidized Loans. Your grace period begins the day after you stop attending school on at least a half-time basis. Once your grace period ends, you must begin repaying your loan(s).

If you re-enroll in school at least half time before the end of your 6-month grace period, you will receive the full 6-month grace period when you stop attending school or drop below half-time enrollment.

There is no grace period for Direct PLUS Loans—the repayment period for each Direct PLUS Loan you receive begins 60 days after your school makes the last disbursement of the loan. However, if you're a graduate or professional student PLUS borrower (or if you're a parent PLUS borrower who is also a student), you can defer repayment while you're enrolled in school at least half time and (for Direct PLUS Loans first disbursed on or after July 1, 2008) for an additional 6 months after you graduate or drop below half-time enrollment.

If you're a parent PLUS borrower, you can defer repayment of Direct PLUS Loans first disbursed on or after July 1, 2008, while the student for whom you obtained the loan is enrolled at least half time, and for an additional 6 months after the student graduates or drops below half-time enrollment.

Remember, if you choose to defer payment on a Direct PLUS Loan, any interest that accumulates during the deferment period will be added to the unpaid principal amount of your loan. This is called "capitalization," and it increases your debt because you'll have to pay interest on this higher principal balance.

## **Reservists Called to Active Duty**

If you are called or ordered to active duty for more than 30 days from a reserve component of the U.S. Armed Forces, the period of your active duty service and the time necessary for you to re-enroll in school after your active duty ends are not counted as part of your grace period. However, the total period that is excluded from your grace period may not exceed three years. If the call or order to active duty occurs while you are in school and requires you to drop below half-time enrollment, the start of your grace period will be delayed until after the end of the excluded period. If the call or order to active duty occurs during your grace period, you will receive a full 6-month grace period at the end of the excluded period.

If you are a reservist called to active duty with the U.S. Armed Forces for more than 30 days, contact the Direct Loan Servicing Center to let us know your status.

## **Choosing a Repayment Plan**

You'll have the choice of several plans, and the Direct Loan Servicing Center will notify you of the date your first payment is due. If you do not choose a repayment plan, we will place you on the Standard Repayment Plan. Most Direct Loan borrowers choose to stay with the Standard Repayment Plan, but there are other options for borrowers who may need more time to repay or who need to make lower payments at the beginning of the repayment period.



## **Consolidation**

If you have multiple federal education loans, you can consolidate them into a single Direct Consolidation Loan. This may simplify repayment if you are currently making separate loan payments to different loan holders, as you'll only have one monthly payment to make. There may be tradeoffs, however, so you'll want to learn about the advantages and possible disadvantages of consolidation before you consolidate. To learn more, visit our website at <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>

## **While You Are in Repayment**

Generally, you'll have from 10 to 25 years to repay your loan, depending on which repayment plan (there are several) you choose. The Direct Loan Servicing Center will notify you of the date your first payment is due. If you do not choose a repayment plan, we will place you on the Standard Repayment Plan, with fixed monthly payments for up to 10 years. Most Direct Loan borrowers choose to stay with the Standard Repayment Plan, but there are other options for borrowers who may need more time to repay or who need to make lower payments at the beginning of the repayment period.

## **Repayment Plans**

The Direct Loan Program offers loan repayment plans designed to meet the needs of almost every borrower. Direct Loans are funded by the U.S. Department of Education through your school and are managed by the Direct Loan Servicing Center, under the supervision of the Department. The Direct Loan Program allows you to choose your repayment plan and to switch your plan if your needs change.

To find out more about repayment options before receiving a Direct Loan, borrowers may contact their school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). To find out more about repayment options before receiving a Direct Loan, borrowers may contact their school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If you currently have a Direct Loan and would like the exact payment amount on your loan, you can find it out online at the website for the Direct Loan Servicing Center or you can call the center at 1-888-447-4460.

Direct PLUS Loan borrowers may only choose from the standard, extended, or graduated options. However, beginning July 1, 2009, student Direct PLUS Loan borrowers may choose the income contingent repayment plan or the income-based repayment plan.

## **Standard Repayment**

With the standard plan, you'll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least \$50, and you'll have up to 10 years to repay your loans.

The standard plan is good for you if you can handle higher monthly payments because you'll repay your loans more quickly. Your monthly payment under the standard plan may be higher than it would be under the other plans because your loans will be repaid in the shortest time. For the same reason - the 10-year limit on repayment - you may pay the least interest.

## **Extended Repayment**

To be eligible for the extended plan, you must have more than \$30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the

same amount each month, as with the standard plan, while graduated payments start low and increase every two years, as with the graduated plan below.

This is a good plan if you will need to make smaller monthly payments. Because the repayment period will be 25 years, your monthly payments will be less than with the standard plan. However, you may pay more in interest because you're taking longer to repay the loans. **Remember that the longer your loans are in repayment, the more interest you will pay.**

### **Graduated Repayment**

With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.

### **Income Contingent Repayment (not available for parent PLUS loans)**

This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans. Under the ICR plan you will pay each month the lesser of:

1. the amount you would pay if you repaid your loan in 12 years multiplied by an income percentage factor that varies with your annual income, or
2. 20% of your monthly discretionary income\*.

If your payments are not large enough to cover the interest that has accumulated on your loans, the unpaid amount will be capitalized once each year. However, capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized.

The maximum repayment period is 25 years. If you haven't fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

### **Income-based Repayment (IBR)**

Under this plan the required monthly payment will be based on your income during any period when you have a partial financial hardship. Your monthly payment may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance of your loans. Income-Based Repayment (IBR) Plan bases your monthly payment on your yearly income and you must have a partial financial hardship to enroll. This plan is an alternative to the Income Contingent Repayment (ICR) Plan and is designed to make repaying education loans easier for students who intend to pursue jobs with lower salaries, such as careers in public service. It does this by capping the monthly payments at a percentage of your discretionary income (the difference between your Adjusted Gross Income and 150% of the poverty guideline for your family size and state of residence). If you are married AND file taxes separately, only your income will be considered when calculating your IBR payment amount. Like ICR, after 25 years of qualifying repayment, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

The IBR Plan is NOT available for repayment of your Direct PLUS Loan(s) made to parent borrowers and/or Direct Consolidation Loan(s) that repaid PLUS Loans made to parent borrowers. If you have these loan types, you must repay them under another eligible repayment plan, even if you select IBR for your other Direct Loan(s).

To participate in the IBR Plan, you must authorize the U.S. Internal Revenue Service (IRS) to inform the U.S. Department of Education (ED) of the amount of your income.

### **Repayment Incentive**

A benefit that the U.S. Department of Education offers borrower to encourage them to repay their loans on time. Under a repayment incentive program, the interest rate charged on borrowers' loans might be reduced. Some repayment incentives programs require borrowers to make a certain number of payments on time to keep the benefits of the repayment incentive.

### **Rebate**

The amount of the up-front interest rebate given to Direct Subsidized Loan, Direct Unsubsidized Loan and Direct PLUS Loan borrowers. The rebate amount is equal to a percentage of the loan amount borrowed. You must make all of your first twelve required monthly payments on time or the rebate amount will be added back to the principal balance on their loans.

\*Monthly discretionary income equals your AGI minus the poverty level for your state of residence and family size, divided by 12. For the current poverty level, see the Poverty Guidelines Chart, which is issued annually by the U.S. Department of Health and Human Services

### **Deferment and Forbearance**

If you want additional information to help you avoid default, visit the Department's Debt Collection Service website.

### **Deferments**

A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized.

You may qualify for a deferment while you are:

- Enrolled at least half time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to 3 years).
- Serving on active duty during a war or other military operation or national emergency or performing qualifying National Guard duty during a war or other military operation or national emergency, and if you are serving on or after Oct 1, 2007, for the 180-day period following the demobilization date for your qualifying service.
- A member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and are called or ordered to active duty while enrolled at an eligible school, or within 6 months of having been enrolled, you are also eligible for a deferment during the 13 months following the conclusion of your active duty service, or until you return to enrolled student status, whichever is earlier.

In most cases, you need to submit a deferment request to the Direct Loan Servicing Center along with documentation of your eligibility for the deferment. Visit their website for more information.

If you've gone back to school and the Direct Loan Servicing Center receives enrollment information that shows you're enrolled at least half time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan. **If you are in default on your loan, you are not eligible for a deferment or forbearance.**

## **Forbearance**

If you can't make your scheduled loan payments, but don't qualify for a deferment, we may be able to give you a forbearance. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting a forbearance are illness, financial hardship or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can get more information by calling the Direct Loan Servicing Center at 1-800-848-0979.

Under certain circumstances, we can automatically give you forbearance, for instance, while we're processing a deferment, forbearance, cancellation, and change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

## **Appendix List:**

- 1. School Calendar**
- 2. Graduation/Placement Statistics**
- 3. Signature Page (Must be signed and placed in Student File)**