



Woodruff Medical and Wellness Training

SCHOOL CATALOG

Version2021.01

1927 Lakeside Pkwy Tucker, GA 30084
(404) 499-1777
www.woodruffmedical.edu

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MISSION STATEMENT

Woodruff Medical Training & Testing recognizes that every student enrolls with the goal of preparing for career enhancement. Therefore, we are dedicated to assisting each student in achieving this goal. As a result, the school offers training which provides the knowledge and skills needed for entry-level employment.

Woodruff is committed to compiling appropriate staff, curricula, physical facilities, instructional equipment, and all other components needed to deliver an exceptional education experience. In addition, the inherent philosophy of Woodruff Medical Training & Testing is that each student deserves an equal opportunity to gain entry-level skills and employment to become a productive citizen of the community.

EDUCATIONAL OBJECTIVES

Woodruff Medical Training & Testing was established to provide each student with a thorough knowledge of their chosen career. The school strives to build confidence and teach proper conduct to each student through personal instruction.

Educational objectives are as follows:

- To equip students with professional knowledge and practical skills needed for entry level employment in the medical field
- To provide opportunities for supervised practical “hands-on” work.
- To expose students to modern equipment and techniques.

FACILITY AND LEARNING RESOURCE SYSTEM

The Main Campus is located at 1927 Lakeside Pkwy, Tucker, GA 30084 and consists of approximately 5,000 square feet, within a shopping center. Instructional space consists of four classrooms, a staff and student break area, and restrooms. Two classrooms are dual purpose instruction space with both lecture and laboratory areas. Each is furnished with the necessary equipment for basic learning. The administrative department consists of six offices, restrooms, and a reception area. The main telephone number to the campus is (404) 499-1777. All of Woodruff Medical Training & Testing’s campuses are handicap accessible and have internet accessibility.

Woodruff houses a learning resource system supplied with books, overhead projectors, TV’s, VCR’s, DVD’s, dry erase boards in each classroom. Other equipment includes a copy machine, computers and other appropriate business equipment. The learning resource system is open the same operating hours of the facility, which provides students access to this room before, during, and after classes are in session. Students may use campus computers provided to access the internet as an additional resource tool.

EQUIPMENT

Equipment meets the required standards as set forth by our accrediting agencies. Equipment includes hospital patient beds, walkers, wheelchairs, and over-bed tables. To enhance the students learning, the school is also equipped with overhead projectors, 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

Woodruff maintains the latest supplemental information and reference materials to be used in conjunction with the curriculum. The library also includes a media center equipped with a TV, DVD/VCR, and relevant videos, as well as computers with internet capabilities and a printer.

ACCREDITATION/APPROVALS

Woodruff Medical Training & Testing is institutionally 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 314N.
Falls Church, VA 22043
Phone: (703) 917-9503 Fax: (703) 917-4109
(ABHES is an agency nationally recognized by the U.S. Department of Education.)

Woodruff Medical Training & Testing is approved by the:

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

The Nursing Assistant program at Woodruff Medical Training and Testing is approved by the:

Georgia Medical Care Foundation
1455 Lincoln Pkwy Suite 800
Atlanta, GA 30346
678-527-3000

ENROLLMENT, GRADUATION AND JOB PLACEMENT STATISTICS

Woodruff Medical and Wellness Training reported the following enrollment and outcomes metrics for the most recent 2019-2020 reporting period:

Program	Total Enrollment	Graduation Rate	Job Placement Rate
Patient Care Technician	112	73.00%	97.00%
Medical Assistant	173	77.00%	87.00%
Nursing Assistant	88	94.00%	86.00%

ADMISSIONS REQUIREMENTS

Students enrolling at Woodruff must:

- Be at least 17 years of age
- Provide proof of High School Education Completion
- Be legally entitled to live and work in the United States.
- Provide an Identification Picture prior to enrollment
- Provide proof of a criminal background check

Applicants convicted of a felony or charges of rape, violent crimes, crimes against a person or crimes against children will not be permitted to enroll. Prospective students with other items on their criminal record may be considered for enrollment by the Acceptance Committee and must sign a Background Disclosure Waiver.

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a scheduled campus tour. Qualified applicants accepted to Woodruff will be placed in their programs based on a first come,

first serve basis. High School transcript, diploma, GED, and proof of home school completion at a secondary level according to State regulations are acceptable forms of completion. All enrollments are subject to the approval of an Acceptance Committee. Woodruff does not admit students on an ability to benefit basis.

CRIMINAL BACKGROUND CHECK

- All students who choose to enroll in the institution must submit to a criminal background check. Students who refuse will not be permitted to enroll.
- Students who have felony convictions on their records will not be permitted to enroll.
- Students with convictions or charges of rape, violent crimes, crimes against a person or crimes against children will not be permitted to enroll.
- Students with other items on their criminal background may be considered for enrollment by the Acceptance Committee and must sign a Background Disclosure waiver.

LICENSURE

Students who enroll in certain programs must have a High School Diploma or GED to register for the national certification or state licensure exams.

STUDENT SCHEDULE

Woodruff only offers a full-time schedule. Students are scheduled to attend 20 hours per week.

STUDENT APPEARANCE

As in many industries, Allied Health professionals' appearance is important due to the nature of the job. To prepare our students for successful transition into one of these careers, the following requirements have been established for the appearance of students enrolled in one of the allied health training programs. Tattoos are required to be covered at all times while on campus, extern sites, and while wearing the Woodruff uniform. Also, students with facial piercings are required to remove all jewelry prior to entering Woodruff facilities.

ENROLLMENT DATES AND HOLIDAYS

Woodruff recognizes New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day as holidays. The school is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions, local radio and TV stations will be advised and the announcement will be posted on the school's website. Students are advised to refer to these resources for updates on school closings.

ACADEMIC CALENDAR

The following table illustrates the program start dates and anticipated graduation dates:

DAY CLASSES	
MEDICAL ASSISTANT DAY	
Start Date	Graduation Date
January 4, 2021	August 12, 2021
February 1, 2021	September 9, 2021
March 1, 2021	October 7, 2021
March 29, 2021	November 4, 2021

April 26, 2021	December 2, 2021
May 24, 2021	December 30, 2021
June 21, 2021	January28, 2022
July 19, 2021	February 24, 2022
August 16, 2021	March 24, 2022
September 13, 2021	April1 21, 2022
October 11, 2021	May 19, 2022
November 8, 2021	June 16, 2022
December 6, 2021	July 14, 2022
PATIENT CARE TECHNICIAN	
Start Date	Graduation Date
January 4, 2021	July 8, 2021
February 1, 2021	August 5, 2021
March 1, 2021	September 2, 2021
March 29, 2021	September 23, 2021
April 26, 2021	October 28, 2021
May 24, 2021	November 25, 2021
June 21, 2021	December 23, 2021
July 19, 2021	January20, 2022
August 16, 2021	February 17, 2022
September 13, 2021	March 17, 2022
October 11, 2021	April 14, 2022
November 8, 2021	May 12, 2022
December 6, 2021	June 9, 2022

EVENING CLASSES

MEDICAL ASSISTANT	
January18, 2021	November 18, 2021
March 1, 2021	December 30, 2021
May 24, 2021	March 24, 2022
August 16, 2021	June 16, 2022
September 27, 2021	July 28, 2022
December 20, 2021	August 20, 2022
PATIENT CARE TECHNICIAN	
Start Date	Graduation Date
January 4, 2021	July 8, 2021
February 1, 2021	August 5, 2021
March 1, 2021	September 2, 2021
March 29, 2021	September 23, 2021
April 26, 2021	October 28, 2021
May 24, 2021	November 25, 2021
June 21, 2021	December 23, 2021
July 19, 2021	January20, 2022
August 16, 2021	February 17, 2022
September 13, 2021	March 17, 2022
October 11, 2021	April 14, 2022
November 8, 2021	May 12, 2022
December 6, 2021	June 9, 2022

PROGRAM OFFERINGS

All programs are delivered in English.

MEDICAL ASSISTANT

Program Structure:	36.5 Credits / 1003.5 Clock Hours
Credential:	Certificate
Delivery:	Residential
Instruction Method:	This course is taught through a series of classroom lecture, hands-on laboratory training, course preparation and homework assignments, and clinical externship instruction.

PROGRAM DESCRIPTION: The objective of the Medical Assistant 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 medical practice, 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 Assistant Program bases 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.

PROGRAM OBJECTIVES

- Prepare student with tools to care for patients and support medical personnel
- Perform medical tasks such as
 - Patient history
 - Take vital signs
 - Examination preparation
 - Assist in minor surgeries
 - Medicine administration
 - Basic laboratory procedures
- Prepare student for front office management
- Project professionalism, visual poise and proper appearance
- Understand the basic knowledge and skills necessary for entry level health care employment
- Understand the ethical conduct necessary for medical employment
- Successfully accomplish a passing score on the examination for licensure.

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction relating to useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various textbooks will be used in conjunction with a dry erase board and markers; audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each session. If the student did not satisfactorily complete the term according to the grading system, a completion plan will be devised for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are two instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are compiled by the number of points possible according to the number of questions. Grades will be then recorded and retained by Woodruff regarding the student's progress in his/her program of study.

Laboratory work is evaluated on a regular basis. Students are graded on theory and clinical work. Letter grades are attached to these scores based upon the following chart:

Grade	GPA	Range
A	3.7 – 4.0	90-100
B	2.7 – 3.6	80-89
C	2.0 – 2.6	70-79
F	1.9 or below	69-Below
WF	N/A	Withdrawal Fail
W	N/A	Withdrawal

MEDICAL ASSISTANT CURRICULUM

Course	Title	Credit Hours
MA 101	Anatomy & Physiology & Medical Terminology I	6.5
MA 102	Anatomy & Physiology & Medical Terminology II	6.5
MA 103	Basic Clinical Skills	5.0
MA 104	Hematology	5.0
MA 105	Introduction to Insurance Billing	5.0
MA 106	Externship Preview	5.0
MA 107	Clinical Externship	3.5
Totals		36.5

MEDICAL ASSISTANT SCHEDULE

Program Schedule	Length (Day Schedule)	Length (Night Schedule)
Didactic	25 Weeks	44 Weeks
Externship	7 Weeks	NA

COURSE DESCRIPTIONS

MA 101 ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY I: This course is designed to help the student understand the basic function and structure associated with the human body and terminology. (Prerequisites: None)

MA 102 ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY II: This course is designed to help the student understand the basic function and structure associated with the human body and terminology. (Prerequisites: MA 101)

MA 103 BASIC CLINICAL SKILLS: Students will receive the basic knowledge needed to perform clinical duties as they pertain to the medical office. Students will also perform a variety of skills to prepare them for the medical office. (Prerequisites: MA 101, MA 102)

MA 104 HEMATOLOGY: This course is designed to introduce the student to the structure, function and pathology of the blood. The course covers theory, demonstration and clinical practice of common tests conducted in medical offices, and techniques for drawing blood (such as finger sticks and vein- puncture). Instruction in OSHA guidelines is emphasized and must be followed in this course. The course also includes an overview of medical terminology for the applicable body system. (Prerequisites: MA 101, MA 102)

MA 105 INTRODUCTION TO INSURANCE & BILLING: This course begins with an overview of coding concepts, terms, and procedures. Students will learn how to use the CPT manual and Level II National Codes (HCPCS). Students will also learn how to use both the ICD-9-CM and the CPT manuals to describe diagnoses and procedures, and how to provide accurate and consistent codes for services provided in an outpatient setting. Student will also learn how to do Crosswalks from ICD-9 to ICD-10. This course is also designed to familiarize students with different insurance terminology and understand the difference in Managed Care and government issued plans. The students will learn how to process CMS- 1500 Insurance claim forms, do math calculations, follow-up procedures for denied claims, and general skills as they relate to medical insurance. (Prerequisites: None)

MA 106 EXTERNSHIP PREVIEW: This course is designed to give the student the necessary time to complete all requirements to begin their externship and review testing material for the national exam. (Prerequisites: MA 101, MA 102, MA 103, MA 104, MA 105)

MA 107 CLINICAL EXTERNSHIP: 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. Successful completion of the externship is a graduation requirement. (Prerequisites: MA 101, MA 102, MA 103, MA 104, MA 105, MA 106)

PATIENT CARE TECHNICIAN

Program Structure: 26.5 Credits / 760 Clock Hours
Credential: Certificate
Delivery: Residential
Instruction Method: This course is taught through a series of classroom lecture, hands-on laboratory training, course preparation and homework assignments, and clinical externship instruction.

PROGRAM DESCRIPTION: 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 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 Care Technician and qualify for positions in a variety of health care facilities.

PROGRAM OBJECTIVES: Upon completion of the program the graduate will be able to:

- Assist physicians and nurses by performing basic clinical duties in a medical center
- Assist clients and/or patients with non-medical services and care
- Prepare students with skills to care for patients and support medical personnel
- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper appearance.
- Effectively communicate and interact with colleagues, supervisors and clients.
- Understand the basic knowledge and skills necessary for entry level health care employment
- Understand the ethical conduct necessary for medical employment

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction relating to useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various textbooks will be used in conjunction with a dry erase board and markers; audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of

each session. If the student did not satisfactorily complete the term according to the grading system, a completion plan will be devised for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are two instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are compiled by the number of points possible according to the number of questions. Grades will be then recorded and retained by Woodruff regarding the student's progress in his/her program of study.

Laboratory work is evaluated on a regular basis. Students are graded on theory and clinical work. Letter grades are attached to these scores based upon the following chart:

Grade	GPA	Range
A	3.7 – 4.0	90-100
B	2.7 – 3.6	80-89
C	2.0 – 2.6	70-79
F	1.9 or below	69-Below
WF	N/A	Withdrawal Fail
W	N/A	Withdrawal

PATIENT CARE TECHNICIAN CURRICULUM

Course	Title	Credit Hours
HS 100	Health Careers Fundamentals	5.0
PCT 101	Anatomy & Physiology	2.0
MA 124	Circulatory System/EKG	3.0
PCT 102	Specimen Collection/Special Procedures	1.5
GE 100	Medical Terminology	2.0
PCT 104	Patient Data Documentation	1.5
MA 125	Vascular System/Blood Collection	3.0
PCT 103	Basic Nutrition	1.5
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
PCT 205	Externship	3.5
	Total	26.5

PATIENT CARE TECHNICIAN SCHEDULE

Program Schedule	Length (Day Schedule)	Length (Night Schedule)
Didactic	20 Weeks	30 Weeks
Externship	7 Weeks	NA

COURSE DESCRIPTIONS

HS 100 HEALTH CAREER FUNDAMENTALS: Students are introduced to legal and ethical responsibilities encountered in the medical profession. This course also helps the student prepare for entering the job market in the health care field. Topics include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and

having a successful interview. Students will also understand the importance of positive human relationships in the medical field, learn different behavioral theories, apply positive interpersonal skills to work and personal situations, and provide techniques to improve learning skills.

PCT 101 ANATOMY & PHYSIOLOGY: This course is designed to help the student understand the basic function and structure associated with the human body.

MA 124 CIRCULATORY SYSTEM/EKG LAB SKILLS: This course is a study of the Circulatory system with an emphasis on function, common diseases and diagnostic exams. Topics include the standard 12-lead EKG, rhythm strip and holter monitor.

PCT 102 SPECIMEN COLLECTIONS/SPECIAL PROCEDURES: This course is designed to provide students with the necessary skills to collect various specimens required for tests, and to also perform procedures such as patient assessment, urinary catheterization, and sterile dressing changes.

GE 100 MEDICAL TERMINOLOGY: This course is designed to help the student understand the basic function, structure and terminology associated with the human body.

PCT 104 PATIENT DATA INFORMATION / DOCUMENTATION: This course is designed to introduce the student to hospital and medical abbreviations, communications between health care workers, and reading and understanding the patient's chart.

MA 125 VASCULAR SYSTEM/BLOOD COLLECTION: This course is designed to introduce the student to the structure, function and pathology of the blood. This course covers theory, demonstration and clinical practice of common tests conducted in medical offices and techniques for drawing blood (such as finger sticks and venipuncture). Instruction in OSHA guidelines is emphasized and must be followed in this course. The course also includes an overview of medical terminology for the applicable body system.

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

NA 100A - FUNDAMENTALS OF NURSING A: This course introduces the student to basic nursing and clinical skills which include communicating and understanding the residents, understanding resident safety and developing a broad knowledge of infection control. Prerequisites: None

NA 100B - FUNDAMENTALS OF NURSING B: This course introduces the student to basic nursing and clinical skills including 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: This course introduces the student to basic nursing and clinical skills including the fundamentals of taking vital signs, transferring, ambulating, basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patients' Bill of Rights, and the principles of range of motion exercises. Prerequisites: NA 100-A & B

NA 100D FUNDAMENTALS OF NURSING D: This is the final course in the Nursing Assistant Program. Students will show proficiency in total patient care at a long-term facility. Prerequisites: NA 100 A, B, C

PCT 205 EXTERNSHIP: 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

NURSING ASSISTANT

Program Structure:	3.5 Credits / 96 Clock Hours
Credential:	Certificate
Delivery:	Residential
Instruction Method:	This program is taught through a series of classroom lectures, hands-on laboratory and clinical externship instruction

PROGRAM DESCRIPTION: This program introduces the student to basic nursing care and clinical skills such as communicating with and understanding the residents. Resident safety, infection control, body mechanics, bed making, and assisting residents with daily care are some of the topics addressed. Students will demonstrate the importance of elimination needs, basic nutrition, fundamentals of taking vital signs, patient transfers, basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patient Bill of Rights, the principles of range of motion. The student is also introduced to the clinical aspects of nursing in a skilled care facility. The program is taught on campus and in a long-term care facility. Certification exams are given on campus after program completion.

PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

- Prepare students with tools to care for patients and support nursing personnel
- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper appearance.
- Effectively communicate and interact with colleagues, supervisors and clients.
- Understand the basic knowledge and skills necessary for entry level nursing assistant employment
- Understand the ethical conduct necessary for medical employment
- Successfully accomplish a passing score on the Georgia Medical Care Foundation certification exam.

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction relating to useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various textbooks will be used in conjunction with a dry erase board and markers; audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each session. If the student did not satisfactorily complete the term according to the grading system, a completion plan will be devised for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are two instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are compiled by the number of points possible according to the number of questions. Grades will be then recorded and retained by Woodruff regarding the student's progress in his/her program of study.

Laboratory work is evaluated on a regular basis. Students are graded on theory and clinical work. Letter grades are attached to these scores based upon the following chart:

Grade	GPA	Range
A	3.7 – 4.0	90-100
B	2.7 – 3.6	80-89
C	2.0 – 2.6	70-79
F	1.9 or below	69-Below
WF	N/A	Withdrawal Fail
W	N/A	Withdrawal

NURSING ASSISTANT CURRICULUM

Course	Title	Credit Hours
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

NURSING ASSISTANT SCHEDULE

	Length (Day Schedule)	Length (Night Schedule)	Hours
Didactic	3 Weeks	5 Weeks	72
Clinical	1 Week	1 Weeks	24

COURSE DESCRIPTIONS

NA 100A - FUNDAMENTALS OF NURSING A: This course introduces the student to basic nursing and clinical skills such as communicating with and understanding the residents , understanding resident safety, and developing a broad knowledge of infection control. Prerequisites: None

NA 100B - FUNDAMENTALS OF NURSING B: This course introduces the student to basic nursing and clinical skills such as proper body mechanics, learning to make and operate hospital beds, and how to become proficient in residents’ daily care. Prerequisites: NA 100 A

NA 100C FUNDAMENTALS OF NURSING C: This course introduces the student to basic nursing and clinical skills such as 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. Prerequisites: NA 100-A & B

NA 100D FUNDAMENTALS OF NURSING D: This is the final course in the Nursing Assistant Program. Students will show proficiency in total patient care at a long-term facility. Prerequisites: NA 100 A, B, C

DEFINITION OF CREDIT

Woodruff utilizes the semester credit formula for determining academic credit.

15 Contact Hours Lecture Instruction = 1 Semester Credit
 30 Contact Hours Laboratory Instruction = 1 Semester Credit
 45 Contact Hours Externship Instruction = 1 Semester Credit

A Contact Hour is defined as not less than fifty (50) minutes for every sixty (60) minutes of time.

ACADEMIC YEAR

The full-time definition for an academic year is 24 credits and 30 weeks.

GRIEVANCE POLICY

If there is a grievance from a student, the following procedures must be followed:

The student must submit the detailed grievance in writing to the Campus Director. The Campus Director and one member of Woodruff's advisory committee will review the matter and make a decision within 10 business days of receiving the grievance. The conclusion will be provided to the student in written form. Decisions made by the Director or committee member are final. If a complaint is not settled at the institutional level, the student may contact the Institution's accrediting agency:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike Suite 314N Falls Church, VA 22043; (703) 917-9503

If the response from the accrediting agency fails to solve the student's grievance and the student wishes to pursue it further, please contact, in writing:

Georgia Nonpublic Postsecondary Education Commission:
2082 E. Exchange Pl. Ste. 220 Tucker, GA 30084; (770) 414-3300;
<https://gnpec.georgia.gov/student-resources/student-complaints/gnpec-student-complaint-form>

STATEMENT OF HISTORY AND OWNERSHIP

Woodruff Medical Training and Testing was founded in 2001. Its charter class began in January 2001. Ownership changed in 2006 when it was purchased by Superior Education Enterprises and again in 2018 when it was purchased by Genesis Career Group, Inc. Richard J. Bundy is sole shareholder of Genesis Career Group, Inc. and serves as its Chief Executive Officer.

NONDISCRIMINATION

Woodruff Medical in its admission, instruction, and graduation policies does not discriminate based on race, sex, religion, handicap, disability, creed, color, national origin, ethnic origin, age, marital status and military status. In accordance with Title IX, section 504, section 104.7 (a), the Director of Finance will be available to any person who has a complaint against the School that would fall under Title IX Section 504.

STUDENT SERVICES

The Campus Director at Woodruff provides Student Services to advocate on behalf of the student. These services exist to help the student be successful throughout their tenure at the school. As issues arise WMWT personnel will assist students in overcoming obstacles that interfere with their progress. Referral and agencies and or support groups and a wide variety of social services are available.

STUDENT ADVISEMENT/TUTORING: All WMWT students are offered academic; attendance, career, and personal advising that might affect their completion of the course. Tutoring is available for students having trouble understanding and learning the material contained in the training programs. Tutoring sessions are scheduled outside of the normal classroom instruction hours at no additional cost. Arrangements may be made with the Program Instructor.

DEVELOPMENT SEMINARS: 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.

NEW STUDENT ORIENTATION: Orientation for new students is held on the first day of classes to acquaint students with WMWT policies, procedures and personnel.

GUEST SPEAKERS AND SPECIAL EVENTS: As part of Woodruff's 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.

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 disability. However, all facilities are handicapped accessible. If there is an unmet need that we can remedy, please contact the campus director or program director at each campus during regular business hours to discuss reasonable accommodations to make our schools a more comfortable environment for all people.

EMPLOYMENT ASSISTANCE

WMWT is committed to assisting in the placement of every graduate student seeking employment, not only upon graduation, but also during their entire career. WMWT will not guarantee a job, but we are always willing to assist in placement. Each campus employs a representative responsible for maintaining information on career opportunities available within the campus community as well as maintaining relationship with potential employers. Please be advised: if a student has a criminal background history WMWT may not be able to place that student with employment.

WMWT provides extra-curricular employment preparedness services including:

- Resume writing classes
- Mock job interviews / hiring practice role playing
- Business attire classes
- Professional development classes

WMWT provides coursework within the curriculum focused on employment preparedness that are specific to the program of enrollment including:

- Externship opportunities that grant opportunity to apply skills and knowledge learned
- Mock state board coursework that recreates state licensure exams providing a realistic expectation
- Continued career placement for graduates

ATTENDANCE POLICY

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 six weeks (6) 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 2 times a day at the beginning and end of class. Students are expected to attend 100% of all scheduled class hours in the NA and Extern portion of their program.

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 not signed in at both intervals will be credited on the number 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 contained in 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.

EDUCATIONAL COSTS AND FINANCIAL AID

	Sem Credit Hrs.	Admin Fee	Books	Supplies	Tuition	Total Cost
Medical Assistant	36.5	\$1,000	\$315	\$900	\$12,695	\$14,910
Patient Care Technician	26.5	\$1,000	\$495	\$900	\$10,495	\$12,890
Certified Nursing Assistant	3.5	NA	NA	\$188	\$752	\$995

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. In addition to costs for your tuition and fees, financial aid programs also estimate how much it costs to live under various circumstances (i.e., depending upon whether you live with your parents, or in a separate location).

To estimate the total expenses at this school, we have prepared the following chart based upon the Bureau of Labor Statistics research on a modest, but adequate standard of living under various conditions. (i.e., depending upon whether you live with your parents, or in a separate location). The cost of tuition, fees, supplies and equipment for the program in which you intend to enroll must be added to these figures. This estimate is based upon one half of the cost of a two-bedroom apartment for students not living with parents and one half of that cost for students living at home with a parent.

ESTIMATES OF WEEKLY LIVING EXPENSES-TUCKER, GA

Estimated Weekly Expenses	Students Living with Parents	Single Student Not Living with Parents
Room and Board	\$584.33	\$779.11
Transportation	\$40.78	\$40.78

Professional judgment can be given for unusual circumstances, such as expenses for a disabled relative, dependent childcare, etc. We can adjust your budget for these circumstances; however, this will require detailed documentation.

FINANCIAL ASSISTANCE AND PLANNING

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. 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. Woodruff participates in the following Title IV Financial Aid Programs:

FEDERAL PELL GRANT/SEOG: Federal Pell Grants and Supplemental Educational Opportunity Grants are awards to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The awards

range up to \$5,815.00. The amount of the Pell Grant award you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at your school.

Students are eligible for a lifetime maximum Pell award equal to 600% of 1 year's eligibility. Students are eligible for 100% of the award year Pell Grant if they have less than 500% Lifetime Eligibility Used (LEU). Students who have used more than 500%, but less than 600% shall be eligible to receive a partial Pell grant award based on the percentage LEU remaining. Once a student receives the maximum LEU, they are no longer eligible for any Pell Grant assistance.

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.

WILLIAM D. FORD FEDERAL DIRECT STUDENT LOAN PROGRAM (DL): Many students rely on federal government loans to finance their educations. These loans, administered by "Direct Lending Schools", are provided by the US government directly to students and their parents. They all have low interest rates and the student loans do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. Students eligible for the DL program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits, or their estimated cost of attendance.

All Direct Loans are either **subsidized** (the government pays the interest while you're in school) or **unsubsidized** (you pay all the interest, although you can have the payments deferred until after graduation). To receive a subsidized Direct Loan, you must be able to demonstrate financial need. For first time borrowers, loans originated after July 1, 2013 will be eligible to receive a subsidy for 150% of the scheduled academic program length. Transfer students with have any prior subsidized loan subtracted from the maximum eligibility amount to determine the amount of subsidized loan that can be awarded.

With the unsubsidized Direct loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students who are eligible for Title IV assistance, regardless of need, are eligible for the unsubsidized Direct Loan. Direct Loans allow dependent undergraduates to borrow up to \$3,500 for the first academic year that can be divided between Subsidized and Unsubsidized Loans depending on the students need. Students can also borrow an additional \$2,000.00 in unsubsidized loans for the first academic year. Independent students and dependent students whose parents have been turned down for a PLUS loan can borrow up to an additional \$4,000 for a full academic year.

Parents of dependent students can take out loans to supplement their children's aid packages. The federal Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. Parents seeking a PLUS Loan must pass a credit check to become eligible.

PLUS loans are the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS loan, but fails to make the payments on time, the parents will be held responsible.

SCHEDULE FOR REPAYMENT OF STUDENT LOANS

GRACE PERIOD: Once you are no longer enrolled at least half time in an eligible program, you'll receive a 6-month grace period 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. 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.

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.

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.

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.

If you're a parent PLUS borrower, you can defer repayment of Direct PLUS Loans 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. 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.

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.

HOW TO APPLY FOR FINANCIAL AID

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a financial aid officer is available for prospects and current students during normal business hours.

The length of the program for which you are enrolled will determine under which award year you will apply. The award year covers the period from July 1 through June 30. If your course extends beyond June 30, your award eligibility will be calculated for the portion of the program to be completed through June 30. To receive the remainder of your award, you must file a Free Application for Federal Student Aid for the next award year when the applications become available.

Crossover Payment Periods - *Students who have applied, been approved by WMWT, and are eligible for two Award Years of Pell and whose scheduled payment periods crossover from one Award Year to another will be analyzed on a case by case basis to determine which Award Year payment will benefit the student most. In addition, WMWT will also use the EFC that is most beneficial to the student for loans and packaging purposes. If at the time of the scheduled disbursement for the crossover payment period, the student has not applied for the upcoming Award Year of aid, WMWT will use the current Award Year for this payment period. Also, if at the time of packaging of aid and certification of loans, the student has not applied for the upcoming Award Year, the current year EFC will be used for packaging and certification of loans. Students applying for aid whose enrollment is scheduled to crossover into a new Award Year are encouraged to apply for both Award Years prior to the beginning of classes.*

To correctly fill out the application, you will need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, your parents' tax return (if you are dependent), and your spouse's tax return (if you are married). You may also need copies of your W-2's, mortgage information, social security benefit statements and other agency benefit records. To find out specifically which records you need to fill out the application accurately, ask a financial aid representative.

All students are informed of the availability of Federal Aid to eligible applicants and the necessary documents that are needed to apply. It is the student's obligation to set an appointment with the Federal Aid Office and bring the documentation requested by that office to assist the student in the application process. Financial Aid will not be disbursed without required documentation. Students are encouraged to apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the awarding process. You may also have to verify some of the information you reported on the application.

Since your application is processed electronically, the school will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing Center receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid (FSA).

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with the financial aid administrator. These forms gather personal information and are to remain in your file at the school. For any questions involving financial aid and how to apply, contact the school director.

GENERAL STUDENT ELIGIBILITY REQUIREMENTS

- Student must have a valid social security number.
- Student must be a U.S. citizen or eligible non-citizen.
- Student must be a regular student enrolled or accepted for enrollment in an eligible program for obtaining a degree or certificate.
- Student must meet the academic qualifications for study at the postsecondary level. (Student has high school diploma, GED, or home school certificate-if approved under or accepted from state regulation.)
- Student must be beyond the age of compulsory school attendance.
- Student has not been convicted of a drug-related offense that affects eligibility for FSA.
- Student (if male) must be registered with Selective Service.
- Student must not be enrolled solely in a remedial program.
- Student must maintain satisfactory academic progress.
- Student must not be in default and must not owe an overpayment on a Title IV loan or grant.
- Student must not have borrowed more than loan limits.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- Student must have financial need.
- Verification must have been completed, if required.
- Is not enrolled in elementary or secondary school.
- Is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) DISCLOSURE

A student generally isn't eligible for Federal Student Aid (FSA) funds if he or she:

- Is in default of a FSA loan
- Owes an overpayment on an FSA grant or loan and;
- Has not made a repayment arrangement for the default or overpayment.

A student is also ineligible if he or she has inadvertently exceeded annual or aggregate loan limits. Woodruff will run a NSLDS Financial Aid History Report on every student applying for admission to Woodruff who also wishes to apply for Federal Funding.

If the NSLDS report and the Institutional Student Aid Record or "ISIR" (refer to "How to Apply for Financial Aid") show no Federal Aid History or if the prior aid history is in good standing, the student can continue the Federal Aid Application process. If the NSLDS report shows that the student is not in good standing, the student will be ineligible for Federal Aid until all the below are

satisfied:

- The problem is resolved
- A letter of good standing is submitted to the Financial Aid Office and;
- A new ISIR showing the student in good standing has been generated.

It is the applicant's responsibility to resolve all issues affecting their eligibility. The applicant will be provided with a web address for student access to NSLDS for him or her to monitor their progress in the resolution of their eligibility issues. Once NSLDS has been updated to show the applicant in good standing and eligible for Federal Aid, he or she make an appointment with the Federal Aid Office to present the documentation showing the revised NSLDS status. Now the applicant can once again begin the enrollment application process. The Financial Aid Office at Woodruff will confirm the updated status and decide of the eligibility of the applicant for Federal Student Aid.

HOW FINANCIAL AID IS DETERMINED

To determine the amount of aid you will receive, the amount of money that your family can be expected to contribute towards education needs to be estimated. It is necessary to request confidential financial facts about your family's income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses to estimate this amount of family contribution. This "needs analysis" is conducted through the completion of the FAFSA. From this objective analysis, a parental contribution is calculated. Students are also expected to contribute from their savings and earnings. The combination of what parents can contribute and what the student can contribute is called the expected family contribution (EFC). School officials do NOT play a role in making a student eligible for federal funds. Eligibility is determined in accordance with information provided by student and or parents if student is dependent. The EFC does not represent the amount of money you will need to pay the school. It determines the aid programs and amount of aids for which a student is eligible.

The goal of financial aid programs is to bridge the gap between the amount you and your family are reasonably able to contribute and your educational expenses. **It is very important to realize that aid is available to make education accessible, not to make it free of cost to you or your family.** You **do not** have to be from a low-income family to qualify for financial aid, but you do have to have "financial need." Your "need" is the difference between what it costs to attend a school and what you and your family can contribute. Here's how it works:

$$\begin{array}{r} \text{COST OF GOING TO SCHOOL (Tuition, fees, room and board, and travel expenses)} \\ - \text{ YOUR EXPECTED FAMILY CONTRIBUTION (The amount that you and your parents should be able to contribute)} \\ \hline = \text{ YOUR FINANCIAL NEED} \end{array}$$

It is important to note that your aid is determined by the concrete values listed above. The aid offered at this institution is not calculated by any other means. You are not in competition with any other student for funds. Your financial situation determines your financial assistance.

DISBURSEMENT OF FINANCIAL AID: CREDIT HOUR PROGRAMS

All Federal financial aid funds will be drawn down in payment periods, which are linked to the student's progression through his/her course. Payments will be drawn down for eligible students at the beginning of the payment period. There are two (2) payment periods in one academic year. All payments will be drawn on this basis.

Payments are ordered through electronic funds transfer and deposited directly into a holding account owned and managed by this institution. From this holding account, disbursements for each individual student are deposited into the institution's operating account through numbered transfers. Once deposited into the operating account, the student's ledger card is credited with the proper transfer number and disbursement amount on the same day as bank deposit. No student signature is necessary for these funds to be deposited.

TITLE IV LOAN CODE OF CONDUCT

As a participant in Federal Student Aid loan programs, Woodruff Medical Training and Testing and its branches (Woodruff), explicitly prohibits its officers, agents, and employees from:

- Participating in any revenue sharing arrangements with any lender,
- Persuading, encouraging, or steering borrowers to lenders or delaying loan certifications,
- Accepting offers of funds for private loans to student in exchange for providing concessions or promises to the lender for a specific number Federal Student Aid loans, a specified loan volume, or a preferred lender arrangement

Woodruff officers, agents, and employees may not receive directly or indirectly: points, premiums, payments, stock or other securities, prizes, travel, entertainment expenses, tuition payment or reimbursement, the provision of information technology equipment at below market value, additional financial aid funds or any other inducement/gift from a guaranty agency, eligible lender, or loan servicer in any capacity.

Woodruff strictly prohibits officers, agents, and employees from accepting compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans, and service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

Woodruff officers, agents, and employees employed or related to a financial aid office who serve on an advisory board will not receive anything of value from the lender. Woodruff or its employees may not provide names and addresses and/or e-mail addresses of students or prospective students or parents to eligible lenders or guaranty agencies for conducting unsolicited mailings, by either postal or electronic means, of student loan applications.

Woodruff will not allow any employee of the guaranty agency or eligible lender to perform any school-required function for a school participating in the Loan Program, except exit counseling. Woodruff will not permit guaranty agencies to conduct fraudulent or misleading advertising concerning loan availability, terms or conditions.

RIGHTS AND RESPONSIBILITIES OF TITLE IV RECIPIENTS

You Have the Right to Know:

1. The criteria for continued student eligibility
2. About the financial aid available from federal, state, local, private, and institutional financial aid programs;
3. How the school determines whether you are making satisfactory progress and how to re-establish eligibility if you fail to maintain satisfactory progress
4. The method by which financial aid disbursements will be made and the frequency of those disbursements;
5. The terms of any loan received as part of your financial assistance package, a sample loan repayment schedule and information about the necessity for repaying loans
6. The terms and conditions of Direct Loans received and both entrance and exit counseling regarding these loans.
7. The names of the organizations which accredit and authorize the school to operate;
8. About the programs, the faculty, and the physical facilities at the school;
9. The cost of attending the school;
10. The school's policy on refunds for students who drop prior to completion of the programs;
11. The procedures and deadlines for submitting applications for each available financial aid program;
12. The criteria used to select financial aid recipients;
13. How your financial need is determined;
14. The type and amount of assistance in your financial aid package;
15. The school's policy regarding your right to:

- a. Review and inspect your education records;
- b. Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;
- c. Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
- d. File a complaint with the Education Department concerning alleged failures by the school to comply with statutory and regulatory student and family privacy rights.

Student Responsibilities:

1. You must complete all application forms accurately and submit them on time to the right place;
2. You must provide correct information;
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid officer or the agency to which you submitted your application;
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;
5. You must accept responsibility for all agreements that you sign;
6. You must be aware of and comply with the deadlines for application or re-application for student financial aid;
7. You should be aware of your school's refund policies and procedures;
8. You are responsible for reporting name and address changes directly to the financial aid office;
9. You are responsible to bring or send the Student Aid Report to the Financial Aid Office in time to complete the verification process;
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and you will be responsible to pay any overpayment that is discovered during verification.
11. You are responsible for knowing your eligibility status at the end of each grading period.

VERIFICATION

The federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit generally recognized patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Estimated financial aid awards will be removed if verification is not completed within specified deadlines. Any deferred tuition and fees become due immediately. The student will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the federal processor.

SELECTION OF APPLICANTS TO BE VERIFIED: WMWT Office of Financial Aid may also select files for verification if there appears to be a conflict of information.

The following students are excluded from verification.

- a) Applicants who die during the award year (regardless of conflicting information)
- b) Applicants not receiving aid
- c) Applicants only eligible to receive unsubsidized student financial assistance
- d) Applicants verified by another institution
- e) Applicants selected for verification post enrollment

The following dependent students are excluded from verification unless WMWT has reason to believe the information is inaccurate:

- a) Both parents are mentally incapacitated

- b) Both parents or the custodial parent has died
- c) Both parents are residing in a country other than the US and cannot be contacted via normal means
- d) Both parents cannot be located because the student does not have and cannot locate their contact information

The following verification information of spouses of independent students is not required for verification unless WMWT has reason to believe the information is inaccurate:

- a) The spouse has died
- b) The spouse is mentally incapacitated
- c) The spouse is in a country outside the US and cannot be contacted by normal means
- d) The spouse can't be located because the student does not have and cannot get his/her information

Based on the manual ISIR review process, those applicants or applications selected for verification are identified. Periodic review of the latest corrections and ISIRs ensures that all selected applicants are verified and appropriately documented.

ACCEPTABLE DOCUMENTATION AND FORMS: The importation of IRS tax data via the IRS Data Retrieval Tool is the best way to document this information. For students who cannot or will not use the IRS Data Retrieval Tool, the School accepts documents listed below:

For Adjusted Gross Income, Income Earned from Work, or US Income Tax Paid: When filling out the FAFSA the student should authorize permission for IRS information to be transferred to the application via the IRS data retrieval tool. If this is done, no tax transcript is necessary. If not, Woodruff will accept the following:

- a) A copy of the income tax return transcript of the applicant, his or her spouse, and his or her parents.
- b) In the case an amended return, a copy of the income tax return transcript and the tax account transcript.
- c) For a dependent student, a copy of each (IRS) Form W-2 received by the parent whose income is being considered if the parents are divorced, separated or one of the parents has died;
- d) For an independent student, a copy of each IRS Form W-2 he or she received if the independent student—
 - Filed a joint return; and
 - Is a widow or widower, or is divorced or separated?
- e) If an individual who filed a U.S. tax return does not have a copy of that return Woodruff may require that individual to submit, in lieu of a copy of the tax return, a copy of an IRS form which lists tax transcript information
- f) The School accepts the following, in lieu of an income tax return transcript or an IRS listing of tax account information of an individual whose income was used in calculating the EFC of an applicant:
 - Has not and is not required to file an income tax return— W-2 forms or if not applicable a statement signed by that individual certifying that he or she has not filed nor is required to file an income tax return for the base year and certifying for that year that individual's sources of income earned from work as stated on the application and W-2 forms for amounts of income from each source;
 - Is required to file a U.S. tax return and has been granted a filing extension by the IRS: (i) A copy of the IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that the individual filed with the IRS for the base year, or a copy of the IRS's approval of an extension beyond the automatic four-month extension if the individual requested an additional extension of the filing time; and (ii) A copy of each IRS Form W-2 that the individual received for the base year, or for a self-employed individual, a statement signed by the individual certifying the amount of adjusted gross income for the base year. NOTE: The applicant MUST provide a copy of his or her completed income tax transcript when filed. When the school receives the copy of the return, it may re-verify the adjusted gross income and taxes paid by the applicant and his or her spouse or parents.

If an individual is required to submit an IRS Form W-2 and is unable to obtain one in a timely manner, the school may permit that individual to set forth, in a statement signed by the individual,

the amount of income earned from work, the source of that income, and the reason that the IRS Form W-2 is not available in a timely manner. The Verification Worksheet may be used for this purpose. A W-2 must be provided or information from the employer indicating the wages.

- g) Has requested a copy of the tax return or Listing of Tax Account Information and the IRS or government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide a Listing of Tax Account Information
- A copy of each IRS Form W-2 that the individual received for the base year; or
 - For an individual who is self-employed or has filed an income tax return with a government of a U.S. Territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of adjusted gross income for the base year.

Students must submit verification documents within 45 days of notification by the FAO. If the verification documents the student submits do not meet the requirements, the FAO will contact the student for additional or corrected information, either by regular mail, email, by sending notice to class instructor to be given to student, or by placing a notice on the bulletin board. If the information changes the student's eligibility, the FAO processes the changes to obtain a corrected ISIR and will notify the student via email or in person.

If a student terminates, the transaction 01 ISIR is selected for verification, it is found that corrections are required that will decrease the eligibility, and if the transaction 01 ISIR was signed before the last day of attendance, the school may collect what is due to the school if the transaction 02 ISIR is signed and dated within 90 days of the last day of attendance or August 30, whichever comes first.

If there is suspicion that another student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, you should report your suspicions with evidence to the Office of Inspector General. The OIG Kansas City office can be reached by telephone at (816) 268-0530 or by mail at 400 Maryland Avenue Southwest, Washington, DC 20202-1500.

UNTAXED INCOME AND BENEFITS: The following is acceptable documentation for untaxed income and benefits:

1. Copy of the tax return signed by the applicant/parent/spouse, or the IRS listing of tax account information; or
2. If no tax return was filed or is required to be filed, a statement signed by the relevant individuals certifying that no tax return was filed or is required to be filed and providing the sources and amount of untaxed income and benefits that were reported.
3. Social Security Benefits—
 - a) Obtain document from Social Security Administration showing amount reported; or
 - b) A statement signed by applicant/parent/spouse certifying that the amount on the applicant's aid application is correct. The Verification Worksheet may be used for this purpose.
4. Child Support—
 - a) Submit a statement signed by the applicant/parent/spouse certifying the amount of child support received, who paid it and who it was paid to, and the names of the children for whom it was paid; and
 - b) If the FAO has reason to believe that the amount reported is inaccurate, the applicant must verify the amount of child support received by providing a document such as—
 - A copy of a separation agreement or divorce decree showing the amount of child support to be provided; or
 - A statement from the parent providing the child support showing the amount provided; or
 - Copies of the child support checks or money order receipts.
5. SNAP Benefits (Food Stamps) – if SNAP benefits are reported on the ISIR in the years 2010 and 2011, the

student must provide a signed statement indicating receipt of the benefit. WMWT may require documentation from the agency that supplied the benefit.

NUMBER OF FAMILY MEMBERS IN HOUSEHOLD: To verify the number of family members in the household, the applicant must submit a statement (signed by the applicant/parent), listing the name and age of each family member in the household and the relationship of that household member to the applicant (may be done on a Verification Worksheet).

NUMBER OF FAMILY HOUSEHOLD MEMBERS ENROLLED IN POSTSECONDARY INSTITUTIONS: To verify, the applicant must submit a statement signed by applicant/parent listing

- a. The name of each family member who is or will be attending a postsecondary educational institution as at least a half-time student in the award year.
- b. The age of each member; and
- c. The name of the institution attended by each student.

If the FAO has reason to believe that the information included on the application regarding the number of family household members enrolled in postsecondary institutions is inaccurate, the FAO may require statements from the student for each household member, or from the institution that each reported member attended.

UPDATING INFORMATION: For verification purposes, only, an applicant is required to update—

1. The number of family members in the applicant's household and the number of household members attending postsecondary educational institutions, and
2. His or her dependency status (except for change in marital status), and

If, because of a change in the applicant's marital status, the number of members in the applicant's household, the number of those attending postsecondary institutions, or the applicant's dependency status changes, the applicant shall not update those factors or that status.

If the household size and the number attending college changes for a reason **other than a change in the applicant's marital status**, an applicant will update the information so that the information is correct as of the day the applicant verifies the information. An applicant's failure to provide required documentation within the specified time frame can result in the loss of all Title IV aid and all unpaid tuition charges become due immediately.

Document household size or number in college is not required in a subsequent verification in the same year if the information has not changed. For additional guidance please refer to the verification process as found in the most current edition of the *Application and Verification Guide of ED's Federal Student Aid Handbook*.

DATA ELEMENTS TO BE VERIFIED: In the verification process, WMWT verifies the following data elements by Verification Tracking Groups:

Verification Tracking Flag	FAFSA Information Required to be Verified
V1	Tax Filers <ul style="list-style-type: none"> - Adjusted Gross Income - U.S. Income Tax Paid - Untaxed Portions of Individual Retirement Account (IRA) Distributions - Untaxed Portions of Pensions - IRA Deductions and Payments - Tax Exempt Interest Income - Education Tax Credits - Household Size - Number in College Nontax Filers <ul style="list-style-type: none"> - Income Earned from Work - Household Size - Number in College
V4	<ul style="list-style-type: none"> - High School Completion Status Identity/Statement of Educational Purpose
V5	<ul style="list-style-type: none"> - High School Completion Status Identity/Statement of Educational Purpose - All items listed under V1 group

The financial aid staff completes the verification process. If any data elements are found to be in error, corrections are made to the SAR/ISIR. The student SAR/ISIR records are thus resent or retransmitted to the CPS for reprocessing.

All documents are filed in the student’s financial aid file in the school and retained for 3 years (in addition to the most current year). For additional guidance regarding the verification process please refer to the most current edition of the *Application and Verification Guide* of ED’s *Federal Student Aid Handbook*.

CITIZENSHIP DOCUMENTATION: WMWT requires all students to be US citizens or is a permanent resident of the United States. There are systems of checks and balance through several internal agencies when a FAFSA is processed, including the Department of Homeland Security and the Social Security Administration. A student may be required to provide proof of citizenship before their ISIR can be processed and an EFC can be given. In addition, WMWT reserves the right to ask for a proof of citizenship for student file documentation purposes. In this case WMWT notifies the student to obtain the documents which must be presented to the FAO within 7 days of the notification.

If the student does not provide the necessary documentation the financial aid application process cannot be completed, and the student will not be able to participate in any Title IV HEA programs. WMWT will not decide that the student is not an eligible noncitizen until there has been ample opportunity to submit the documentation in support of the student’s claim of eligibility.

If secondary confirmation is required, WMWT will provide to the student a clear explanation of the documents the student must submit as evidence that the student satisfies the requirements and a clear explanation of the student’s responsibilities which affect compliance with CFR 668.33(a)(2) including any deadlines for completing required action and consequences of non-compliance.

CHANGES IN THE FAFSA BECAUSE OF VERIFICATION: Pell Changes: Increases in Pell awards because of a change in EFC from verification can only be paid upon if the student or WMWT has the output document supporting the increase. If the Pell grant is reduced because of the change the following disbursements will be adjusted as necessary. If all disbursements have been made, the student should reimburse the Pell grant program.

Direct Loan Changes: if the change in EFC causes the loan awards to be reduced the following disbursements will be adjusted as necessary. If all disbursements have been made, WMWT will promptly return the appropriate loan funds not yet disbursed.

POLICY CONCERNING TRANSFER CREDITS

TRANSFER OF PREVIOUS CREDITS: only credits or clock hours earned at another institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation will be considered for transfer. The following applies:

- Credit for courses completed from a previous enrollment from any institution, including a Woodruff campus, for a student enrolling with WMWT will be subject to approval.
- The amount of credit accepted for coursework completed from a previous enrollment from any institution, including a Woodruff campus, will be at the discretion of the Director of Academics. For clock hour programs a decision on the amount of credit accepted will be after the student has completed a practical examination from an instructor within that program.
- The student is responsible for submitting an official transcript from the previous institution. Students requesting the transfer of clock hours earned for previous training in Massage Therapy must also submit documentation of the hours on record from the appropriate state agency.
- Clock Hour programs: Only credits earned within 2 years prior to enrollment at WMWT will be considered. Credit Hour programs: Previously earned credit will be reviewed on a case-by-case basis.
- All requests for transfer of credits must be made prior to or within the first forty-five (45) days of the start of school.
- All students will be notified of any credits accepted as transferable.
- Transfer credit is included in the calculation of cumulative grade point average and completion rate.
- Woodruff will not accept credits or the clock hour equivalent in excess of 75% of the program requirements

TRANSFER OF CREDIT TO OTHER INSTITUTIONS: Course work earned at WMWT may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution.

Woodruff is a special purpose institution, and our mission is to attract qualified students, instruct them with quality education and training, and prepare them for career occupations in their respective fields. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is controlled by the receiving institution and accreditation does not guarantee transferability. Whether credits transfer is the sole decision of the receiving institution. Any student interested in transferring credit to another institution should check with the receiving institution directly to determine to what extent, if any, credit can be transferred.

EXPERIENTIAL LEARNING AND ADVANCED PLACEMENT CREDIT: Woodruff does not recognize experiential learning as credit towards any of its programs of study. Additionally, Woodruff does not offer advanced placement credit.

POLICY CONCERNING PROGRAM TRANSFERS

Any student who wishes to transfer programs offered within WMWT must submit a request in writing, dated and signed by the student, to the Director of Academics.

TREATMENT OF REPEATED COURSES, PASS/FAIL COURSES, AUDIT COURSES, INCOMPLETES, WITHDRAWALS AND READMISSION

REPEATED COURSE: A student must achieve a grade of C or higher in a course required for program completion. Students must repeat a course which they have failed. The grade earned in the repeat course will replace the previous grade, and the previous grade will be dropped from the cumulative GPA calculation. Both the failed course and the repeat of that course will be counted as credit hours attempted in the quantitative calculation. The student will be charged pro-rated tuition per the tuition price at

the time of repeating the course. A course may not be repeated more than once without the approval of the Director of Academics.

PASS/FAIL COURSES: WMWT does not offer courses as pass/fail. A grade will be earned for each course attempted. Student achievement will be determined by student performance of the required criteria established for each course. Grades will be assigned per the grading scale of the school (see Grading System in this catalog).

AUDIT COURSES: WMWT will allow a continuing student to audit a course that the student has previously completed if the student is returning to school following a period of withdrawal or Leave of Absence. The Director of Education must approve in writing the course(s) to be audited. Students will not be charged tuition and/or receive federal aid for courses audited and students will not earn credit/grades for courses audited.

INCOMPLETES: Incomplete grades will convert to an "F" if work is not completed within two weeks of the end of the grading increment, and will impact the qualitative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

WITHDRAWALS: A student who wishes to withdraw from school for compelling personal reasons should notify the school in writing stating the reasons for withdrawal and whether the student intends to return later to pursue a program of study. A student who withdraws and re-enters in less than 180 calendar days from the date of interruption will be treated as an Unexcused Leave of Absence and the school's Leave of Absence Policy will apply. (Please refer to the Leave of Absence Policy for complete information.)

Students who fail to complete the program will be charged the applicable fees and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Financial Aid Officer.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school. In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible.

READMISSION: A student wishing to re-enter school may apply for readmission to the school. The student must meet with the Student Services Coordinator or Admissions Representative to determine if readmission is approved. During this meeting, the student's reason for withdrawal and the student's commitment to completion will be discussed. The student will also be provided information regarding credit earned from the previous enrollment and the transfer of that credit to the new enrollment. Previous credits must have been earned during the previous two years to be approved as acceptable transfer credit.

The Student Services Coordinator will determine satisfactory academic progress (SAP) status at the time of the re-enrollment; however, students who withdrew while on SAP warning or probationary status will re-enter in the same status. The Director of Academics will determine the remaining courses needed for completion, propose a schedule of attendance, and determine the anticipated graduation date.

Students that are a re-admit from more than 180 days from their last day of attendance from the prior enrollment are considered a new enrollment. A new Enrollment Agreement must be completed. The previous enrollment agreement was nullified at the time of withdrawal/dismissal.

A student who was dismissed and is approved for readmission will be placed on probation for the reason of dismissal (academic, attendance, or personal conduct). The terms of probation will be determined by the Director of Education and the Student Services Coordinator and provided to the student in writing.

WITHDRAWAL POLICY

A student is considered withdrawn when the student does not complete all the days in the payment period or period of enrollment the student was scheduled to complete. If a student wishes to officially withdraw from the Institution, he/she must submit a request in writing to the Campus Director. It is important to note that a withdrawal calculation will be made according to the Institutional Refund Policy (See below). This calculation can often result in a balance owed to the Institution. Credits will not be available to transfer to another institution unless the balance owed is \$0.00. The types of withdrawal are listed below:

OFFICIAL WITHDRAWAL: If a voluntary written notice of withdrawal is received by the school, the “Date of Determination” is the date of receipt of written notice. Refunds are calculated from the “Date of Determination”, and the school issues the appropriate refund in full to the contracting party as soon as possible but no more than forty-five (45) days after the “Date of Determination”, according to the refund policy.

UNOFFICIAL WITHDRAWAL-CLOCK HOUR STUDENTS: Students who have not submitted a voluntary written notice of withdrawal will be withdrawn fourteen (14) consecutive calendar days after their Last Date of Attendance (LDA). The fourteenth consecutive calendar day of absence will be classified as the “Date of Determination”. Refunds are calculated from the “Last Date of Attendance”, and the school issues the appropriate refund in full to the contracting party as soon as possible but no more than forty-five (45) days after the “Date of Determination” according to the refund policy.

UNOFFICIAL WITHDRAWAL-CREDIT HOUR STUDENTS: The Institution will determine that a student is no longer in school within 30 days after the end of the earlier of the student’s payment period, the end of the academic year or the end of the program.

TERMINATION OF ENROLLMENT BY THE INSTITUTION: Students may be withdrawn by the institution for failing to follow institutional or classroom rules and regulations. Refunds are calculated from the date of the institutional termination, which will be classified as the “Date of Determination” and the school issues the appropriate refund in full to the contracting party as soon as possible but no more than forty-five (45) days after the “Date of Determination” according to our refund policy.

FAILURE TO RETURN FROM LEAVE OF ABSENCE: Students who do not return from a Leave of Absence on the date they are scheduled to return will be withdrawn from the school with their Date of Determination being the date they were scheduled to return from LOA. Refunds are calculated from the “Date of Determination”, and the school issues the appropriate refund in full to the contracting party as soon as possible but no more than thirty (30) days after the “Date of Determination” according to our refund policy.

FAILURE TO COMPLY WITH SATISFACTORY PROGRESS: Students who are reviewed for Satisfactory Academic Progress and are found not to be able to complete a program at the time and ½ maximum will be withdrawn from the program unless they are granted a successful appeal. The date of the withdrawal will be defined as the “Date of Determination”. Refunds are calculated from the “Date of Determination”, and the school issues the appropriate refund in full to the contracting party as soon as possible but no more than forty-five (45) days after the “Date of Determination” according to the refund policy.

INSTITUTIONAL CANCELLATION AND REFUND POLICY

Please refer to the Withdrawal Policy for procedures students must follow to officially withdraw. All refunds shall be made without requiring a request from the student and within forty-five (45) days from the date that the institution determines the student as withdrawn. All deposits or down payments will be credited as tuition payments. Refunds are based on tuition paid for segments of the instructional program as described in the enrollment agreement. The date used to calculate a refund will be the earliest of the following:

1. The date on which the student began the official withdrawal process
2. The last date of attendance by the student. The last date of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

The Institution will determine the student as withdrawn within 14 days of the last date of attendance. Refunds are based on tuition paid for segments of the instructional program (i.e. semesters or clock hour increments). Students who cancel within

three business days of signing an enrollment agreement will receive a full refund of all monies paid. The Institution will refund any unused charges for fees, books and supplies charged in addition to tuition if the student withdraws prior to 50% of the period of enrollment.

1. Refunds for classes canceled by the Institution before instruction begins: 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.
2. Refunds for classes canceled by the Institution after instruction begins: The Institution will make arrangements in a timely manner to accommodate the needs of each student enrolled.
3. 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.
4. Refunds for withdrawal after class commences: Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal up until 50% of the program. If a student withdraws after completing 50% of the program, no refund of tuition is required.

In the case of student withdrawal due to extenuating circumstances, the Institution's governing board will determine a settlement which is reasonable and fair to both the student and the institution. This determination will be made within 30 days from the date the Institution becomes aware of the extenuating circumstance. Extenuating circumstances include but are not limited to: injury, prolonged illness, death or other circumstances outside of the student's control.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS (RETURN TO TITLE IV)

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned based on scheduled hours or days as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

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

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn 100% of the assistance that you were scheduled to receive for that period.

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

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. Supplemental Educational Opportunity Grants

Credit Hour Calculation: The amount of Title IV aid earned in credit hour programs is based on the student's scheduled calendar days of academic attendance, and the total aid received. To calculate the percentage of period completed (or earned) the number of calendar days the student has completed as of the withdrawal date is divided by the total number of calendar day in the same period of enrollment (typically an increment).

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, WMWT must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. WMWT may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). WMWT needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

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

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

The school must return this amount even if it did not keep this amount of your Title IV program funds. If WMWT is not required to return all the excess funds, you must return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.

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

POLICY CONCERNING CREDIT BALANCES

As a student progresses through his/her education, there may come a time when a credit balance exists in a student's account. This balance is often a result of financial aid that is over and above the costs of tuition, fees, tools, and other charges. For questions regarding credit balances, to update address information to receive credit balance checks by mail, or to request a credit balance contact WMT Financial Aid Department by email at fainfo@genesiscareer.edu.

It is important to note that credit balances will not be disbursed in anticipation of *future* disbursements. Students are not entitled to receive a credit balance that does not yet exist.

LEAVE OF ABSENCE

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically the time when a student is not in attendance. Any student wishing to request an LOA must notify the Student Services Coordinator in writing. The written request must be signed and dated and include the reason for the LOA.

The Student Services Coordinator will submit this request to an advisory committee to either grant approval or denial based on the circumstances and must do so within 5 business days. The student must give reasonable expectation that he/she will return from the LOA for approval from the advisory committee. The following criteria must be met at a minimum for an approved LOA:

- Leave of absences cannot exceed more than 180 days during a student's enrollment
- The student must resume the academic program at the point he/she began the LOA to be considered for the LOA.

While the student is on an approved LOA, the School will not assess any additional charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA to be considered off the LOA.

If a student does not return from the LOA, the Office of Student Services will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn as of the last date of attendance. This begins the withdrawal process. If the student is receiving Title IV Financial Aid, the Office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the Federal Student Aid Handbook. The Financial Aid Officer is responsible for explaining to the student, prior to granting approval, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

Upon return of a leave of absence the student will re-enter the program with the exact same status as when he/she left with regards to satisfactory academic and attendance progress. The LOA will not be approved unless the above criteria are met. If the student ceases to attend, he/she will be considered a withdrawal. In the case of an early return from LOA, the return date will become the new documented end date.

ACADEMIC YEAR

The full-time definition for an academic year is 24 credits and 30 weeks.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress (SAP) standards throughout their enrollment. Students who receive Federal Financial Aid must maintain satisfactory academic progress standards throughout their enrollment to maintain eligibility to receive Federal Financial Aid. WMT's SAP policy is the same for Title IV recipients and non-recipients enrolled in the same educational programs. It is a uniform policy for all students within the same course of study and for all students within the same attendance schedule. To maintain SAP, students must meet all the following requirements:

1. Maintain a cumulative grade point average (CGPA) of 70% or higher (*Qualitative SAP—See below*).
2. Maintain a pace to complete the program within 150% of their scheduled time (or attend 66.67% of their scheduled hours) (*Quantitative SAP—See below*).

Student academic progress will be assessed at the end of each evaluation increment. (*Increments—See below*) Students who fail to meet SAP requirements will be notified in writing by the Student Services Coordinator of their current SAP status and actions required to regain SAP. Students who are meeting SAP requirements will receive no notification of SAP status since no changes occurred. Students may request a meeting with the Student Services Coordinator to check SAP status at any time.

INCREMENTS: To ensure the student is making sufficient progress both quantitatively (attendance) and qualitatively (academic performance), WMT's SAP policy divides the program length into equal evaluation periods per academic year called increments.

These increments generally coincide with payment periods. In clock hour programs, these increments are determined by the completion of both scheduled hours and hours attended. In credit hour programs, these increments are determined by the completion of a term with a minimum enrollment of both 12 quarter credit hours and 300 contact hours. The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether the student is making satisfactory progress. Students who meet the minimum qualitative and quantitative requirements are making satisfactory academic progress until the next scheduled evaluation.

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP): As per CFR 668.34, the school conducts a qualitative measure of a student’s progress. The measurement is graduated. The following table illustrates the grading system:

Grade	GPA	Range
A	3.7 – 4.0	90-100
B	2.7 – 3.6	80-89
C	2.0 – 2.6	70-79
F	1.9 or below	69-Below
WF	N/A	Withdrawal Fail
W	N/A	Withdrawal

As stated above, at the end of each evaluation increment, grades are evaluated. Grades are issued based on the student’s performance on the above batteries and weighted as indicated in the course syllabus. Any student not enrolled in the Nursing Assistant program whose cumulative average is below a “C” (cumulative grade point average of 2.0) will not be deemed making satisfactory progress.

QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP): WMWT’s satisfactory academic progress policy contains a quantitative measure. The policy specifies a student must complete their program within a maximum time frame not to exceed federally-required 150 percent of the published length of the program. In other words, students must attend 67% of their scheduled hours. In clock hour programs, the time frame is measured in cumulative clock hours earned, divided into cumulative clock hours attempted (scheduled) as noted above and is based upon the student’s enrollment status. In semester credit hour programs, the time frame is measured in cumulative semester credit hours earned, divided into cumulative semester credit hours attempted (scheduled) as noted above and is based upon the student’s enrollment status. An approved leave of absence will extend the student’s contracted program length by the same amount of time taken in the leave of absence.

SATISFACTORY PROGRESS FOR NURSING ASSISTANT STUDENTS: Students enrolled in the Nursing Assistant program must maintain a cumulative GPA of 80% and complete 100% of the credits attempted in each module.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS:

Financial Aid Warning: Student academic progress will be assessed at the end of each evaluation increment. The first time a student fails to meet one or more of the required SAP measures (quantitative or qualitative listed above) the student will be placed on financial aid warning. While on financial aid warning, the student can continue to receive Federal Financial Aid for the following evaluation increment. Financial aid warning status will be conferred automatically without the student appealing their SAP status. At the end of that evaluation increment, student SAP is re-evaluated. If at this time the student is meeting SAP standards, the student will be considered in good standing and will continue eligibility for federal financial aid. However, if at this time the student is still not meeting SAP standards he/she will lose their aid eligibility unless they successfully appeal (please refer to the *SAP Appeals Process* below) and will be placed on financial aid probation.

Financial Aid Probation: If a student is placed on financial aid probation, the Director Academics, Director of Financial Aid and the Student Services Coordinator will comprise an academic action plan that will, if followed, ensure the student is able to meet SAP requirements by the end of the financial aid probationary period.

If the student does not appeal or loses the appeal he/she can re-establish financial aid eligibility if they increase their cumulative grade point average to 70% and improve their cumulative attendance rate to meet a pace of 150% of the scheduled completion time after the incremental period of ineligibility.

SAP APPEALS PROCESS: Students may appeal a SAP determination for mitigating circumstances. Mitigating circumstances include the death of a relative, injury or illness of the student or immediate family member, or other allowable special circumstances. Documentation must be provided to support the claim of any mitigating circumstance. An appeal must be submitted within 10 days of the SAP finding. In addition, the appeal must be submitted to the Financial Aid Office in writing and must include the following:

- A request for consideration
- Why the student failed to make SAP
- Description of mitigating circumstance
- What has changed that will allow the student to achieve SAP by the next evaluation

The student will be notified in writing as to the results of the appeal process. This decision is final. All documentation pertaining to an appeal will be maintained in the student's file.

DOCUMENTATION FOR MITIGATING CIRCUMSTANCES FOR SAP APPEALS: As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding a SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member familiar with the student's situation
- D. Statement from an employer
- E. Statement from legal counsel
- F. Documentation of military responsibility

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: Financial Planning, Student Services, Campus Director. All decisions made by the committee are final, and the student is notified within three (3) days of the Committee's decision.

RE-ENTRY/TRANSFER OF CREDIT STUDENTS: Students who are granted re-entry to the institution in the same program, regardless of whether 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.

SAP POLICY FOR REPEATED COURSES, PASS/FAIL COURSES, AUDIT COURSES, INCOMPLETES, WITHDRAWALS AND READMISSION

REPEATED COURSE: A student must achieve a grade of C or higher in a course required for program completion. Students must repeat a course which they have failed. The grade earned in the repeat course will replace the previous grade, and the previous grade will be dropped from the cumulative GPA calculation.

PASS/FAIL COURSES: WMWT does not offer courses as pass/fail.

AUDIT COURSES: WMWT will allow a continuing student to audit a course that the student has previously completed if the student is returning to school following a period of withdrawal or Leave of Absence. The Program Director must approve in writing the course(s) to be audited. Students will not be charged tuition and/or receive federal aid for courses audited and students will not earn credit/grades for courses audited.

INCOMPLETES: Incomplete grades will convert to an "F" if work is not completed within two weeks of the end of the grading increment, and will impact the qualitative GPA, timeframe and quantitative completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and quantitative completion rates.

WITHDRAWALS: All students who withdraw and re-enter the program will do so in the same progress status as when they left regardless of the amount of lapsed time. A student who withdraws and re-enters in less than 180 calendar days from the date of interruption will be treated as an Unexcused Leave of Absence and the school's Leave of Absence Policy will apply. (Please refer to the *Leave of Absence Policy* for complete information.)

READMISSION: A student wishing to re-enter school may apply for readmission to the school. The student must meet with the Student Services Coordinator or Admissions Representative to determine if readmission is approved. During this meeting, the student's reason for withdrawal and the student's commitment to completion will be discussed. The Student Services Coordinator will determine SAP status at the time of the re-enrollment; however, students who withdrew while on SAP warning or probationary status will re-enter in the same status. (Please refer to the *Readmission Policy* for complete.)

NON-CREDIT COURSES: WMWT does not offer non-credit courses.

REMEDIAL COURSES: WMWT does not offer remedial courses.

TRANSFER CREDIT: Transfer credit/hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours.

Students who are granted re-entry to the institution in the same program, regardless of whether 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.

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

GRADE AND RECORD POLICIES: Final grades for each course are recorded and preserved. Grades are earned and recorded as follows

Grade	GPA	Range
A	3.7 – 4.0	90-100
B	2.7 – 3.6	80-89
C	2.0 – 2.6	70-79
F	1.9 or below	69-Below
WF	N/A	Withdrawal Fail
W	N/A	Withdrawal

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.

GRADING PERIOD: Woodruff operates on a four-week modular schedule. Students receive grades at the end of each module.

GENERAL RULES OF CONDUCT

Adherence to WMWT's General Rules of Conduct is required regarding the student's behavior and personal conduct. Students help to promote an environment conducive to learning by complying with the standards of conduct and performance. All students are expected to conduct themselves within the boundaries of professional behavior and appearance that will enable the school to recommend them to prospective employers as courteous, reliable, considerate, and professional individuals. Students are required to conduct themselves in an orderly manner while in school and are expected to treat the school's equipment and facilities with proper care and concern. Failure to abide by these rules may be grounds for dismissal.

1. Excessive absences and/or tardiness are prohibited. Students are to arrive early enough to begin classes as scheduled and are expected to be prepared with textbooks and other supplies.
2. The use of cell phones, Bluetooth devices or other communication devices is prohibited while in class. Using a cellular phone during class time may be considered academic dishonesty.
3. WMWT offers a ten (10) minute break for every sixty (60) minutes of instructional time. Students are expected to return to class promptly following breaks.
4. Dishonest use of the time clock will be grounds for disciplinary action.
5. Proper dress is required for each student in accordance with the expectations of the profession. Closed toed shoes are required and lab coats/smocks may be worn.
6. Students are to maintain clean personal hygiene and personal appearance.
7. No smoking, drinking or eating in classrooms, student laboratories, or on the clinic floor. There are designated areas on each campus for these activities.
8. Students are responsible for their books and personal belongings. Lost items or personal items that are broken must be replaced by the student at their expense. Students are asked not to bring personal items from home on campus.
9. Students are responsible to maintain a clean and sanitary environment at the campus.
10. Student insubordination to a staff or faculty member will not be tolerated and may result in disciplinary actions including but not limited to termination of enrollment.
11. Verbal and/or physical abuse by a student will not be tolerated and are grounds for termination.
12. Profanity is not permitted.
13. Stealing and/or possession of stolen property will be grounds for immediate dismissal.
14. Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug will be grounds for dismissal.
15. Consuming alcoholic beverages while on school premises, in school vehicles, or while on school business or time, or bringing alcohol onto school premises can be grounds for dismissal.
16. Abusing prescription drugs or possessing drugs that have not been prescribed for the student by physician will be grounds for dismissal.
17. Computer use will be limited to educational purposes only. If a student utilizes any computer on campus for reasons other than for educational purposes, their actions may result in disciplinary actions including but not limited to termination of enrollment. Any student using any computer on campus for inappropriate activities, including viewing pornography, will be suspended immediately.
18. Reckless driving on campus is prohibited.

19. Academic dishonesty is prohibited (see "Academic Dishonesty" section below).
20. Violation of published or posted school policies or regulations, such as parking regulations, smoking and eating areas, etc. is prohibited.
21. Willfully refusing or failure to leave school property when requested to do so by school administration or security officers is prohibited.
22. Possession of weapons or firearms of any kind is prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.
23. Threatening, violent and abusive behavior is prohibited
24. If changes in these policies are necessary, they will be posted promptly.

UNRULY/VIOLENT STUDENT: If a student becomes overly irritable or violent, that person will be asked to leave the campus. Do not challenge or confront the wrongdoer. If he/she does not leave upon your second request, call the police department and ask for an officer to come and remove the unwanted parties.

DISCIPLINARY ACTIONS AND STUDENT DISMISSALS: Students will be dismissed from school if their conduct is unbecoming, if they participate in disruptive behavior, or if they do not follow instructions. A student handbook is given to each prospective student prior to enrollment. A copy of the rules and regulations is given to each student prior to their start date. Prior to attending the first class, the rules and regulations are explained, and each student is given the opportunity to discuss any questions they may have about the rules. The rules and regulations have been developed and published to protect all students from unnecessary disruptions, provide productive learning environment, and instill professionalism into prospective graduates. Failure to abide by these rules may be grounds of dismissal.

POLICY ON FAILURE TO RETURN FROM SUSPENSION

If a student fails to return from a suspension for any reason (conduct, academic, attendance, etc.), Woodruff will determine the student's status as withdrawn as of the date the student was scheduled to return. The withdrawal process will begin immediately upon determining the student's status as withdrawn.

INTERNET USAGE

The internet is to be used for educational purposes only.

SANITATION POLICY

We believe that sanitation and cleanliness are an essential component of professional development. All students will one-day work in environments that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the school. Janitors have been contracted to take care of most of the work, but students must participate in the day-to-day cleaning of classrooms, student laboratories and clinic areas. Students are expected to maintain cleanliness in the student break areas by disposing of trash in appropriate receptacles and leaving the area clean after use. Cigarettes are to be disposed of in the provided receptacle. Refusal to participate will be grounds for suspension or termination.

POLICIES FOR VETERANS ADMINISTRATION STUDENTS

In accordance with Title 38 US Code 3679 subsection (e), any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, this school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

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. WMWT 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.

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)

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:

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

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.

STUDENT RIGHT TO APPEAL: The appeal must be submitted in written form within five (5) days of notification and addressed to the Campus Director of Woodruff Medical Training & Testing, 4053 LaVista Rd. Tucker, GA 30084, 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 Campus Director and will be final.

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).

SAFEGUARDING AND RELEASE OF STUDENT INFORMATION

All student records, including personally identifiable information is maintained in secure file cabinets and stored digital on a secure terminal server. Data on the terminal server is backed up offsite nightly. Any personal information disseminated in accordance with FERPA (see below) 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.

Woodruff 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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Woodruff is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Woodruff may charge a fee for copies.
- Parents or eligible students have the right to request for Woodruff to correct records, which they believe to be inaccurate or misleading. If Woodruff decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Woodruff still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows Woodruff to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties about financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Woodruff may disclose, without consent, "directory" information such as a student's name, address, telephone number, date

and place of birth, honors and awards, and dates of attendance. However, Woodruff must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Woodruff must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of Woodruff.

GRADUATION REQUIREMENT

Upon satisfactory completion of the designated number of program clock or credit hours, curriculum requirements, and meeting all financial obligations to the College, the student has earned the right to be graduated from their prescribed program of instruction. A student must achieve a grade of 70 (C) or higher in each course required for program completion.

Students graduating from WMWT will receive a diploma from Woodruff Medical Training and Testing. Verification of graduation, including the release of completed clock hours, will be submitted to the appropriate state licensing board and/or testing agency by WMWT.

Woodruff Medical issues official transcripts free of charge. All indebtedness to the college must be paid before a transcript will be issued. Request for transcripts must be in writing. Students/graduates should contact the school for a Transcript Release form.

MISREPRESENTATION

Woodruff and any representative, agent, or employee of Woodruff does not participate in the misrepresentation of information to deceive or confuse through written, visual, oral, or any other means of communication, whether directly or indirectly to a prospective student, current student, member of the public community or any state, federal or accreditation regulatory agency.

Misrepresentation of Educational Program: Woodruff assures it does not and will not misrepresent information regarding its educational programs specifically as they relate to:

- Accreditation: Woodruff' status and extent of accreditation is represented factually and consistently per regulatory requirements in advertising, admissions processes, and academic progression.
- Transfer Credits: Transferability of credits is explained accurately during the admissions process. The Director of Admissions mandates each Admissions Officer use a power point presentation during the admissions appointments which contains Woodruff' transfer of credits policy.
- Expectation After Completion: Any industry specific expectations or requirements necessary to secure employment in the industry of training is explained accurately and thoroughly prior to enrollment by the Admissions Officer and during the exit counseling session held by the Student Services Coordinator.
- Graduation Requirements / Termination of Enrollment: Prior to enrollment all prospective students are given a School Catalog and Student Handbook which outline withdrawal procedures and graduation requirements. The withdrawal procedures include circumstances which could lead to termination of enrollment initiated by Woodruff. Graduation requirements and withdrawal information are presented truthfully and accurately.
- Student Testimonials: All testimonials by students used in marketing materials are unsolicited and without compensation.
- Facility and Equipment: Prospective students are not allowed to enroll prior to taking a tour of the entire campus facility including a review of equipment used. Advisory Committee meetings are held twice annually in which industry representatives will review training equipment used to analyze its relevance in the current employment environment.
- Coursework and its Relevance to Occupation: Woodruff holds Advisory Committee Meetings at least twice a year to analyze the relevance of its programs in meeting the employment needs of the training industry. The Advisory Committees are comprised of industry representatives not employed or compensated by Woodruff and Woodruff faculty and administration. Feedback results of these meetings are incorporated into the curriculum which is presented during the orientation phase of enrollment accurately and appropriately.

- Faculty: Admissions Officers will exhaust all efforts to introduce prospective students to as many faculty members as possible during the admissions process. All faculty members are required to introduce themselves to all new students during orientation which occurs on the first day of class. Each faculty member will describe their qualifications, background, and what their role in the students' education ensuring transparency of the faculty and their qualification, count, and availability.
- Specialized Instruction / Tutoring / Counseling: All WMWT students are offered academic, attendance, career, and personal advising that might affect their completion of the course. Tutoring is available for students having trouble understanding and learning the material contained in the training programs. Tutoring sessions are scheduled outside of the normal classroom instruction hours at no additional cost. Arrangements may be made with the faculty or Program Director.
- Prerequisites and Course Content: All students are given a student handbook and school catalog during orientation on the first day of class which includes program outlines and descriptions. Program descriptions are reviewed on the first day of class with staff and faculty. All students enrolled in programs which include multiple courses are given a program guide and schedule which breaks down each term including the prerequisites required to progress to the next term.
- Financial Assistance: All prospective students interested in financial aid are requirement to meet with the on campus Financial Aid Officer (FAO) prior to enrollment. The FAO will accurately and consistently describe all financial aid options available to the prospective student including state, federal and in house private financial options. In addition, all enrolled students participating in Title IV Financial Aid programs are required to an entrance counseling session before beginning school and an exit counseling session prior to graduation.
- Institutional Information: All students are given a school catalog and student handbook prior to enrollment which accurately depicts institutional information such as the cost of attendance, the institutional refund policy, criteria for withdrawing, return of financial aid, academic programs, accreditation information, services available for students with disabilities, copyright infringement, and transfer of credits to and from another institution. These topics are reviewed during the admissions process and students are required to sign acknowledgement of understanding of these topics prior to enrollment.

Misrepresentation of the Nature of Financial Charges: Woodruff assures it does not and will not misrepresent information regarding its financial charges specifically as they relate to:

- Cost of Attendance and the Institutional Refund Policy: all costs are presented to the prospective student prior to signing any enrollment agreement. The institutional refund policy is explained during the admissions process and is detailed in writing in the student handbook which is disseminated prior to enrollment. All charges and policies will be honored according to the executed enrollment agreement should changes occur on either account during a student's enrollment.
- Availability of Financial Assistance: All financial aid available is explained to interested students by the on campus financial aid officer prior to signing an enrollment agreement and is detailed in writing in the student handbook disseminated prior to enrollment. Included in this description is an explanation of loan repayment responsibility regardless of program completion. In addition, the Director of Default Management (DDM) schedules three loan counseling sessions (two as a group and one "one on one") with students participating in any loan program. The DDM accurately and consistently depicts the importance of loan repayment. These counseling sessions are in addition to entrance and exit counseling held in the financial aid office.
- Rejection of Financial Aid: Financial aid participation is not a requirement of enrollment to any Woodruff program.

Misrepresentation of the Employability of Graduates: Woodruff assures it does not and will not misrepresent information regarding its job placement of graduates specifically as they relate to:

- Placement Services: The Student Services Coordinator (SSC) is responsible for the placement of graduates within the industry of training upon graduation. Neither Woodruff nor any of its employees will guarantee employment. However, the SSC will assist and guide the upcoming graduate in finding employment.
- Industry Information: Students are advised during the admissions process about the current and future condition of their industry of training. This includes safety or health hazards and potential compensation. Supporting data is derived from the Bureau of Labor Statistics and is distributed accurately and consistently.

- State Licensure: All programs that lead to state licensure, including industries in which a license is required for employment, are accurately and consistently described to prospective students prior to enrollment.

Misrepresentation of Woodruff' Relationship with the U.S. Department of Education: Woodruff assures it does not and will not describe its relationship with the United States Department of Education in such a manner that suggests approval or endorsement by the US Department of Education of the quality of its educational programs.

COPYRIGHTED MATERIAL

Woodruff Medical Training & Testing makes the internet and other educational items available to students as educational resources. Students must 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 are prohibited from knowingly reproducing, downloading onto WMWT computers, or distributing any copyrighted or intellectually protected material without the expressed written consent of the owners. Copyrighted material includes but is not limited to the following items:

- Images
- Music files
- Software
- Text materials

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 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.

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.

DRUGS AND ALCOHOL POLICY

WMWT is committed to providing a safe, healthy, and efficient working environment for all employees/students. To help achieve this goal, employees/students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any controlled substance;
- Consuming or selling alcoholic beverages while on campus, in company vehicles, or while on company business or time, or bringing alcohol onto campus; and
- Abusing prescription drugs or possessing drugs that have not been prescribed for the employee by physician.
- Consuming alcohol under the age of 21

Controlled substances mean any drug, substance, or immediate precursor included in the definition of controlled substance in the Official Code of Georgia Section 16-13-21 (4) or Schedule I through V of Section 202 of the Federal Controlled Substance Act [21 United States Code 812].

POTENTIAL LEGAL RAMIFICATIONS: The standards of conduct of this school clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities. Possession, use, or distribution as mentioned above may result in incarceration for a period not less than 12 months and /or a minimum fine of \$1000. The penalties for violation of the “controlled substances” provisions are numerous, and they vary, depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of trafficking narcotics.

Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than \$300, or both. For more information on Georgia laws and penalties relating to alcoholic beverages and illegal drug use, see titles 3 and 16 of the Official Code of Georgia (<http://www.lexis-nexis.com/hottopics/gacode/default.asp>).

Under federal law, for a first offense, unlawful possession of a controlled substance (including marijuana) is punishable by a minimum fine of \$1,000 and up to one-year imprisonment. 21 U.S.C. 844(a). Unlawful distribution of a controlled substance (including marijuana) may result in fines of between \$250,000 and \$8,000,000 and up to life imprisonment, depending on the circumstances and the quantity and type of controlled substance distributed, with greater penalties for subsequent offenses. For a more complete summary of federal laws and penalties for illegal drug use go to:

<http://www.usdoj.gov/dea/agency/penalties.htm>.

Any student who violates this policy is subject to corrective action up to, and including, termination of enrollment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.”

Violations of this above mentioned policies occur when there is reasonable evidence of illegal prohibited activity. At this point the Institution will act against all violators. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies. Woodruff will provide timely written notice to any student who loses financial aid eligibility for violating this drug policy.

WMWT reserves the right to request random drug tests for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

POTENTIAL HEALTH RISKS: Alcohol, a depressant, is absorbed into the bloodstream and transmitted to virtually all parts of the body. Even low doses of alcohol can significantly impair judgment and coordination, including the judgment required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also can increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will provide the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of alcohol increases the risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage.

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

COUNSELING, TREATMENT AND EDUCATIONAL RESOURCES: While WMWT does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, WMWT does recognize that addiction to drugs and/or alcohol can be treated. If a student recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, WMWT will assist the

student in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved. Woodruff implements policies to reduce access, identify substance abuse early, and provide students with access within their local community for necessary treatment. However, students availing themselves of these services will not be exempt from WMWT's academic and conduct standards.

If any student, staff or faculty has questions or is seeking advice for substance abuse and the prevention thereof, confidential counseling services will be available on and off campus. For more information on counseling services and abuse awareness programs contact Karrie Kulick, Director of Academics at kkulick@genesiscareer.edu or by calling (615) 627-4725.

In keeping with US Public Law 101-226, Section 22: Drug Free Schools and Campuses it is WMWT'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.

DISCIPLINARY ACTIONS: Any student found to be in violation of federal, state, and/or local laws, or who violates WMWT's alcohol and drug policy is subject to disciplinary procedures and/or can be referred to the appropriate authorities for legal prosecution. This action could range from an education or counseling program, up to and including suspension or permanent dismissal from the school.

When the school or the Financial Aid Department is officially notified that a student, who is a recipient of a Federal Pell Grant, is convicted via a court of law of a drug offense during the period of enrollment covered by the Federal Pell Grant, and for which the student had previously certified he or she would be drug free, that individual is in violation of the certification statement and must be reported to the U.S. Department of Education Office of Inspector General, in accordance with section 668.14 (g) of the Title IV Higher Education Act of 1965 and its amendments. Upon the final determination by the Office of the Inspector General, and the notification Woodruff Medical Training & Testing, the Financial Aid Department will implement the recommendations set forth in their findings, which may include the withholding of all further payments to the student. Until a final determination is made regarding fraud on the part of the student, the student will remain eligible for financial aid.

Any student that has been suspended or terminated based on violating this substance abuse policy that wishes to return to our schools must first provide legitimate evidence that he/she has entered and successful completion a recognized rehabilitation program and/or submits proof of negative drug screens.

Acceptable Legitimate evidence:

- For successful completion of Drug Rehabilitation Program would include but not be limited to: certified certificate of completion, certified release from facility which indicates successful completion of a rehabilitation program.
- For proof of Negative drug screens would include but not be limited to: original official drug screening results received by the school directly from the screening facility.

If approved to return, these students or employees must comply with random drug screens that are to be documented in the student/employee files. Requests for reinstatement must be in written form and submitted to the President, Richard Bundy. Decisions by the President on these matters are final

PARENTAL NOTIFICATION GUIDELINES FOR ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS: These guidelines are in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), enabling universities to notify parents or legal guardians, under certain circumstances, of a student under 21 that uses or possesses alcohol or a controlled substance.

Notification of parents is done when the university believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents to determine whether such contact is the best course of action. Factors that are considered when deciding to contact a student's parent or guardian are: A consistent pattern of destructive or

harmful behavior; behavior that may affect the student's overall well-being or the well-being of others; behaviors that may jeopardize their ability to remain a student; and/or a situation of imminent danger.

When determining parental notification to be in the best interest of the student, it is the university's philosophy to assist the student in contacting their parent/guardian directly. In most cases, the university will intervene only when a student is unwilling or unable to contact their parent/guardian.

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in the student's file. These medical files will be kept locked and secured, and access will be limited to certain individuals in the organization. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know. The drug and alcohol policy is reviewed and evaluated every 2 years.

Drug abuse is extremely dangerous and can lead to dependency, addiction and death. Drug use and abuse causes approximately 20,000 deaths in the United States annually due to homicide and injuries, overdose, suicide, pneumonia, HIV infection, Hepatitis, and endocarditis.

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This policy shall remain in effect unless otherwise stated in writing. WMWT will review its alcohol and controlled substance policy annually for effectiveness and consistency of application and, where necessary, make appropriate changes.

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) Barbiturates (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.

Cannabis – 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.

Deliriants – 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.

HEALTH AND SAFETY PLAN

Woodruff takes pride in providing a safe and healthy atmosphere for students to learn. While Woodruff will notify students, staff and faculty annually about campus security procedures, students are encouraged to be responsible for their own security and the security of others. The following procedures should be followed:

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.

FIRE EMERGENCY AND EVACUATION PROCEDURES: If fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or using a mobile phone. 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.

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.

EMERGENCY RESPONSE PROCEDURE: Woodruff has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information

NOTIFICATION OF THREATENING EMERGENCY ON CAMPUS: Should a threatening situation arise on campus alert the nearest staff or faculty member. The staff or faculty member will immediately notify the local police department, the Director of Technology and the President by email or phone. The Director of Technology will immediately post safety notification alerts via mass email, social media, and local news media notifying students, patrons, and employees of the threatening emergency IF the notification will not compromise efforts to contain the emergency. The President will confirm with local law enforcement and, if possible, a local campus employee of the threatening or dangerous situation. If it’s safe to do so, immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus. The local area fire department assists in an annual emergency response evacuation drill.

REPORTING CRIMINAL ACTIVITY ON CAMPUS: Should any student, staff, or faculty member become victim or witness criminal activity

on campus he/she has the option to either notify the local police or notify the Campus Director immediately. The notification should include the nature of the crime, who was involved, and where the crime occurred. Notification is voluntary and will be held confidential. School personnel will assist the student if he/she requests to notify the police directly. The Campus Coordinator will report the criminal activity to the Chief Executive Officer who will immediately notify the police department.

TIMELY WARNING AND EMERGENCY NOTIFICATION: Woodruff will report in a timely manner to the campus community on crimes that:

- Are included in the campus crime statistics report (see the consumer information report)
- Are reported to local police agencies
- Considered by Woodruff to represent a threat to students and employees
- Genesis will not provide a timely warning if the crime is reported to a pastor or professional counselor

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- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information Emergency procedures are tested on an annual basis.

Genesis will, without delay and considering the safety of the campus community, determine the content of the notification unless the notification will compromise efforts to assist a victim or to contain or mitigate the emergency. The emergency response and evacuation procedures will be tested on an annual basis. These tests may be announced or unannounced. Each test will be documented with information to include a description of the exercise, the date, time and whether it was announced or unannounced.

FACILITY SECURITY: Woodruff facilities are maintained regularly by the Director of Facility Maintenance to ensure safety and security for students, staff, and faculty while one campus. Only Woodruff employees will have access to keys and students are not allowed on campus unless Woodruff personnel are present.

Woodruff occasionally employs a Security Officer at its campus. 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.

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: If an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted. 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.

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.

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.

BODILY INJURY / SERIOUS ILLNESS: If a student, staff member, or patron is injured on school premises immediately contact the nearest administrative staff member. A first aid kit is available near the cash register for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

BREAK-IN: If you see that the campus has been broken into, call the police department immediately. Keep all students and patrons away from the area and do everything in your power to keep the crime scene exactly as you found it. Call the Director of Academics after the police have been notified.

WEAPONS OR FIREARMS: Possession of weapons or firearms of any kind are prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.

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.

MISSING PERSON NOTIFICATION POLICY

In the case of a missing student: if the student has been missing for 24 hours report the missing person’s name to the Campus Director and the local police department. The Campus Director will notify local law enforcement within 24 hours when the student is determined to be missing. If the student is under the age of 18 and not emancipated, the institution will notify the student’s parents within 24 hours when the student is determined to be missing.

SEXUAL HARASSMENT AND ASSAULT

Sexual harassment is illegal under federal, state and local laws. It is defined by the Equal Employment Opportunity Commission (“EEOC”) as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment/enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the individual’s performance or

of creating an intimidating, hostile or offensive environment.

The types of behaviors that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendos, suggestions, or jokes; or
- the display of sexually suggestive pictures or objects.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the person involved feels compelled to submit to that misconduct to keep his or her position, to receive appropriate pay, or to benefit from a certain employment decision. If this type of misconduct interferes with an employee's or student's work, or creates an intimidating, hostile, or offensive work environment for an employee or student, it may be considered harassment.

HARASSMENT COMPLAINT PROCEDURE: WMT expects that everyone will act responsibly to establish a pleasant and friendly teaching environment. However, if an employee/student feels he or she has been subjected to any form of harassment or assault, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

The student also should report any assault or harassment to his or her immediate instructor or Campus Director. Likewise, if a student witnesses another student harassing or assaulting another individual, the employee/student should report that conduct as well. The investigation of the assault or harassment claim will begin immediately by locally appointed professionals, whether Genesis employees or not, who receive annual training on issues related to sexual harassment and assault crimes. It is important to preserve the evidence for proof of the harassment or assault. If the victim of harassment or assault feels the incident was criminal in nature a school official will immediately notify the proper law enforcement agencies. Students and employees have the option to notify the local police directly. School personnel will assist the student in notifying the local police upon request.

A prompt, fair and impartial proceeding will be conducted by officials who do not have a conflict or bias with either party. The proceeding will be consistent with the Genesis policies and transparent to both the accuser and accused. If meetings are necessary, timely notice will be given to both parties, of which either or both may be present. Both parties, as well as appropriate officials, will have timely and equal access to any information that will be used during the informal and formal proceedings.

WMT will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or assault complaint will include an interview with the accuser and the accused. Both are entitled to the same opportunities to have others, such as an advisor of their choice, present during disciplinary proceedings and both will be informed of the outcome of any disciplinary proceeding. A final determination from the investigation will be made by the Genesis Board of Directors. Notification of this determination will be made in writing and delivered simultaneously to both parties. Sanctions imposed because of the final determination may include disciplinary action including and up to termination of enrollment. If there is suspicion or evidence of criminal activity found during the investigation WMT will notify the local police immediately.

WMT will change the academic situation, as reasonable, of a student victim of an alleged sexual offense. In doing so, the student must request the changes in writing. Options for those changes will be discussed confidentially with the Director of Education.

A reasonably prompt resolution of each complaint will be reached and communicated to the employee/student and the other parties involved. Either party may extend the timeframe through written request which should include reasons why. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment. **Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited.** However, any employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination.

Occasionally, talking with a supervisor about harassment is not an option. If an employee or student feels uncomfortable

approaching one of these individuals, or feels that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to the company President, Richard Bundy at rbundy@genesiscareer.edu.

Please note that it is the school's responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all WMT students and staff feel that our campuses are a safe and friendly place to learn and work.

Any person, who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action up to and including termination.

Information regarding registered sexual offenders for campus communities can be found by visiting the following web site: <http://gbi.georgia.gov/georgia-sex-offender-registry>

SERVICES FOR VICTIMS: If any student, staff or faculty has been a victim of sexual harassment or assault, counseling services will be available on and off campus. For more information on counseling services and sexual misconduct awareness programs contact Karrie Kulick, Director of Academics at kkulick@genesiscareer.edu or by calling (615) 627-4725.

CHANGE OF ADDRESS

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform Woodruff of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a Change of Address form from the Student Services Coordinator and submit the correct information. Woodruff will not be responsible for any information not received by the student if a change of address form has not been turned in.

NAMES OF COMPANY OFFICERS

Richard J. Bundy	President / CEO
Shannon Beeler	Chief Operating Officer
Shanna Frasier	Director of Financial Aid
Gerri Bradley	Director of Operations and Education