

2021-
2022



WOODRUFF
MEDICAL AND WELLNESS TRAINING

[CONSUMER INFORMATION REPORT]

WOODRUFF MEDICAL AND WELLNESS TRAINING: TUCKER, GA

Woodruff Medical and Wellness Training 2021-2022 Consumer Information Report

In compliance with the Higher Education Opportunity Act (HEOA), Woodruff Medical and Wellness Training (WMWT) has compiled this Consumer Information Report to inform and notify current students, potential students, and Woodruff employees of policies and procedures that are important to the success of Woodruff students, staff, and faculty. Should you have any questions concerning this report, or to obtain a copy, please contact Shannon Beeler at sbeeler@genesiscareer.edu.

It is important to note this report is a summary and is not all inclusive of Woodruff's policies, procedures, and rules. Please refer to the School Catalog for comprehensive information regarding Woodruff Medical and Wellness Training.

FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

The information below summarizes the financial aid options available to Woodruff students.

Federal Pell Grant: Federal Pell 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.

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 have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms.

Federal Direct PLUS Loan Programs (PLUS): PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay educational expenses. Unlike direct student loans PLUS loans do require a credit check.

Entrance loan counseling is provided to all prospective and current students and is required by all first time borrowers prior to attending. Exit loan counseling is also provided prior to graduation and is a requirement for completion. During counseling students will receive information on loan terms, a sample repayment schedule, and education on the necessity for repaying loans. Current students may schedule additional counseling sessions by contacting the financial aid department on campus or by emailing Shanna Frasier at sfrasier@genesiscareer.edu.

The following information can be found in the School Catalog regarding financial aid available to Woodruff students:

1. How to apply for aid
2. Student eligibility requirements
3. Criteria for determining award amounts
4. Rights and responsibilities of students receiving Title IV aid
5. Criteria for continued eligibility including the policy on satisfactory progress
6. Disbursement methodology and schedule

All prospective students will receive a School Catalog prior to enrolling into Woodruff. Anyone may request a copy. To request a copy, please contact the Student Services Coordinator on campus for a digital or hard copy. Electronic copies of the School Catalog are available on the website: <https://woodruffmedical.edu/woodruff/consumer-disclosures/>

INSTITUTIONAL INFORMATION

Program Offerings:

All programs are delivered in English.

Medical Assistant: The Medical Assistant Program is a 36.5 semester credit hour program covering a period of 32 weeks for day students and 44 weeks for evening students.

Patient Care Technician: The Patient Care Technician Program is a 26.5 semester credit hour program covering a period of 27 weeks for day students and 37 weeks for evening students.

Nursing Assistant: The Nursing Assistant Program is a 3.5 semester credit hour program covering a period of 4 weeks for day students and 6 weeks for evening students.

Facilities: 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. Woodruff Medical and Wellness Training’s campus is handicap accessible and has 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.

Cost of Education: Enrolling into a college in today’s educational climate is complicated. There are many hurdles that get between a motivated qualified student and enrolling in school. Woodruff provides a different approach during the enrollment process built upon simplicity.

Program	Admin Fee	Books	Supplies	Tuition	Total Cost
Medical Assistant	\$1,000	\$315	\$900	\$12,695	\$14,910
Patient Care Technician	\$1,000	\$495	\$900	\$10,495	\$12,890
Nursing Assistant	N/A	\$55	\$188	\$752	\$995

Required Textbooks Medical Assistant	
	ISBN Number
Quick and Easy Medical Terminology, 9 th Edition	978.0329.596.995
Today’s Medical Assistant Clinical and Admin Procedures, 4 th Edition	978.0329.581.271
Today’s Medical Assistant Clinical and Admin	978.0329.639.866

Woodruff Medical and Wellness Training
2021-2022 Consumer Information Report

Procedures Workbook, 4 th Edition	
SIM Chart for the Medical Office 2022 Edition	978.0329.883.498
EHR Textbook, 3 rd Edition	978.0329.642.651
	Bundle Cost \$315.00
Required Textbooks Patient Care Technician	
Quick and Easy Medical Terminology, 9 th Edition	978.0329.596.995
Fundamental Concepts and Skills for the PCT	978.0329.430.135
Fundamental Concepts and Skills for the PCT Workbook	978.0329.445.719
Nursing Assistant Long-Term Care, 5 th Edition	978.1604.251.371
Nursing Assistant Long-Term Care Workbook, 5 th Edition	978.1604.251.388
	Bundle Cost \$495.00
Required Textbooks Nursing Assistant	
Nursing Assistant Long-Term Care, 5 th Edition	978.1604.251.371
Nursing Assistant Long-Term Care Workbook, 5 th Edition	978.1604.251.388
	Bundle Cost \$55.00

The following chart estimates the total costs of attendance (as of July 2022) not directly charged by Woodruff for a student attending college in Tucker, GA:

Estimated Weekly Expenses	Students Living With Parents	Single Student Not Living with Parents
Room and Board	\$358.00	\$477.00
Transportation	\$72.00	\$72.00

The following policies and procedures can be located in the School Catalog:

1. Institutional Refund Policy
2. Withdrawal Policy and Procedure
3. Return of Title IV Funds
4. Transfer of Credit To and From Other Institutions

All prospective students will receive a School Catalog prior to enrolling into Woodruff. Anyone may request a copy. To request a copy, please contact the Student Services Coordinator on campus for a digital or hard copy.

Accreditation and Licensure:

Woodruff Medical and Wellness Training 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 and Wellness Training 2021-2022 Consumer Information Report

Woodruff Medical and Wellness Training is authorized to offer instruction of the Medical Assistant and Patient Care Technician Programs by the Georgia Nonpublic Postsecondary Education Commission.

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

For copies of licensure and certificates of accreditation please contact the Campus Director. Please refer to the campus School Catalog for information regarding state licensure, federal authorization, and national accreditation.

Notification of Rights under FERPA for Postsecondary Institutions

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

1. The right to inspect and review the student's education records within 45 days after the day Woodruff Medical and Wellness Training receives a request for access. A student should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Woodruff Medical and Wellness Training decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Woodruff Medical and Wellness Training discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Woodruff Medical and Wellness Training discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service of function for which the school would otherwise use its own employees and who is

Woodruff Medical and Wellness Training 2021-2022 Consumer Information Report

under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Woodruff Medical and Wellness Training to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Below is a list of the disclosures that postsecondary institutions may make without student consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Genesis whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§

Woodruff Medical and Wellness Training 2021-2022 Consumer Information Report

99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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.

Copyright Infringement Policy and Sanctions:

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work

Woodruff Medical and Wellness Training 2021-2022 Consumer Information Report

- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

Woodruff distributes materials informing the Woodruff Community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized distribution of copyrighted materials will be handled by the Director of Education and a disciplinary hearing may be called.

The school presently has installed on its computer server “Watchdog Software”, which monitors the traffic of computer usage. The software also restricts access to only those websites which are on a “safe list”. In addition, it prohibits the users from downloading restricted information without the consent of the administrators in charge of the program.

The Institutional Advisory Committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a “before and after” comparison of bandwidth, or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Director of Education and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

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

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

GRADUATION AND PLACEMENT DATA

2020-2021 Program	Total # students enrolled in reporting year	Retention Rate	Placement Rate	Licensure Exam Pass Rate
Medical Assistant	161	74%	62%	N/A
Patient Care Technician	119	83%	65%	N/A
Nursing Assistant	35	94%	42%	70%

Woodruff Medical and Wellness Training 2021-2022 Consumer Information Report

Licensure is not required for programs marked not applicable (N/A) on Licensure Exam Pass Rate.

*No students enrolled during reporting period.

Rates are calculated using guidelines put forth by our accrediting agency, the Accrediting Bureau of Health Education Schools,

www.abhes.org

Job Placement Rate Disclosure

Job Placement rates are calculated using guidelines put forth by ABHES and is based on graduates who are eligible to be placed. Eligible to be placed is explained below.

The placement rate is determined by using the ABHES required method of calculation, for the reporting period July 1 through June 30, as follows:

Placement Rate = (P)/(G-U)

P = Placed graduates

G = Total graduates

U = Graduates unavailable for placement

Placed graduates are defined as those employed in a position wherein the majority of the graduate's job functions are related to the skills and knowledge acquired through successful completion of the training program.

Unavailable is defined only as documented: health-related issues, military obligations, incarceration, continuing education status, or death. Institutions must have on file additional documentation and rationale to justify graduates identified in this category. Examples of documentation may include but is not limited to a doctor's note, military orders, arrest documentation, enrollment agreement, acceptance letter, or death certificate.

Completion-Graduation Rates

Retention Rates

The cohort comprising the graduation data is broken down by gender, ethnicity, and financial aid eligibility. This information can be accessed by clicking the link below:

<https://nces.ed.gov/ipeds/datacenter/InstitutionList.aspx?addUnitID=adadabb2b1b0>

[HTTPS://NCES.ED.GOV/IPEDS/DATACENTER/INSTITUTIONPROFILE.ASPX?UNITID=481146](https://nces.ed.gov/ipeds/datacenter/InstitutionProfile.aspx?unitid=481146)

VOTER REGISTRATION

Voter registration forms are available upon request in the financial aid office. Woodruff will also distribute in electronic format access instructions to voter registration forms annually. To access the State of Georgia voter registration form and information, go to:

http://www.eac.gov/voter_resources/contact_your_state.aspx

<https://vote.gov/register/ga/>

<http://www.rockthevote.com/election-center/voter-registration-deadlines-by-state.html>

[HTTPS://WOODRUFFMEDICAL.EDU/WP-CONTENT/UPLOADS/GA_VOTER_REGISTRATION-APP_FILL_2021.PDF](https://WOODRUFFMEDICAL.EDU/WP-CONTENT/UPLOADS/GA_VOTER_REGISTRATION-APP_FILL_2021.PDF)

CAMPUS SECURITY

Campus Annual Security Reports are distributed every October. To access the Woodruff Campus Annual Security Report and crime statistics for the for the most recent reporting period simply click on the following links:

Crime Statistics: <https://ope.ed.gov/campussafety/#/institution/details>

Annual Security Report: <http://www.Woodruffcareer.edu/consumer-information/>

You may request a hard copy of this report by contacting the campus student services coordinator.