



## **Office of Financial Aid**

### **Student Consumer Manual 2015-2016**

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## **INTRODUCTION**

This manual contains the necessary information to familiarize students with Financial Aid programs and their requirements.

It is our responsibility to comply with the purpose and regulations of the Financial Aid Programs of the U.S. Department of Education.

Antilles College of Health does not discriminate against anyone due to gender, race, age, color financial status, citizenship, national origin or social status, nor political or religion beliefs, labor or impairment. This is in compliance with the law under Title IX of the 1972 Law of Education amendment and Section 504 of the 1973 Law of Rehabilitation, also in compliance with Titles IX of the 1972 educational amendments.

## **HISTORICAL BACKGROUND**

Antilles College of Health is a private, secular, and educational institute founded in 1970. It started as Antilles School of Practical Nursing to fill the existing demand in Puerto Rico for nursing personnel. Nursing was the first academic program established in July of 1970.

At the end of 1986, after being acquired by Antilles Schools of Technical Careers, Inc., Antilles School of Practical Nursing became Antilles School of Technical Careers. The name of the Institution was changed to be attuned to the Institution's educational mission as a training resource in different areas in the health industry.

The institution continued to develop and obtain recognition from the community, government, and accreditation agencies. As we saw the need for personnel in the health area, we started to increase our educational programs as part of our continued growth and expansion.

In January of 2015, the name Antilles School of Technical Careers was changed to Antilles College of Health, and we started offering the Operating Room Technician with Orthopedics Program

ACH serves the Puerto Rican community from its facilities located in Santurce and it continues to train youth and adults in the area of health as well as contribute to our island's betterment and wellbeing.

## **INSTITUTIONAL MISSION**

Prepare youths and adults so they can work in health industry occupations in a responsible way and contribute to the improvement and maintenance of our Puerto Rican society's integral health.

## **ACCREDITATIONS AND AUTHORIZATIONS**

**Antilles College of Health** has the following permissions and accreditations:

- Puerto Rico Council of Education
- Accrediting Bureau of Health Education Schools

### RECOGNITION AND MEMBERSHIP

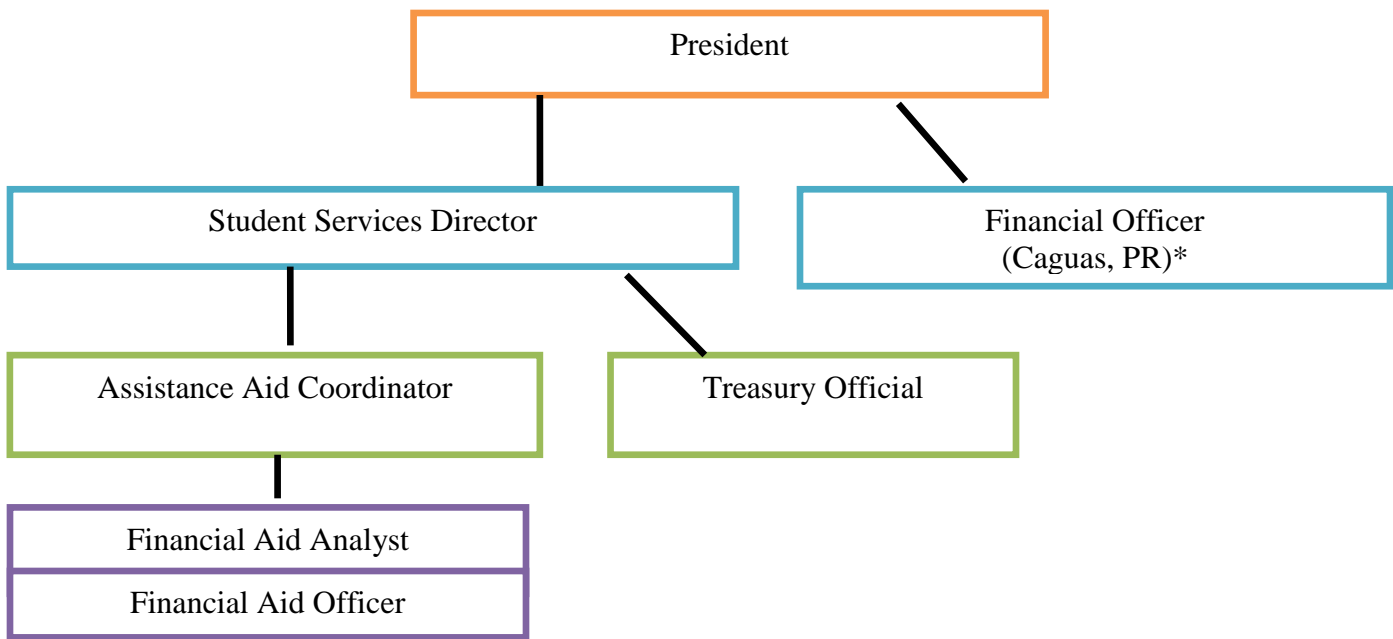
The Institution is recognized by several sponsoring study programs such as Vocational Rehabilitation, the Department of Family and AmeriCorps.

**Antilles College of Health** is a member of the following professional organizations:

- Puerto Rico Association of Private Education.
- National Association of Health Career Schools.
- Association of Accredited Post-secondary Institutions.
- Puerto Rico Association of Student Financial Aid Administrators (PRASFAA).

### STUDENT SERVICES ORGANIZATIONAL CHART

ORGANIZATIONAL CHART INDICATING THE RESPONSIBILITIES OF FINANCIAL AID ADMINISTRATION



\*Note: The Financial Officer is responsible for disbursements and administration of the Title IV funds, including the G5 process.

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## **FINANCIAL AID OFFICE RESPONSIBILITIES**

1. Administers Title IV and State Funds.
2. Supervises compliance of institutional guidelines, policies and processes.
3. Guides students and parents as necessary.
4. Carefully verifies student information.
5. Supervises determination of eligibility and Financial Aid need.
6. Coordinates Title IV programs and other institutional and/or state financial aid programs.

## **INSTITUTION'S RESPONSIBILITY**

1. The Institution must comply with all rules and regulations that govern all Title IV programs in which it is engaged.
2. The Institution is responsible for conducting annual audits of federal funds. In addition, it is the Financial Aid Office's duty to regularly evaluate its own operations.
3. The Institution sends its officials to classes, workshops and/or conventions offered by the U.S. Department of Education and/or the Association of Financial Aid (PRASFAA).

## **RIGHTS AND RESPONSIBILITIES OF STUDENT'S**

To Students Enrolled in Antilles College of Health benefiting from Financial aid Programs is entitled to know what their rights.

### **RIGHTS**

Students who benefit from financial aid programs are entitled to know:

1. The types of federal and state aid available.
2. The deadlines and procedures to apply to each of these programs.
3. The method used to determine the student's financial need. This process includes: tuition and fees, room and board, transportation, books and supplies, personal expenses and miscellaneous expenses are considered in the cost of education. It also includes the amount of resources (such as parental contribution, etc.) this is considered in the calculation of the student's needs.
4. The type and amount of aid approved in an award letter;
5. Getting a reconsideration of help, if you think you made a mistake or the financial

circumstances of students have changed.

6. institutional refund policy and programs of Title IV.
7. How was determined if you are making satisfactory academic progress.
8. The names of its accrediting agency and organizations granted license.
9. Information on school programs, classrooms, teaching laboratories and other physical facilities and faculty.
10. The facilities available for students with disabilities and limitations.
11. Know the percent of students who graduate from the various programs and used.
12. Know the policies of existing drugs and alcohol.
13. Know the statistics data on criminal acts that occur.

## **RESPONSIBILITIES**

As a participant in financial aid programs, the student must:

1. Pay special attention to the Free Application for Federal Student Aid (FAFSA), complete it correctly and send on time and the right place. Errors may delay or prevent students receive help.
2. Comply with the limits to apply for grants or reapply the same dates.
3. Submit all required documentation for correction or verification file.
4. Provide correct information. Providing false information is fraud and may be punished by a fine, imprisonment or both.
5. Maintain Satisfactory Academic Progress.
6. Read and understand all documents be asked to sign and keep a copy of these.
7. Accept responsibility for any document you sign.
8. Provide Financial Aid Office the following information:
  - Change of Address
  - Intent to unsubscribe

- Renaming or marital status
  - Change to another institution
9. Review and consider all information about the academic programs offered by the institution before enrolling.
  10. Respect copyright and refrain from unauthorized copyrighted materials replication.

## **BILL OF RIGHTS TO PRIVACY**

The 1974 Family Educational Rights and Privacy Act (Buckley ammendment) demands that the institution must protect the privacy of all student records and maintain strict confidentiality when working with them.

The institution must obtain written consent from the student to release information to any agency or entity requesting it, with the exception of authorized personnel from the institution, person or organization that provide students financial aid funds, accrediting agencies exercising their functions and persons with court orders as long as the institution uses reasonable effort to notify the student in the first instance.



## **AVAILABLE FINANCIAL AID PROGRAMS**

The financial aid programs available at Antilles College of Health are designed to serve students with a variety of social and financial backgrounds. The Institution's available Programs are the following:

- Federal Pell Grant – Is an allowance that helps undergraduate students to pay for their education after they complete high school. The objective of this program is to help students finance their education expenses.
- Federal Supplemental Educational Opportunity Grant (FSEOG) (see page 13)
- Federal Work And Study Program (see Aid Package, page 13)
- Undergraduate Supplemental Educational Aid (CEPR) – This program's purpose is to provide supplemental aid to students with unfavorable financial situations and that are registered in eligible institutions. (see page 17).

## **FINANCIAL AID PROGRAMS**

### **STUDENTS FINANCIAL AID ELIGIBILITY PROGRAMS**

Student eligibility is determined prior to application. The aid requirements of the Student Federal Financial Aid Programs are the following:

- Must be a U.S. citizen, permanent resident or eligible non-citizen.
- Enrolled in Selective Service if male, 18 years of age or older and born after December 31, 1959.
- Demonstrates Financial need to obtain grant.
- Be a regular student, or at least part-time enrollment.
- Maintain satisfactory academic progress as defined by the Institution.
- High School diploma or equivalent.
- No student loan default nor delinquency under any of the Title IV programs.
- Has not exceeded the Student Loan limits.
- Has not exceeded the lifetime use of Federal Pell Grant (LEU).
- Has not received a bachelor's degree to be eligible for a Federal Pell.
- Does not have debt from Federal scholarships received from other institutions.
- It is not concurrently enrolled in another institution.
- Has a valid social security number.
- Complies with federal regulations about the use, abuse and distribution of drugs and alcohol or controlled substances (see drugs and alcohol policies).

### **INSTITUTIONAL REQUIREMENTS**

- Comply will all the requirements of the Admissions document.

- Comply with all requirements of the Financial Assistance document.
- Comply with all academic and disciplinary standards.

## **FINANCIAL AID OFFICE POLICY**

The Financial Aid Office will enforce the following operational policies:

- To participate in federal programs, the student must prove financial need and meet specific requirements that will be determined when completing the Federal form known as FAFSA.
- Any student enrolled in ACH and have interest in benefiting from the financial aid programs, must first complete the “Free Application for Federal Student Aid” (FAFSA).
- The application process can be started by following the following link: <https://fafsa.ed.gov/> in Spanish or English. Enter our Code, **015758**, to send your FAFSA results electronically to our institution.
- In addition, you have the option to come by our Financial Aid Office, where you will receive guidance about how to complete a scholarship application and we provide a computer with Internet access to process the application.
- It is the student’s responsibility to complete the application.

## **HOW TO APPLY FOR FINANCIAL AID, WHAT IS THE FSA ID AND HOW TO OBTAIN IT.**

The form to apply for FAFSA is obtained via the Internet and a FSA ID is needed.

The FSA ID consists of a login name and a password (created by the user), it replaced the personal identification number (PIN) as of May 2015. This login credential allows you to sign FAFSA electronically and access its confidential information in the website of the Student Federal Aid Office.

The FSA ID credential allows students and parents to validate their identity electronically and access the websites operated by the Federal Student Aid Office.

The FSA ID consists of a user name and a password and it can be used to initiate a session in the FAFSA website.

Even though it is not a requirement to have a FSA ID to fill-out an application on the FAFSA website, it is the best way to speed up authentication and FAFSA processing. In addition, you must have a FSA ID to access your information and make any corrections through the

Internet. If you completed a FAFSA the previous year, this credential will allow you to transfer information from the old application to the new one on the Web.

This change was implemented to eliminate having to enter personal information (social security number, name and date of birth) into the Federal Student Aid systems. This change is critical to comply with new security requirements for processes. If you are the parent of a dependent student, you will need your own FSA ID (user identity) to sign your child's FAFSA electronically. If you have more than one child attending university, you can use the same ID to sign all the applications. Please note that each FSA user identity must have a unique email. You can obtain it at the following link: <https://fsaid.ed.gov/npas/index.htm>

Your FSA ID (user identity) is used to sign documents electronically that are legally binding. This has the same legal status as a written signature. Do not provide your FSA identity to anyone, not even to someone helping you to complete the FAFSA. Sharing your FSA identity card, could put you at risk of identity theft!

If your parents do not apply for a FSA ID, you must print the signature page, when processing the scholarship, to be mailed to the Department of Education.

### **How to create a FSA ID Credential**

The FSA ID credential allows the user to access the systems of the Federal Student Aid Office (FSA) and sign documents.

You should only create one FSA ID credential using your own personal data and for your own and sole use. You do not have authorization to create a FSA ID for someone else, even if it is a relative. Any false impersonation to the Federal government could result in civil or criminal fines against you.

#### First Step: (Access)

- Provide your email, a username and password
- Certify you are older than thirteen (13) years old

#### Second Step: (Entering Personal Information)

- Provide social security number, name and date of birth
- Include your email, mailing address, telephone and preferred language
- Provide answers to five (5) questions. The system will provide questions 1 and 2 for you to choose, you will create a question and answer for questions 3 and 4 and for question 5, add a date that is significant in your life.

#### Third Step: (Submit the Information)

1. Agree with the terms and conditions

2. Verify your email

Note: When you verify your email, it can be used as a user ID when you access certain webpages of the U.S. Department of Education.

## **GRANTING AID**

- The amount of financial assistance offered a student will not exceed study costs after deduction of expected family contribution and other resources.
- Financial aid will be granted for the academic year and will be disbursed based on the academic terms for which you are enrolled, if your academic load or progress has not changed.

## **DETERMINATION OF NEED**

- The financial need is the difference between the cost of attendance and the amount the student's family can contribute to those costs. To determine the amount they can contribute, the financial income from the parents, the student and spouse (if applicable), number of family members and number of people in the family who attend post-secondary institutions, among others, are evaluated. This evaluation is a formula established by the U.S. Department of Education and the result is known as: Expected Family Contribution (EFC).
- The difference between the cost of attendance and the total family contribution is the student's financial need. This is the financial need we strive to cover with our Financial Assistance Programs. We also consider other resources that you might have available to cover education expenses when determining the financial need.

## **FEDERAL PELL GRANT**

This is the basic aid of the Financial Aid programs available to all students with financial need. It is granted to students who meet the eligibility requirements.

- ✓ Depending on your eligibility, the student could receive an annual assigned award from **\$581.00** up to **\$5775.00** for **2015-2016**. This scholarship will be credited to the student's account.
- ✓ The student will receive a financial aid itemization or award letter. He/she must read and sign accepting the awarded aid and authorizing Antilles College of Health to credit their account.

## **FINANCIAL AID FUNDS PROCEDURE**

The process to disburse Financial Aid every semester is as follows:

1. The Registrar's Office will certify the student's enrollment and academic progress (see Satisfactory Academic Progress Policy on page 21).
2. The Financial Aid Office will proceed to add the students who qualify and have a complete file to the award payment list.
  - a. The student who has not shown academic progress at the end of the semester with a warning, and has a suspension status, will lose the right to disbursement of the financial aid for that semester.
  - b. Once the student improves or appeals the suspension and obtains a status of Probation, the financial aid for the semester will be reactivated or if the appeal grants him/her a status of probation, and the following semester the student is readmitted .

## **AID PACKAGE (Campus Based Programs)**

These are named as such due to the fact that the responsibility to administer them falls under the Institution's Administrator of Financial Aid. The student could have the right to receive assistance from the different financial aid funds available. This is what is known as an aid package, such as Federal Work-Study and Federal Supplemental Educational Opportunity Grant. (FSEOG).

These programs are different due to the fact that FSEOG provides aid based on an allowance for qualifying students, while FWS provides part-time employment opportunities at the institution, schools and/or private or public profit seeking as well as non-profit companies. The amount of help the student receives is based on the financial need and the assigned funds available at the institution.

Contrary to the Federal Pell Grant, which provides funds for all eligible students, every institution participating in any of the campus based programs, receive an annual allowance for each of these programs.

### **STUDY-WORK PROGRAM (FWS)**

This program provides employment to students who need financial aid and offers the opportunity to earn money to help cover education expenses. In addition, this program promotes community service jobs. Compensation for work performed is based on the current minimum wage. The total annual compensation depends on the financial need and the Institution's available funds.

Participants of this program usually work for the Institution. However, a 7% of the funds budget is allocated to place students in jobs outside the Institution, such as public agencies and local and federal government, as long as the work performed favors public interest and provides community service.

Students participating in community service could be placed in assisted elderly care centers, family literacy skills programs, preschool and elementary tutoring programs, civic orientation and disaster management programs, among others.

Once selected, the Office notifies the student verbally or by written notice. They will receive orientation about their work schedule, job description, Supervisor name and money amount to be received.

The student signs the Study-Work contract and the daily attendance form. The area supervisor reviews, approves and sends the attendance form to the Financial Aid Office monthly.

The Financial Aid Office reviews the attendance form one more time and prepares the payroll to submit to the Financial Office, who requests the funds and issues the checks for delivery.

Students in this program, can accumulate a maximum of 20 hours weekly. The pay period is once a month. The amount of assigned hours is determined based on the analysis of the student's financial need and the available annual funds.

The tasks performed by the students are supervised by the designated supervisor. Those students who do not maintain a satisfactory academic progress or the work is insufficient, could be substituted in their jobs by other students.

Any student who desires to apply for this federal aid, must come by the Financial Aid Office to fill-out an application. This application must be submitted during the first month of the fiscal year, or by notices from the Financial Aid Office.

It is important to point out that the students who possess a bachelor's degree can benefit from the Study-Work program (FWS).

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

This is a financial aid program that grants an allowance to undergraduate students who show an exceptional financial need, as determined by the institution. In this program, the priority goes to students who participate in the Federal Pell Grant program and whose EFC is low. This allowance could be from \$100.00 up to \$500.00 per fiscal year. (This amount could vary according to the student's situation). The amount to be granted is established by the Financial Aid Office, based on available funds and is credited to the student's account.

The institution establishes a priority order for granting funds, students with EFC 0 are first and then students with a higher EFC go next.

If for any reason the aid its not given on one term and the student remains active, the aid will be granted in the following term.

## **UNDERGRADUATE SUPPLEMENTAL EDUCATIONAL AID PROGRAM PUERTO RICO EDUCATION BOARD**

The state provides supplemental aid for undergraduate studies. The aid distribution follows the eligibility criteria regulation for the State Programs Administration of Financial Aid. The purpose of this program is to grant supplemental aid to students in an unfavorable financial situation and who are enrolled in eligible institutions. It will supplement the financial aid received by the students through federal programs and other state or private financial aid.

The aid granted will never exceed the student's financial need after deducting the other financial aid he/she might be receiving. In order to determine eligibility to participate in this program, the institution will use the analysis of financial need as mandated by federal regulation under the Federal Pell Grant Program, Title IV of the Higher Education Act of 1965, as amended. (This aid is subject to allocation and availability of funds.)

### **AID APPLICATION PROCESS**

The Financial Aid Office will provide a form for this aid. The application will be evaluated to determine the financial need based on the student's EFC. This application can be completed by the student twice during the fiscal year. The grant amount could be between \$100.00 up to \$500.00 per term; in exceptional cases, this amount could vary. (Subject to availability of funds.)

### **FUNDS DISTRIBUTION BY PUERTO RICO EDUCATION COUNCIL AND METHODS TO CREDIT THE ACCOUNT**

The funds assigned to each institution for the fiscal year will be distributed by the office to eligible students, according to the costs of attendance determined by the institution. The Financial Aid Office prepares an electronic payment list, sends to the Puerto Rico Education Council for authorization and then is credited to the student's account.

The aid will be assigned according to each student's financial need to help them cover enrollment costs for the specific term and their academic load. The sum total of the federal and state aid must not exceed the student's annual financial need.

- If there is a pending balance in the student's account, a credit will be issued. If not minor debt, a check will be issued to the student at the end of the academic term. In addition, the student can authorize the finance official to credit the remaining amount towards the next academic term.
- If the student withdraws from classes, refund of all aid, including state, will be followed according to the process established by the federal government. The student who withdraws from class will forfeit the right to any state aid for which he/she is being considered at the time of withdrawal.

If he/she does not comply with the SAP Policy, any granted aid will be suspended.



## **COST OF ATTENADANCE**

The cost of attendance is an estimate of expenses related to education that the student will study periods in an academic year. This budget is published annually.

These budgets are prepared for the purpose of making a fair analysis of need among all students who apply for financial assistance. It establishes and clarifies that these budgets are not built for the purpose of granting more financial aid to students to select our institution as their school.

The institution has created a standardized budget for programs using reasonable and normal costs, the purpose of this standardized budget is not having the need to create individual budgets for each student.

These costs are approximate and space is left to consider special cases that can be considered as professional judgments.

We included in the study costs?

The cost of a student's study includes:

- Tuition and fees are charged to a student by program (admission \$ 25, \$ 50 certification.)
- Costs of purchasing books, materials and equipment required according to the program
- A budget for housing costs, food
- An allowance for transportation expenses, personal expenses and / or Miscellaneous

Programs: Practical Nursing, Pharmacy Technician, Therapeutic Massage, Esthetics, Embalming Technician and Funeral Director and Operating Room Technician with Orthopedics.

The institution conducts a survey of the average cost of a student which uses a questionnaire prepared to calculate these purposes.

## **COMPONENTS**

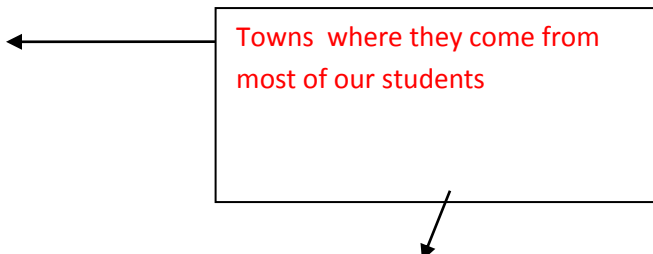
**Tuition and fees** - In this line all students of Nursing Practice program, Pharmacy Technician, Therapeutic Massage, Esthetics, Embalming Technician and Funeral Director and Operating Room Technician with Orthopedic evaluated. According to the definition of academic year Antilles College of Health Academic Year it is defined as two semesters and one summer. This composition exceeds the minimum required by the US Department of Education. For a student to be classified as full-time student must enroll a minimum of 12 credits per term.

**Books and Materials** - To remove the costs of books and materials, which is used to study the cost of books costs of the six programs and joined this average was obtained.

**Housing and Food** - a questionnaire where an estimated monthly expenses are established and legal dependents residing with their parents students and independent qualified was used.

**Transportation** - Among the expenditure referred to in the transportation component are: gasoline, tolls or public transport, which may include public or private transportation. Has been taken as reference distances recreational places each village Santurce. To calculate mileage data come from DTOP review. 2013.

1. The majority population of different peoples is identified and the results were :
  - a. San Juan
  - b. Guaynabo
  - c. Bayamon
  - d. Toa Alta
  - e. Canóvanas
  - f. Carolina
  - g. Caguas
  - h. Vega Baja



Towns where they come from  
most of our students

2. The distance is multiplied at mile by the current cost per mile as the DTOP by each of the towns and finally an average ( $\$ .75 \times \text{mile}$  ).

**Personal Expenses** - This component includes: clothes, dry cleaning, hairdressing and personal care and recreation. The amount in this line will allow the student to live in a modest but adequate.

Regulatory budgets can include other components as needed, these include:

1. Expenses related to disabilities.
2. Expenditure dependent care (infants and the elderly)
3. These expenses shall be included in the "Standard" budget of each student as the case warrants. Each will be documented in the student's file.

The institution maintains two types of budget (COA), one for the "Dependent" students (living with parents) and the other for independent students.

Average cost estimate: When a standardized budget is created, the Financial Aid Office makes this standardized with reasonable costs based on a normal budget costs. The purpose of creating a budget "standardized" is to not have the need to create individual budgets for each student.

PROGRAM	TUITION & FEE	ROOM & BOARD DEPENDENT	ROOM & BOARD INDEPENDENT	TRANSPORTATION & MISCELLANEOUS	BOOKS & SUPPLIES	(AVERAGE)*	PROGRAMS COST
PRACTICAL NURSING ADMISSION CERTIFICATION	\$6,608 25 50	\$4,345	\$6,218	\$2,225	\$709.55/3=236.51X2= SUPPLIES	\$473.03 \$250	\$3,304
PHARMACY TECHNICIAN ADMISSION CERTIFICATION	\$6,600 25 50	\$4,345	\$6,218	\$2,225	\$191.98/4=47.99 X 2= SUPPLIES	\$95.99 \$250	\$3,300
THERAPEUTIC MASSAGE ADMISSION CERTIFICATION	\$6,608 25 50	\$4,345	\$6,218	\$2,225	\$345.38/3=115.12X2= SUPPLIES	\$230.25 \$250	\$3,304
ESTHETICS ADMISSION CERTIFICATION	\$6,608 25 50	\$4,345	\$6,218	\$2,225	\$285.54/3=95.18 X 2= SUPPLIES	\$190.36 \$250	\$3,304
EMBALMING TECHNICIAN & FUNERAL DIRECTOR ADMISSION CERTIFICATION	\$6,833 25 50	\$4,345	\$6,218	\$2,225	\$647.88/4=161.97x2= SUPPLIES	\$323.94 \$250	\$3,416.5
OPERATING ROOM TECHNICIAN WITH ORTHOPEDICS ADMISSION CERTIFICATION	6,600 25 50	\$4,345	\$6,218	\$2,225	\$307.27/3.5=87.79 x 2= SUPPLIES	\$175.58 \$250	\$3,300

Total: \$2,989

Notes:

\$500.00 **Average**

Books and Supplies average cost  $\$2989.15/6 = \$498.19$  rounded  $\$500.00$

\*4th. Semester ORTO

\$1656.00

## VERIFICATION PROCESS

**Antilles College of Health** verifies one hundred percent (100%) of selected applications for CPS verification and requires that all verification elements be correctly documented. Those applicants who are not selected for verification, will not be required additional information, at the institution's discretion.

The student will be instructed about the process and possible reasons for the verification process.

Starting in 2013-14, the verification process is individualized according the USDE selection through CPS. There are 5 verification categories for the year 15-16; **V1** (Standard Verification Group), **V3** (Child Support Paid Verification Group), **V4** (Custom Verification Group), **V5** (Aggregate Verification Group) and **V6** (Household Resources Group).

1. The students selected for verification will receive instruction and guidance about the process and the possible reasons for verification.
2. The documents required according the the verification category are the following:

The verification process consists in that the student must document or show the information provided in the Pell Grant application. The data to be verified will depend on the verification category for which he/she was selected. Some of the elements and legal verification requirements for 2015-2016 for which evidence or documentation might be requested are:

1. Number of family members
2. Number of students at post-secondary level
3. Income
4. Tax liability
5. Taxable income
6. Tax-exempt income and other benefits
7. Evidence of identity (Photo Identification)
8. High school credits transcript, diploma or equivalent (Original copy).

The documents to be used in the verification process are described below:

1. Verification Sheet of the selected group (V1, V3, V4, V5 or V6)
2. Income tax return
3. Statement of income tax deductions
4. Employment verification letter
5. Self-employment certification
6. Unemployment
7. Official letters from public and private agencies, etc.
8. Other

When the **ISIR** is verified, if the information is not correct, it must be corrected accordingly and submitted electronically.

The following are the steps to complete the process:

1. The student will be notified of this process verbally and the reason for the requested documents.
2. The requested documents are the following:
  - a. Verification Worksheet provided by the institution.
  - b. Dependent student (**parents or student tax filing**).
  - c. Independent student (**student tax filing**). Prior tax year that starts the scholarship year ( 2014).
  - d. If no tax form is filed or is not required by federal or state laws, they must provide statement of income tax deductions, employment letter or self- employment certification written by the student.
  - e. If there is no income or no statement of income tax deductions, they must bring a letter from the agency that provides the income.
3. The student must submit the required documentation no later than the July 30 following the end of the scholarship year.
4. If the student does not provide the documentation by the due date, the scholarship will not be valid and will forfeit the right to receive it.
5. If due to the verification, the student's record must be corrected and this creates a change in the student's eligibility status (amount of funds), he/she will be notified through a new itemization (Funds Award Letter), that must be signed by the student in order to accept the aid.
  - f. If the record needs to be changed or corrected, it will be done in one of two ways:
    - 1- If the student applied for a Federal Pell Grant through the Internet and it did not include Antilles College of Health, the changes will be done electronically using the **DRN** number.
    - 2- If the student applied electronically, the corrections will also be done electronically through FAA Access.

In both cases the result of the correction will be verified. The student must sign the new otorgation letter if theres a change in the award amount to be paid.

The Treasury Office will post the amount granted to the student's account. If the student has a debt, the balance will be credited and if there is an excess of money, a check will be issued to the student.

**Note:**

\*\* If any student provides false and/or fraudulent information, or if there is intent to falsify a document, he/she will be referred to the FBI and/or the Justice Department – Office of the Attorney General in San Juan, Puerto Rico. If a serious case, the student could be referred to the Regional Inspector General in New York. In this cases the student’s name, address, telephone number and social security will be reported.

The processes established in this document are subject to change according to the U.S. Department of Education, Federal and State Policies and/or accreditation agency.

All documents required for the verification must be included in the student’s file, a copy of the corrected ISIR will be kept in a server in the ED Express database.

Note: The ISIR is an extremely confidential document. It must be kept in a safe place only for the use of the Financial Aid Officer in charge and/or the institution’s officials. Under no circumstance it should be where people other than the above can see it. In addition, the student’s Financial Aid files must be protected against fire, theft, etc. Once the annual award is calculated, the record is prepared and filed.

The disbursement of scholarships is done at least once per term (semester), after the Registrar processes the programs of enrolled students, to correctly determine the student’s academic status. The award payment list will be prepared and the Treasury Office will post the scholarship amount for the term, according to the list.

**UNUSUAL ENROLLMENT HISTORY**

For the 2015-2016 academic year, the processes and policies that apply to the students with values 2 and 3 of the UEH Flag are modified:

- The amount of academic years to evaluate to determine the correct use of funds is extended to 4.
  - For the 2015-2016 academic year, it will be the following academic years
    - 2011-2012
    - 2012-2013
    - 2013-2014
    - 2014-2015
- Not only will recipients of the Federal Pell Grant be evaluated but recipients of student loans as well. (not consolidation)

Selected students with value of 2:

- Will be verified if during the 2011-12, 2012-13, 2013-14, 2014-15 the student received PELL in Antilles College of Health. If that is the case, verification is completed. The student becomes eligible.
- If the student didn't receive a Pell Grant in Antilles College of Health during any of those years, we proceed to the process of value 3.

#### Students Selected with value of 3

1. Review all transcripts of the institutions attended by the student during (other institutions outside of ours) the years 2011-12, 2012-13, 2013-14, 2014-15.
2. Verify that **in each** of the institutions attended, he/she approved some credits during the term when they received financial aid.
3. If that is the case and the student provides evidence, verification is completed and the student becomes eligible.
4. If the student did not approve credits, he/she must show evidence to the financial aid official of the reason for not passing. Must provide a letter and/or a document explaining compelling reasons.
5. The financial aid official could deny eligibility if the student could not document the reason for not approving some credits in the institutions attended.

Alternative: The student will be able to start as a private student on his/hers first term, if he/she approves that period satisfactorily, he/she could be eligible for a scholarship for the next terms. (As long as they are in compliance)

#### **COMPLIANCE WITH LAW 186 APPROVED SEPTEMBER 1, 2006**

**Approval of Law 186 of September 1, 2006**, prohibits the use of the social security number as a regular identification in educational institutions, public or private, from pre-school through post-graduate studies, likewise, it establishes essential protections to guarantee legitimate use of the social security number by the educational institutions corresponding to the above levels.

**Antilles College of Health DOES NOT USE** the student's social security number as a regular identification, in total compliance with **Law 186**. **ACH** provides each student with a student number through which they can be identified to be provided services and/or for administrative processing required during the study time with the institution or as a graduate. The Financial Aid Office is committed and responsible for protecting the correct use of the student's social security, which is only used for financial aid purposes, likewise essential protections are established to guarantee legitimate use.

## **NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

The National Student Loan Data System is the central database of the Department of Education. This system receives information from educational institutions, loan guarantee agencies, the Federal Direct Loan program, the Federal Pell Grant program, and other programs from the Department of Education. NSLDS provides centralized and integrated information for students. The NSLDS system is available 24 hours a day, seven days a week at [https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/). To obtain access to this system, the student needs the Federal FSA ID (user ID and password), which can be requested at <https://fsaid.ed.gov/npas/index.htm>.

## **CONSTITUTION AND CITIZENSHIP DAY**

By law, the United States Congress, approved in 2005, that all educational institutions that receive Federal Funds, are required to have an educational program about the U.S. Constitution on September 17, of each year, the date on which the U.S. Constitution Day is observed. It is an important date that commemorates the writing and signing of the U.S. Constitution by thirty nine courageous men on September 17, 1787.

This document recognizes everyone who is born in the U.S. or have become U.S. citizens by naturalization. The office of Financial Aid at ACH observes the Constitution and Citizenship Day on September 17.

- If September 17 falls on a Saturday or Sunday, we can celebrate it the week before or after.
- You can obtain information at this link:  
<http://www.constitutionday.com/>

## **VOTER REGISTER**

In Antilles we have the responsibility to guide the students to exercise their right to vote, electing the dignitaries who better understand are qualified to govern Puerto Rico. We conduct simulated voting for students to participate. Puerto Rico does not vote for the President of the United States.

- You can get information on the following link:  
<http://www2.ceepur.org/en>



## **PROFESSIONAL JUDGMENT**

In exceptional circumstances, the Financial Aid Administrator can exercise his/her professional judgment based on individual cases and alter the data that calculates the EFC Scholarship of a student. Special circumstances could be the student job loss or job family member, decline in income, expenses affecting income (doctors, elderly care, etc.) The student who has such circumstances must apply for a professional judgment in writing with the documentation supporting the request.

## **DEPENDENCY OVERRIDE**

If students are unable to provide parental information and do not meet the definition of an Independent student according the financial aid application process, aid regulations allow a Financial Aid Counselor to use professional judgment to determine a student independent. This action is called a dependency override and is determined on a case-by-case basis from an appeal form and acceptable documentation.

### **Circumstances considered for a dependency override**

The student personal statement must address the special extenuating circumstances with both biological parents and adoptive parents. Below are the special extenuating circumstances considered for the dependency override appeal.

- Abusive family environments
- Abandonment
- Incarceration or institutionalization of both parents
- An unsuitable household requiring legal intervention
- Severe estrangement from parents
- Parent mental incapacity
- Death of a biological / adoptive parent

## PROGRAMS OFFERED

- Practical Nursing
- Pharmacy Technician
- Therapeutic Massage
- Esthetics
- Embalming Technician and Funeral Director
- Operating Room Technician with Orthopedic (from January 2015)

## PROGRAMS: DURATION AND COSTS

Name of Approved Program	Total of Hours	Length Day/Night Weeks	Program Cost
Nursing Practice	1492	12/15 = 52 weeks	\$9,864.00
Pharmacy Technician	1935	16/18 = 68 weeks	\$13,152.00
Therapeutic Massage	1485	12/15 = 52 weeks	\$9,864.00
Esthetics	1440	12/15 = 52 weeks	\$9,864.00
Embalming Technician and Funeral Director **	2047	18 /77 = weeks	\$13,618.00
Operating Room Technician with Orthopedic (since 01/2015)	1695	14/17 = 60 weeks	11,508.00

\*\* Only available at nighttime.

## PAYMENT PLANS

ACH total financial aid available is not sufficient to fully cover tuition and other costs. Therefore, Antilles College of Health offers payment plans to help pay the remaining balance. Visit or call the Treasury Office to discuss options. ACH allows monthly payments throughout the school year for any remaining balance.

## FINANCIAL COMMITMENT WITH THE INSTITUTION

Upon enrollment, students sign a study agreement that explains the cost of the program in detail, the payment plan, the refund policy, and any adjustments for withdrawing and or cancellation. The student and his guardian (if under 21 and not legally married) will be responsible for expenses incurred in the collection of overdue payments and may be referred to a collection agency.

The institution provides **ATM services, Visa, Mastercard**, cash, money order and check (**identification required**). All payments will be made on or before the due date. **The student must have no balance before the end of each semester.** In case of failure to comply with any payment, the institution may require the total amount of debt, stop processing or handling tuition official documents, suspend or terminate the student study agreement.

The institution will consider cases of extenuating circumstances assessed and referred by the Program Director.

### **ADJUSTMENTS AND WITHDRAWN REFUNDS**

If a student chooses to withdraw from the program for any reason before completing studies, the student must inform ACH verbally or in writing. A notice must be routed through the Registrar Office before withdrawal.

- a. If the student withdraws or stops attending classes, there will be a refund of Title IV funds through a calculation to determine the last day of Academic Assistance and or related activity.
- b. The student will be responsible for the remaining balance not covered by the refund or adjustment of the scholarship.

### **CANCELLATION RIGHT AND REFUND POLICY**

#### **Cancellations before Start of Classes**

If a candidate cancels their registration within three (3) business days after signing the study agreement, the Institution will refund all the money paid. This must be requested in writing.

#### **Cancellations after Start of Classes**

For those students who withdraws or are expelled after starting classes, refunds will be calculated based on the last day of attendance and will be paid within thirty (30) days after the withdrawal or expulsion date that can be documented as such.

### **DISBURSEMENT MADE AFTER WITHDRAWAL OR POST-WITHDRAWAL**

An aid can be issued after a student processes a withdrawal. This happens when at withdrawal time, a valid Student Aid Report (SAR) is in place but there were missing documents to complete the academic record, or the Registrar's Office had not certified the student.

### **INSTITUTION POLICY OF CANCELLATION AND REFUND**

Once the student has signed the tuition contract to study at Antilles College of Health, he/she will have (3) days from the date the contract was signed to file a cancellation of tuition in writing. Refund of any payment made will be made at the time of cancellation.

The student who withdraws from the Institution after the established refund deadlines will not be able to receive a refund of the Program Studies cost.

The student who withdraws from the Institution will be entitled to a refund as a result of applying the institutional policy as follows: (unearned cost)

Day Semester (15 weeks)		Night/Weekend (20 weeks)	
Attended Week	Percent to Refund	Attended Week	Percentage to Refund
1	90%	1	90%
2-3	50%	2 - 4	50%
4- 7	25%	5 - 9	25%
8 or more	0%	10 or more	0%

Every withdrawal is subject to a \$100.00 fee.

All equipment and book costs are the student responsibility. Therefore, it is not included in the refund. The students withdrawal after the refund deadlines will not be entitled to receive one.

#### **TITLE IV FUNDS (R2T4) REFUND POLICY**

The Refund Policy has been in effect since July 1, 2000, for all students who withdraw. The same applies to all the students receiving Title IV Financial Aid funds from the U.S. Department of Education.

The Retention and Counseling Office will inform the Registrar of the student status 14 days after follow-up. The Registrar's Office will complete the form and deliver to the Financial Aid Office to complete the withdrawal process within the date established by the U.S. Department of Education.

If a student beneficiary of Title IV funds drops out from a class during the enrollment term, Antilles College of Health must calculate a percentage (%) and the amount from the Title IV funds the student will not be entitled to receive. It is the institution or the student responsibility to return such funds to the respective programs of Title IV, according to the result of the

calculation.

### **TERMINATION DATE**

The academic year consists of two semesters of fifteen weeks or more each. For purposes of calculating the amount to be refunded, the termination date will be the last day the student attended classes or the last day of academic activity.

The date the student processes the withdrawal will be used as the determining date.

### **SPECIAL CASES**

If the Institution determines that a student didn't start the withdrawal process or didn't notify the Institution because of illness, accident, death in the family or any other similar circumstance beyond the student's control; it will be ACH responsibility to determine the last date of attendance.

### **CALCULATION OF THE AMOUNT OF TITLE IV FUNDS EARNED**

The percent (%) of Title IV funds accrued will be calculated in the following way:

- If the last day of the student attendance occurs on or before completing 60% of the payment period receiving Title IV funding, the amount accrued by the student is calculated as follows: the total amount of Title IV disbursed funds will be multiplied (and or the amount that could have been disbursed) for the term the student registered until the withdrawal day.
- If the termination day occurs after completing 60% of the payment period, the student will be entitled to receive 100% of the payment.
- The percentage and the amount not paid is the complement of the percentage of Title IV funds accrued, multiplied by the total amount of Title IV funds disbursed (or to disbursed) to the student for the payment period and from the day the student drops out.

### **NOTE:**

After classes start, if a student does not attend any of the registered classes the institution will be forced to discount those courses and to adjust the academic charge to calculate the R2T4 (recalculate).

## **PERCENTAGE OF THE PAYMENT PERIOD OR COMPLETED ENROLLMENT PERIOD**

Since the study programs are measured in credit hours, this requires that the number of calendar days in the enrollment period for which the Title IV funds are disbursed, are divided by the number of calendar days completed until the last day of attendance of the student, minus any recess period of five (5) days or more during that period.

## **DIFFERENCES BETWEEN AMOUNT OF MONEY EARNED AND RECEIVED**

If a student receives less financial assistance from Title IV funds to which he/she is entitled, the institution will comply with the procedure of a late disbursement. If the student received more financial aid than he/she is entitled from Title IV, the institution, the student or both would be obligated to return the funds, as it has been established. (Not to exceed 45 days).

## **RETURNING TITLE IV FUNDS NOT EARNED**

It is required that the Institution returns the lesser of:

- The amount of funds of Title IV programs to which the student is not entitled or the amount of institutional charges incurred by student during the period of enrollment multiplied by the percentage of not earned funds.
- The student (or relative, in a case of loans PLUS) is obligated to return or to pay, according to the case, the Title IV funds and loans not accrued minus the financial aid amount not earned that should be returned by the institution to the grants of scholarships and loans.

### **These funds will be credited to the pending balances in the following order:**

The return of funds required for the credited balances of pending loans during the enrolling period in the following order:

- Federal Scholarship Pell Grant for the payment period in which refund of funds is required.
- Federal Supplementary Scholarship of Educational Opportunities (FSEOG) for the payment period in which refund of funds is required.
- Other help or loan aid authorized by Title IV of Student Financial Aid of the U.S. Department of Education.

Antilles College of Health only uses the Federal Pell Grant, FSEOG and Funds of Supplemental Education Aid.

## **ADJUSTMENTS FOR ACADEMIC LOAD CHANGES (SPECIAL PROGRAMMING)**

If a student does not start one or more of the classes for which they were originally enrolled and the academic load is reduced, the approval of the Federal Pell Grant will be adjusted (if applicable). The total credits of enrolled classes (12 or more credits- full time scholarship; from 9 to 11 credits - 3/4 time scholarship; from 6 to 8 credits -1/2 time scholarship; less than 6 credits payment will be adjusted according to the scale of “less than part-time”). The student will be responsible for the balance not covered by the scholarship adjustment. If a student adds classes to the original enrollment the cost of tuition will increase and the approval of the Pell Grant will be adjusted (if applicable).

## **RETENTION STATISTICS**

The Admissions Office provides statistics related to the percentage of graduation and employment of our graduates to candidates. (See in web page [antilesspr.edu](http://antilesspr.edu), programs disclosure requirements).

## **PREVENTION POLICY - DRUGS AND ALCOHOL**

Antilles College of Health understands that the use of illegal drugs and alcohol abuse are problems that most affect our society. That is why it is committed to fight them, keeping a drug and alcohol free work and study environment. We have established a drug and alcohol prevention program for students as well as faculty and administration.

This program includes lectures offered by public and private sectors, distribution of informative brochures and movies. For years, ACH has expressed its zero tolerance to drugs. Our Institutional Regulations allow for immediate expulsion of any student who possesses uses, distributes or sells drugs in the institution's campus, its facilities, surrounding areas or anywhere there is a curricular or extracurricular activity, sponsored by Antilles College of Health

## **POLICY ON STUDY AND WORK AREA FREE OF DRUGS AND ALCOHOL**

Antilles College of Health establishes the following policy for all employees and students, understanding the need to keep a safe study and work environment conducive to the development of a suitable teaching and learning experience. The Antilles College of Health goal is to fight, with every available means, the manufacture, use, distribution, transportation, possession or sale of controlled substances and alcoholic beverages inside and outside the work areas of the Institution. These are mentioned below:

- Classrooms
- Reception Area
- Common areas like hallways, stair, and elevators
- Student restrooms
- Conference rooms
- Student and personnel restrooms
- Library
- Facility Entrance and Exits
- Parking area
- Faculty offices
- Official student activity anywhere in Puerto Rico

Every student of the Institution is notified, by this means, that regulations established in this policy regarding the use and abuse of drugs or alcohol will be applied, and must be observed and followed. Antilles College of Health will establish, and put into effect, a program for the prevention of the use and abuse of drugs and alcohol that will keep students informed of the following aspects:



1. Health related risks on the use and abuse of drugs and alcohol.
2. Importance and need to keep work and study areas free of drugs and alcohol.
3. Rehabilitation, Assistance and Counseling Programs available for those cases that may require them.
4. Sanctions imposed on employees and students who violate any of the regulations established in the Policy on Study and Work Area Free of Drugs and Alcohol.

This policy complies with the standards proposed by the Department of Education and also meets the requirements of "Drug-Free Workplace Act" of 1988 so that our institution can continue to be eligible for federal financial aid programs. This policy has applicability in the various departments and agencies of the institution.

A statistical report of infringements and fatalities, related to the use and abuse of drugs and alcohol will be maintained to keep the institutional community informed about incidents under this Regulation. This document is the Policy for Security on Campus, which is updated annually and published in the Internet, the Student Portal on the webpage and bulletin boards.

### **SUMMARY OF SANCTIONS BY STATE AND FEDERAL LEVEL FOR THE USE, MANUFACTURE, DISTRIBUTION, POSSESSION OR DRUG SMUGGLING**

Below is a summary of possible penalties that can be imposed on anyone convicted of a violation of the Controlled Substances Act, both state and federal level.

Antilles College of Health ensures the quality of its services and demonstrates their commitment to society in general, and complies with the provisions of the United States Department of Education of America and the laws of the Commonwealth of Puerto Rico.

Possible state level penalties:

1. Violations of the provisions of the Controlled Substances Act in Puerto Rico entail penalties of a minimum of ten (10) years imprisonment and a fine not exceeding \$25,000.00 under Title 24, Section 2401 of the Act.
2. Law 22 - Vehicle and Traffic Law of Puerto Rico penalizes an individual driving a motor vehicle under the influence of alcohol, drugs or controlled substances.

Violations at federal level:

- Convictions for violation of the Federal Law on Drugs, established in Title 21, Chapter 13, will involve the penalties established in Section 841 of this title. Penalties may include fines and imprisonment depending on the severity of the act. The term of imprisonment will not be less than ten (10) years, and a fine will not be less than \$ 4,000.00

- Students and employees of the Institution who would like to read and learn about the state and federal laws that prohibit the use of illegal drugs and controlled substances may refer to professional Counseling and or the Director of Student Services.

It is imperative that both employees and students notify the institution of any conviction for rape that is subject to the Controlled Substances Act. This notification shall be made no later than five (5) days after the conviction occurred. Failure to notify this fact will result in disciplinary penalties.

## **REGULATION ON ILLEGAL DRUG AND ALCOHOL ABUSE FOR EMPLOYEES AND STUDENTS**

### **ARTICLE I – TITLE**

Regulation on Illegal Drug and Alcohol Abuse for Employees and Students of Antilles College of Health.

### **ARTICLE II – APPLICABLE LAWS**

This regulation is based on the laws mentioned below:

Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, approved on December 12, 1989.

Drug Free Workplace Act of 1988, approved on November 18, 1988.

Law Number 4 of June 23, 1971, amended and known as the Law of Controlled Substances of Puerto Rico (24 LRPA 2002).

### **ARTICLE III – DEFINITIONS**

As an integral part of this Regulation, the following terms shall have the meaning set forth below:

- a) Controlled substance: all drugs classified under the Federal Controlled Substances Act (21 USC 812) and the Controlled Substances Act of Puerto Rico (24 LRPA 2102). Controlled drugs authorized by prescription are excluded. Some of the controlled substances considered harmful drugs are below:
  1. Opium
  2. Heroin
  3. Methadone
  4. Cocaine crack

5. Amphetamines
6. LSD
7. Mescaline and Peyote
8. PCP or Angel Dust
9. Marihuana
10. Hashish

For more information regarding illegal drug use and alcohol abuse and the health risks, refer to Appendix A, "Health risks of illegal drug use and alcohol abuse."

- a. Student: anyone enrolled in any of the courses or programs that Antilles College of Health offers.
- b. Employee: anyone who works for the Institution through any contract with or without compensation for his or her work.
- c. Contractor: anyone who provides services for Antilles College of Health.
- d. Professor: all members of the faculty of Antilles College of Health are included.
- e. Director: the Director of Antilles College of Health.
- f. Complaint: a complaint written and filed by the claimant on use, possession, distribution, manufacturing, disposal, handling or any other action involving drugs and or controlled substances. Any employee, student, independent contractor, their agent or employee, in facilities or parking areas of the institution, anywhere in Puerto Rico where official student activities are taking place, may file this complaint.
- g. Claimant: anyone who imputes another person of a violation of any rule stipulated in this Regulation.
- h. Defendant: anyone charged with a violation of any rule stipulated in this Regulation.
- i. Official Investigator: appointed person for the investigation of the alleged violation of this Regulation.
- j. Penalties: disciplinary actions to be applied in cases of infringement of the rules stipulated in this Regulation.

#### **ARTICLE IV** – PENALTIES SUBJECT TO DISCIPLINARY SANCTIONS

The following actions are considered violations stipulated in this Regulation and entail disciplinary penalties:

- a. Use of controlled substances.
- b. Possession of controlled substances for personal use.
- c. Possession of controlled substances with intent to distribute and sell them.

In case of possession of controlled substances with intent of distribution, it will be notified to the relevant authorities.

#### **ARTICLE V** – FILING A COMPLAINT

Any employee or student aware of the facts is entitled to file a complaint about a violation of the rules in this Regulation. The complaint should be filed in writing within a period of five (5) school days from the date the events occurred. Must include physical evidence of the infringement or admission of the facts by the accused party.

The complaint must be filed with the Drug and Alcohol Prevention Committee in the case of a student and with the Compliance Officer in the case of an employee. This official must refer the complaint to the Examining Officer to lead a confidential and objective investigation of the case. Such research will start in a period not exceeding ten (10) business days from the date the complaint is received.

##### **A. Use and Abuse of Drugs and Alcohol Prevention Committee**

The Drug and Alcohol Prevention Committee will consist of the Compliance Officer, the Counselor of the Institution, and an alternate member who does not belong to the Institution where the events occurred. When a member of this Committee is the defendant, he/she will be excluded from it and will be applied the regulation. The Committee consists of five members; once it reaches a majority, it will go into a session. If the defendant is a student, the Committee will be chaired by the Academic Director, and if it is an employee by the Immediate Supervisor

## **B. Investigation**

The official inspector appointed by the Drug and Alcohol Prevention Committee will perform a confidential and objective investigation of the case in a period of no more than ten (10) school days, and will provide a report to the Committee within this time.

If the Committee determines after investigating the complaint that there is not enough to prove a violation, the claimant will be notified in writing, and the case will be closed.

If the Committee finds enough reasons to validate the case, a hearing will be held for the defense.

## **C. Administrative Hearing**

The Committee shall summon the accused party in a period not exceeding 10 business days from the date on which it was determined that there was sufficient cause. The notification shall be in writing, hand-delivered or by certified mail with return receipt to the address on record for the employee or student. Such notice shall contain:

1. Date, hour and specific place of the hearing.
2. Violations.
3. Dates when the violations occurred.
4. The right to express and present any oral evidence or documentation.

After the hearing, the Committee will determine whether or not the accused party incurred in the violations charged and will provide a report of the penalties to be imposed within a period of no more than 10 school days.

## **D. Hearing Suspension**

If any of the parties wishes to suspend the appointed hearing, a written request must be filed with the Grievance Committee in at least 5 days of anticipation.

1. Any party that is requesting the suspension of the hearing must appear before the Committee on the date and time of the appointed hearing unless the Committee has received and approved the request for suspending the hearing.

## **E. Hearing Guarantees**

The committee holding the hearing will guarantee the following to all parties:

1. A minor student must attend the hearing accompanied by a parent or a legal guardian.

2. The right to hear all the testimony and read all the documentation presented as evidence at the hearing.
3. The right to question and cross-examine witnesses and to refute the evidence presented.
4. The right that any determination made by the Committee will be based on written and oral evidence presented at the hearing.
5. The right to submit all testimonial evidence relevant to the complaint.

#### **F. Hearing to Evaluate the Case**

One of the members of the Committee must start the hearing with a summary of the controversies involved in the complaint and will explain how the hearing will be conducted.

During the hearing, the Committee will have the authority to ensure the procedure is conducted in a dignified manner, including the exclusion of a person that doesn't observe good behavior.

#### **G. Resolution of the Committee**

After the hearing, the Committee will issue their decision, along with their determinations of proven facts, conclusions, and recommendations concerning the penalties to be imposed. If the defendant is found responsible for the alleged facts, the Committee will include a private or governmental rehabilitation agency in the recommendations.

The Committee will send a certified copy of the Resolution to the Institution's Academic Director.

### **ARTICLE VI – IMPOSITION OF DISCIPLINARY PENALTIES AND APPEAL**

The following disciplinary penalties will be applied depending on the severity of the case:

1. A written reprimand with a copy to the personnel file in the case of an employee.
2. The student or employee will be required to enroll in a recognized and approved rehabilitation program.
3. Suspension of classes or employment for a given time.
4. Expulsion of a student and dismissal of an employee.

The disciplinary penalties will be enforced the following ways:

1. By the Academic Director enforcing the corresponding penalties when students have incurred the violations.
2. When the staff of the Institution has incurred the violations, the Director of Student Services and or the Immediate Supervisor will enforce the penalties. The guilty party who doesn't agree with the decision may appeal it, submitting a written appeal to the President within the next 5 days of receiving the resolution.

The President or designated representative will issue a decision within the next 10 business days upon receipt the written appeal.

#### **ARTICLE VII– CONVICTION**

The penalties stipulated in the Staff Regulations will be applied to any employee who has been convicted for violation of the Federal or State Controlled Substances Act.

Antilles College of Health will notify the appropriate Federal agency of the conviction within a period not exceeding three days after becoming aware of the fact. Also, the school will impose one or more of the disciplinary penalties mentioned in Article V of this Regulation.

#### **ARTICLE VIII – GENERAL REQUIREMENTS**

##### **A. Prevention**

- B.** Antilles College of Health has a Guidance and Counseling Program to provide services and referrals to private and government rehabilitation agencies, and to anyone requesting information. The Counseling Office maintains the institutional community informed through bulletin boards and posters located in different areas of the Institution.

#### **SCOPE:**

The rules contain herein must apply to all employees, professors, students, and independent contractors that offer services to the Institution.

In matters or affairs not covered by this Regulation, and that fall within the referred laws, the President of the Institution will apply the resolutions.

##### **C. Severability**

The provisions mentioned in this Regulation are independent of one another.

Therefore, the annulment of some of them should not affect the others, which may be applied independently.

#### D. Amendments

The President can amend this Regulation. If an amendment arises, it should be notified and disclosed in writing.

#### E. Validity

This Regulation has been in effect since July 2013.

### **HEALTH RISKS FOR ILLEGAL USE OF DRUGS AND ALCOHOL ABUSE**

Because drugs are chemicals that alter the normal function of the body, when they are consumed without a prescription and in an addictive way, they can cause injuries to the brain, heart, liver and other internal organs. An overdose of drugs can become almost always fatal.

Some of the problems faced by those who abuse drugs are:

- The consumer of drugs loses the resistance to fight diseases because the chemicals lower the immune system. In addition, many organs deteriorate with the abuse of the drugs.
- An urgent and compulsive urge to use the drug because of a physiological need.
- When a drug is used frequently, in order to feel the same effects, the dosage will have to be increased.
- Using the drug on a regular basis will make the addicts become criminals to finance their habit. Some drugs produce hostility and lead to violence.
- The drug addict has no friends but the drug itself. Often, their only friends are those who sell it, as long as they have money to pay for it.

People's motivations to do drugs may be different. The main reasons for doing drugs are feeling curiosity, wanting to do what their friends do, or escaping. However, behind the use of drugs, it has been discovered that the drug addict hasn't adequately resolved the basic problems hindering their character development and social functioning.

### **MARIHUANA**

Marihuana is known in Puerto Rico with other names, such as: "cigarrillo", "pito", "pitillo", "gallo" and "pasto" (cigarette, whistle, rooster and grass)

The immediate effect of marihuana is usually explosive laughter, red eyes, a bigger appetite and



in many cases, visual and auditory distortion. Under the influence of marihuana, there is a loss in concentration and capacity to remember what one sees and hears and the learning process is affected in a negative way. When marihuana is used regularly, a lack of motivation shifts the person's mood. When driving under the influence of marihuana, visual and hearing coordination may put the person in danger.

Marihuana can also turn someone into a paranoid individual (monomaniac); believing someone haunts them, and experiencing hallucinations (seeing things or hearing voices that don't exist); as well as psychosis or memory loss.

## HEROINE

Heroin doesn't have any medical use. It is an illegal drug, just like the rest of the narcotics that are not prescribed.

The effects are usually euphoria, drowsiness, and heaviness in the limbs, loss of concentration, decreased appetite, thirst, and sexual desire.

The abuse of heroin can lead to death through an overdose or to infectious diseases, such as hepatitis, tetanus and others, like AIDS (Acquired Immune Deficiency Syndrome) by sharing infected syringes

## COCAINE

It is rarely used for medical purposes. Commonly, it is consumed by snorting, smoking or injecting it.

Today, it is known that cocaine affects the brain, specifically the neurotransmitter substances, it is addictive and can cause death from a heart attack, severe convulsions or an overdose

Initially, it causes feelings of wellbeing, euphoria, confidence, alertness, etc., but once these effects fade out, depression (deep sadness), paranoia (persecution ideas) and in some cases hostility and aggressiveness follow.

The use of cocaine develops psychological dependence; therefore, as the person needs the drug, it experiences accelerated heartbeat and raises the blood pressure, which can cause coronary spasms that can cause death.

It destroys the nasal tissues after a long time using it, and it can cause respiratory paralysis, in addition, smoking it can cause lung seizures. An overdose can cause respiratory paralysis, convulsions, cardiac attack, and death.

## CRACK

With the new variant of cocaine, crack has become the most dangerous drug of all because it creates an addiction very quickly. It is known for its speed reaching the brain, and a hallucinogenic more intense than any other drugs.

The person who smokes it feels its effects in just seconds. Changes in the brain are greater, feeling euphoria immediately that disappears in six or seven minutes. Consequently, other symptoms follow such as hyperactivity, irritability, violence and paranoia. In this mental state, they can commit great atrocities to get another dose.

Crack affects the nervous system, altering their biochemical functions; affects the respiratory system causing pain in the lungs and bronchitis; muscle and extremities contractions, dilated pupils and fast heartbeat.

The delusion of persecution possesses the users of crack in a way that they see enemies in everybody that surrounds them, including their family members, waking up within them the desire to eliminate those who are against them. The overdose can be mortal.

## VOLATILE SUBSTANCES

Volatile substances are contained in products whose penetrating vapors are dissolved in the air. Many of these products are commonly used in the home and industry, but they no longer have toxic substances. They are known as “thinner”, cement, plastic and others.

When inhaling concentrated amounts of solvents or aerosols through the nose, they may experience loss of control, violent behavior and loss of sense. Death could happen due to heart failure or suffocation by displacing oxygen from the lungs if it is deliberately inhaled from a paper bag with concentrated vapors.

Inhaling volatile substances for a long time could cause permanent damage to the nervous system, as well as use of other inhalers can cause damage to the liver, kidneys, blood and bone marrow.

## TRANQUILIZERS

The most common are: Valium, Equanil, Librium and Ativan. It is illegal to possess them if they are not prescribed because they cause tolerance as well as physical and psychological dependence, requiring more each time; the body starts to create a dependency on it, and thus becoming needed psychologically.

If any sedative or tranquilizer is combined with alcohol, it is extremely dangerous, and like an overdose it can cause respiratory failure, seizures, coma and death. Therefore, tranquilizers should only be used with a medical prescription.

## AMPHETAMINES

Amphetamines have the ability to speed up the nervous system, providing an immediate feeling of more energy and alertness, increasing concentration and productivity in their work.

They are administered orally or intravenously, accelerating the heart rate and blood pressure, and causing loss of appetite and increased activity.

Under the use of amphetamines, other effects such as hallucinations, panic, tension and excitement accompanied by mental confusion may occur.

Like other drugs, the abuse of amphetamines can cause physical and psychological dependency, cardiac problems, complications with other diseases and death from overdose.

Possession or distribution of amphetamines without a medical prescription is illegal.

It can only be obtained with medical prescription and for specific cases.

## OTHER NARCOTICS

They all derive from the opium poppy or opium flower. Some like codeine, morphine, meperidine and opium have medical use as pain relievers. They can be injected or used by mouth. There are others, such as Methadone, which is used to replace heroin for those who suffer dependence on the drug. Since it is incompatible with heroin, it helps its users to gradually diminish the dose until it can be eliminated.

## ALCOHOL

It happens to be one of the most common depressants, causing tolerance when it is abused and developing physical and psychological dependency needing medical treatment. The immediate effect of alcohol is the loss of inhibitions, decrease in coordination and intoxication, causing discomfort or hangover the next day. The abuse of alcohol causes serious damage to the liver, heart, pancreas and the gastrointestinal system. It can cause deficiency to the immune system as well as emotional and psychological damages, seriously affecting social and family relations.

## CONCLUSION

We have already seen the effects that the best-known drugs cause to people who abuse them. We know they are illegal, and although some people used them only once, others became addicted believing they will only use it once. We know the dangers entailed when experimenting with them. Some people believe there is no danger in experimenting with volatile substances or marijuana because they will be able to stop using them when they want.

You have the decision in your hands. Saying NO to any drug, including the abuse of alcohol is an indicator of your strength. You know that beginning a mature life with a future full of hope

and progress is what awaits you if you stay firm in your decision. The decision to use drugs means not being in control of your body and mind, not being able to respond to what is said or done. Therefore, the decision of using drugs is always against the person using it, affecting their health, studies, work, and future in a negative way.

Now you know everything about drugs and its dangers. It is up to you to decide what you want to do with the only life you have.

## **“FOR YOUR HEALTH, FOR YOUR FUTURE, SAY NO TO DRUGS”**

### **Agencies, Facilities, Organizations that Offer Mental Health Services, Prevention, Substances, Alcohol and Employee Assistance Program:**

- Department of Services against addiction: <http://www.assmca.gobierno.pr/>
- CREA Homes :<http://hogar-crea.org/home.html>
  - Alcoholics Anonymous: <http://www.aa-pr.org/> Al-Anon:<http://alanonlateenpr.org/>
  - APS Clinics of Puerto Rico: <http://www.apspuertorico.com/> Ph. 1-888-695-5416
  - Hospital Panamericano <http://www.hospitalpanamericano.com/> Ph. 1-800-981-1218 (24 hours)
  - Health Clinic for Children and Adolescents, Centro Médico- Rio Piedras Ph.787-766-4646.
  - Alcoholism Centro Medico Unit Ph. 787-763-7521

## **STUDENTS DUTIES AND RESPONSIBILITIES**

Section 1 - The student has the responsibility of revising and considering all information about the Institution and its programs, before enrollment. Once enrolled the student has the responsibility to know, study, familiarize himself and comply with regulations, requirements, conditions and policies of the Institution; as it appears in this document or any other that is considered an official document of the Institution.

Section 2 - The student has to comply with all requirements of his study program and the responsibility of following instructions and direction of his professor during the teaching-learning experience, for the proper achievement of his grade.

Section 3 - Request authorization for the distribution of magazines or literature not related to studies

Section 4 - Carry the student identification card at all moments.

Section 5 - Properly represent the Institution, when requested.

Section 6 - Achieve honest academic works free of plagiarism or fraud

Section 7 - Attend classes and practice centers in uniform and/or proper attire, as established  
In each study program.

Section 8- Every student who wishes to use the Antilles parking facilities must place the  
Permit in the windshield of the car.

**Attendance and Punctuality:**

1. The student is responsible for attending classes regularly, and on time, and dedicates himself to studies and other academic duties with a great sense of responsibility. If the excuse is not justified, the student is responsible of obtaining the material discussed and assigned in class during his absence.
2. Attend classes without the company of children or people outside the Institution.

**Personal Conduct:**

1. The fundamental duty of the student is to exercise his right to study and behave in such a manner that does not impede other members of the academic community, when exercising their rights or in fulfilling responsibilities.
2. The student has to observe good conduct, showing respect and consideration to all members of the institutional community in class hours and recess, as with any other institutional activities. It will also be responsibility of the student to help maintain a pleasant and efficient study environment, for him his fellow students and personnel of the Institution.
3. Make good use of classrooms and other facilities of the Institution, with proper authorization.
4. Abstain from smoking, eating or drinking in the classrooms, hallways, laboratories and practice centers.
5. Maintain disciplined and correct behavior in all school and practice areas, free of arguments, violent discussions or use of profanities that alter the healthy study and work environment.
6. Abstain from using or distributing alcoholic beverages, drugs or narcotics inside the institution premises, practice centers and any institutional activity outside the school.
7. Abstain from using firearms or explosives inside the Institution, practice centers or surround areas of the Institution Facilities or in activities celebrated outside the Institution.
8. Respect private property

**ARTICLE V – STUDENT ACTIVITIES**

Section 1 - Antilles College of Health recognizes the student’s right to express themselves, file petitions and conduct activities, as long as they are carried out according to the law and regulations established by the Institution.

Section 2 - Any activity that takes place outside of the classroom or the Institution must have the written approval of the Program Director or Academic Director with at least one week in advance.

Section 3 - Any activity performed by the students and/or staff of this Institution outside of the physical facilities without the authorization of the school, will be the sole responsibility of the organizers and attendees.

Section 4 - Activities violating the rules, order, the established institutional climate, or disturbing teaching assignments and the good functioning of the academic life of this Institution, are not allowed.

Section 5 - The distribution of flyers, notices, pamphlets, magazines or any other publication, requires prior authorization in writing by the Academic Director or President.

Section 6 - It is prohibited to carry and/or use any weapons within the Institution, and official venues of the Institution. This includes practice centers and institutional activities.

#### **ARTICLE VI – RULES AND DISCIPLINARY PROCEDURES**

Section 1 - The following will be considered a violation of the disciplinary rules of this Institution:

1. Any violation to the Student Regulation, the rules contained in the Catalogue or any other official document published by this Institution.
2. Dishonesty in completing academic work and illegal possession of assets - belonging to the Institution or any other related person - within the premises.
3. Malicious alteration or falsification of grades, transcripts, report cards or other official document of the Institution.
4. Improper or disrespectful behavior to any member of the institutional community; or refusal to comply with the instructions given by any officer on behalf of institutional order.
5. The non-appearance before an authorized official of the Institution after mediating a summon.
6. Paint, print, mutilate or cause damage to the structure, facilities, surroundings, equipment, materials, etc., owned by the Institution.
7. Assume representation of Antilles College of Health without prior authorization.
8. The violation of any State or Federal Law established.
9. To carry and or use any weapon within the Institution, its properties, and official extensions of the Institution or where they are performing official functions is prohibited. This includes work centers and institutional activities.

10. Failure or violation of any condition of probation or disciplinary penalty imposed in compliance with this Regulation.
11. Antilles College of Health prohibits the use, distribution, and possession of drug, narcotics and intoxicants in institutional activities and or facilities or premises of the Institution. Students who show a positive drug test will be referred to the Office of Retention and Counseling Center for Rehabilitation, and if they are performing an internship, their registration will be canceled until they show evidence of rehabilitation.
12. Inappropriate attire for an environment of study and work. (Student must use closed shoes, according to the dress code of laboratory and classroom security. The students are not allowed to wear shorts and chemises. Women are not allowed to wear mini skirts and hot pants or close-fitting necklines).
13. Offering incorrect or incomplete information in any document required by the Institution for self-benefit purposes.
14. The organization, attendance and support of non-authorized activities, as well as distribution or publication of non-authorized material within the Institution.
15. Parking in non-designated areas for this purpose or blocking another vehicle.
16. Failure to turn in documents required by the Registrar's Office and or Financial Aid.
17. Default on payments or scholarships required applications.

Section 2 - Violations to the disciplinary rules listed in Section 1 of Article VI, will result in the imposition of one or more of the following penalties:

- a. Verbal warning.
- b. Written warning with a copy to the student record.
- c. Probation status for a specific time.
- d. Monetary compensation for damages. Suspension for a specific time.
- e. Expulsion.
- f. Complaint to the appropriate authorities.

In the case of violation of any rules established by this institution, depending on the seriousness of the situation, the affected person may **refer** the case to the Director of the institution or **complain** in writing to the Academic Director. The procedure is as follows:

1. A professor or administrative staff may refer to the Counselor's office any student for violation of the rules of conduct regarding their academic work that have been

established in these regulation to initiate behavior modification strategies.

2. A professor or administrative staff can file complaints and must complete the complaint form and submit it to the Academic Director and or the Immediate Supervisor, reporting the events occurred and identifying those involved.
  - a. The affected person will fill the complaint form and submit it to the Academic Director, reporting the events occurred and identifying those involved.
  - b. The Academic Director will review the situation and cite the Discipline Committee.
  - c. The Discipline Committee will interview the people involved and reach a determination in or before five (5) school days from the date of the complaint. The decision will be one of the following:
    1. No Probable Cause – If the Committee of Discipline reaches a no probable cause, the complaint will be filed.
    2. Less serious offense - When it is determined as (Less serious), given the nature of the infringement and the extenuating circumstances, it will be processed the following way:
      - a) The Discipline Committee shall notify the student in writing about the charged infringement, the classification of the alleged infringement and the date and time of the hearing.
      - b) During the hearing an adequate opportunity will be provided to the student to present evidence in their favor and their version of the facts, as well as confront those who accuse him and their witnesses.
    3. Serious Violation - cases considered serious, given the nature of the violation, will be processed the following way:
      - a) The Discipline Committee will notify in writing and will grant the student an opportunity for defense, following the established procedure in Section 3-b-2 of Article VI of this regulation.
      - b) The student will be sanctioned according to those penalties under Section 2 of Article VI of this Regulation.
      - c) Any decision shall be notified in writing to the student with a copy to the Registrar and staff concerned. All the Members of the Disciplinary Committee shall sign this notification.
    4. Students who believe they have been unfairly penalized, will have the opportunity to appeal the decision within the next fifteen (15) days after the date indicated in the notification. Any appeal shall be in writing to the Director of Student Affairs.
    5. A teacher or administrative staff may refer any student to the Office of the



Director for violation of the rules of conduct regarding his/her academic work, and that have been established in this Regulation, to initiate behavior modification strategies.

## **TERMINATION POLICY**

**Antilles College of Health** reserves the right to terminate student contract due to one or more of the following reasons:

1. The student is not complying with the standards of academic progress.
2. The student is not complying with the established payment plan.
3. The program doesn't have enough enrollments; in which case the student will be notified, and all the money will be refunded.
4. The student doesn't comply with the rules of conduct.
5. Destruction of equipment and or facilities.
6. State or Federal Laws require the termination of the program.
7. Breach of related policies to possession, use or abuse of controlled substances, like alcohol and drugs.

## **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME**

The current state and federal law requires educational institutions the responsibility to provide protection and security to the Members of the educational community. Antilles College of Health is aware of the problem of the high crime incidence and has a legitimate institutional interest to facilitate the protection of life, property and safety of its employees, students and to prevent crimes in their facilities.

### **Legal Base**

This public policy statement issued in accordance with Public Law 101-542 known as "Student Right to Know and Campus Security Act", and other federal and state laws that require the adoption of clear institutional rules, to promote an environment that facilitates the prevention of criminal acts and a primary focus on the personal safety of our institution.

### **Institutional Policy**

This policy is intended to promote and maintain a safe learning and work environment, free of hazards, violent acts and danger. It recognizes as a legitimate interest the protection and safety of the members of the internal and external community who use its services and physical facilities and the prevention of criminal acts within its jurisdiction

Besides, the Institution recognizes the right of students, possible students and the community in general to be informed of any crimes occurring within campus. Therefore, Antilles College of Health will annually collect data, disclose and maintain the scholar community informed of criminal incidents on its premises.

## STATISTICAL REPORT OF CRIMINALITY

Below is a statistical summary of the activities related to the security of the Institution regarding crimes committed during the last three years.

CRIME	2014*	2013*	2012*
<b>Murders, Homicides</b>	0	0	0
<b>Manslaughter</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Housebreakings</b>	0	0	0
<b>Theft</b>	2	2	4
<b>Theft or damage to cars or motorcycles</b>	0	0	0
<b>Other minor vehicle damage</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Sexual Offenses – Forced</b>	0	0	0
<b>Sexual Offenses – Non forced</b>	0	0	0
<b>Controlled Substances Arrests</b>	0	0	0
<b>Alcohol Abuse Arrests</b>	0	0	0
<b>Possession of Weapons</b>	0	0	0

<http://antillespr.edu/beta/wp-content/uploads/2015/09/Campus-Crime-Security-Brochure-29-sep-2015.pdf> Statistical link officially notified to the Institution

Antilles College of Health is not liable for damages, losses or vandalism that may occur in the classroom and the parking area of the Institution. Unauthorized entry to the school facilities will not be allowed (pursuant to Law 30 of Puerto Rico). If you have any questions regarding the contents of this manual, please contact the appropriate personnel.

### COPYRIGHT POLICY

Antilles College of Health does not endorse or promote unauthorized copyright material by users of the institutional network. Our network includes the use of the Internet and teaching materials by the institution - books, service manuals, magazines, etc. For educational and research use.

Our administrative staff and faculty have been trained on the appropriate or non-appropriate copyright material. Penalties for copyright violations could result from a reprimand, a suspension or termination, and referral to the authorities for civil or criminal action.

### SUMMARY OF CIVIL OR CRIMINAL PENALTIES FOR VIOLATING COPYRIGHT LAW

The violation of copyright is to conduct without permission or legal authority, one or more of the

rights reserved by the owner of the copyright under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute Copyright work.

In the context of file sharing, upload or download substantial parts of a Copyright work without authorization constitutes a violation. Penalties for violating the Copyright include civil and criminal penalties. In general, anyone found guilty for violation of copyright may be ordered to pay the actual damages or statutory damages predisposed by infringed acts.

To voluntarily and consciously violate a copyright may result in penalties, including imprisonment for up to five years and fines up to \$250,000 per offense.

Antilles College of Health reaffirms the strict fulfillment of each and every one of the legal elements applicable to this matter, both Federal as well as State laws, and is committed to ensuring that none of the students or employees violate these laws.

For more information visit: <http://www.copyright.gov/> specially the section of frequently asked questions in: <http://www.copyright.gov/help/faq/>.

## **TITLE IX COMPLIANCE WITH EQUAL RIGHTS**

### **PURPOSE:**

To protect people in education programs or activities and who receive federal financial aid, from discrimination on grounds of sex.

The Education Amendments of 1972 in the U.S., known as Title IX, is a federal law that deals with ensuring equal rights, prohibiting discrimination by gender in education. This amendment basically states that any school or educational program that receives federal funds cannot exclude a person of activities, based on gender, to ensure that employees and students, both male and female in educational areas are treated with fairness and justice.

The language used in Title IX specifically establishes that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Antilles College of Health, in compliance with the rulings under Title IX, has designated an official as a main direct contact to ensure compliance with the law, responsible for the management and dissemination of the policy, including claim investigations. The official is responsible for the instruction of members of the Institution, and makes the law accessible to the community, including students, employees, faculty, admission and employment candidates, and to the public in general who may have any questions in relation with the rule of this law.

## **The Civil Rights Office:**

The civil rights office of the Department of Education (OCR) has the responsibility to enforce Title IX. It has the responsibility for guaranteeing that all institutions that receive funds from the Department of Education, comply and is required to maintain strict application of the Title. Its main activity is investigation and resolution of claims presented by people who allege to have experienced sexual harassment.

You can request additional information at 1-800-421-3481. This office provides orientation about equal rights, the regulations that detail the requirements of Title IX.

Any person who believes that an act of sexual harassment has been committed against any person or group, can safely complain in agreement with Title IX. The claim must be filed within a timeframe of 180 days from the time of the incident. Likewise, Antilles College of Health does not discriminate against any person for reasons of race, sex, age, nationality, color, disabilities, religion or political ideology.

Contact: Mr. Juan Hernández  
Title IX Official  
P.O BOX 191536  
San Juan, P.R. 00919-1536  
Phone: 787-268-2244 ext. 226  
email: [juan.hernandez@antillespr.edu](mailto:juan.hernandez@antillespr.edu)

## **Claim Protocol (Student)**

Antilles College of Health has the responsibility and the commitment to maintain an environment that promotes learning and a healthy coexistence with all our students.

Antilles College of Health's policy is to strive to resolve any complaint or discontent that a student might have regarding a process, practice or decision of a process or with any member of our personnel or fellow student, in a way that maintains a harmonious and respectful environment.

Any student, who is not satisfied with a service within the campus, has the right to file a written complaint. The necessary documentation to file the complaint will depend on the type of claim.

Below is the process available to ACH students to file a complaint:

### **Process to facilitate filing a complaint at Antilles College of Health**

The student who wishes to file a complaint must have a concrete connection to the facts surrounding the incident or conduct involved and also the solution required by the claimant.

The student must present the complaint to the Office of Student Affairs (Retention and Counseling) so it can be routed to the Program Director and/or the Academic Director. Each one

of these officials, will be responsible for hearing and receiving the complaint in one of these ways:

- Present the complaint in written form. It should contain a brief note of the facts, date and place where it occurred.
- In person and verbally. The official in charge will prepare institutional minutes sheet that includes the facts, people involved, witnesses, date of the complaint and any other relevant fact.
- In the suggestions box located on the first floor, inserting the claim in a sealed envelope. The complaint must contain a brief note, date and location where the incident occurred.
- Use the Claim form created by the institution.

It is expected that every claim be dealt with immediately. However, there must be a timeframe not to exceed two weeks after filing. Special cases could take additional time. The designated official will notify the parties involved in the claim about the course of action to be followed and the result of activities conducted.

## **STAY INFORMED**

The office of Financial Aid will keep you informed about due dates through our bulletin boards, group meetings and individual orientations. Also, we want you to let us know if your financial situation has changed or if you've had any issues that could alter your financial situation.

## **INFORMATION PROTECTION AND TECHNOLOGICAL PRIVACY**

### **Policy:**

This policy shows the importance of protecting the information generated in the institution by its employees.

That the information generated in the institution is sufficiently protected against external attacks and of any other nature.

The information generated in our institution may in some cases contain contents of a confidential nature and that require protection against identity theft or of another nature. All

generated content must have a data protection process to ensure the information of the involved areas of the institution.

### **Objectives:**

1. Ensure the information generated by the involved areas of the institution.
2. Keeping information from the institution digitally archived in a redundant manner.
3. Check that users have their properties correctly according to their role.
4. Orient the staff on the efficient and confidential management of the student's information systems.
5. Perform auditing of student information systems.
6. Perform maintenance on the information systems periodically.
7. Ensure the confidentiality of the records and financial information of the corresponding students in Economic Assistance.
8. Control the screens of access to the systems that allow to visualize or to extract information of students and employees.

### **Responsibilities:**

1. The **Computer Technician**, contracted for services rendered, will keep monitoring the secure storage of the information generated by the employees in an internal and digital way (in the cloud automatically). Will ensure the following:
  - a. Firewall (against piracy or others).
  - b. Fight viruses
  - c. Avoid having external attacks that put the information generated in the institution at risk. (Hackers and / or Crackers).
  - d. Protect information from vital areas of the institution; Registry, Treasury and economic Assistance.
  - e. have information generated digitally by employees, stored redundantly.
  - f. The network have the pertinent security to ensure the confidentiality of financial records of students related to Economic Assistance or related areas.
2. The External Consultant of the SISAS System ensures:
  - a. That authorized employees have to authenticate to access the corresponding areas of the system.
  - b. The database has the pertinent security to ensure the confidentiality of financial records of students related to Economic Assistance or related areas
3. The designated personnel of Antilles must audit the accesses of each user who has access to the information of the student and who have the relevant role according to their

job function.

4. The external Consultant of the SISAS system ensures that each student and employee have an access screen which requires an entrance authentication, in order to control access to information that can only be viewed by authorized users.

**Procedure:**

1. The Computer Technician must:

- a. Continuously review that information generated by employees is being protected internally and in the cloud optimally.
- b. Check and make sure the firewall is working properly and continuously.
- c. Check and make sure that the antivirus for protection of documents and attacks is updated and constantly activated.
- d. Check and make sure that the antivirus of the servers is updated and active and.
- e. Ensure that network routers have protection enabled.
- f. Check daily that student information is secured.
- g. Check that the database is properly protected in real time.
- h. Ensure that Antilles College of Health server information is secure and safe.

2. The SISAS System Consultant ensures:

- a. Maintain user authentication security to prevent malicious modifications to the database.
- b. Ensure access control to information of students and employees through authentication, this will allow access to information only authorized users.

3. The designated employee to review the accesses must:

- a. Review that the roles of each user are relevant and fair for their job functions.
- b. Ensure that each user is oriented about the handling and accesses that have been assigned related to the student's information. In addition to guiding them about the protection and privacy of student information.

## TEXTBOOKS INFORMATION

The textbooks are highly recommended during the learning process. It's prohibited to take copies of books, this would be a copyright violation.

### PRACTICAL NURSE PROGRAM

LIBRO DE TEXTO	COSTO	ISBN
Kosier y Berman, Snyder, (2013). Fundamentos de enfermería: (9na ed.) España: Pearson Educación SA.	\$149.99	978-84-8322-936-1
Hampton, J. (2013). ECG en la práctica. Sexta Edición. Casa: ELSEVIER	\$99.95	978-84-9022-658-2
Sheila L. Videbeck (2012). Enfermería Psiquiátrica (5.ª Ed.). Wolters Kluwer. Lippincott William & Wilkins	\$87.00	978-84-15419-48-8
Tortora, D.(2013). Principios de Anatomía y Fisiología. Madrid España: 13a Edición Editorial Médica Panamericana	\$110.72	978-607-7743-78-1
Smeltzer, Bare, Hinkle, Cheever (2013) <i>Enfermería Médicoquirúrgica</i> , 12ª Edición, Lippincott Williams & Wilkins	\$113.00	978-84-15684-24-4
Leifer, G. (2012). Maternity Nursing: An Introductory Text. Undécima Edición. Casa: ELSEVIER	\$57.95	978-1-4377-2209-3
Marilyn J. Hockenberry & Wilson, D. 2013 Essential of Pediatric Wong, 9 <sup>th</sup> edition. Elsevier	\$ 90.94	978-0-323-08343-0



### PHARMACY TECHNICIAN PROGRAM

LIBRO DE TEXTO	COSTO	ISBN
Ballington, D. & Wiegand, T. (2014). <i>Pharmacy Calculations for Technician</i> . Quinta Edición. Casa: Paradigm Publishing.	\$104.59	978-0-76385-221-4
Manual Ley Número 247/ 2004		Lexjuris.com
Shan, J. & Gibson, J. & Tex, N. (2013). <i>The 21<sup>th</sup> Century Pharmacy Technician</i> .	\$87.39	978-1-4496-3226-7

### MASSAGE THERAPY PROGRAM

LIBRO DE TEXTO	COSTO	ISBN
Allen, K., & Meyer, E. C. (2012). <i>Empresarismo: Construye tu negocio</i> (Segunda ed.). Mexico: McGraw Hill. (Original work published 2007).	\$57.80	978-607-15-0648-1
Beck, M. (2010). <i>Teoría y Práctica del Masaje Terapéutico</i> (5 <sup>a</sup> ed.). Cengage Learning.	\$97.45	978-1-111-13145-6
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There will be an official who will channel all student services.  
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