



DISTINCT HEALTH  
*Educational Center*

# CATALOG

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VOL VI - AUGUST 2016 - AUGUST 2018

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## MISSION STATEMENT

Distinct Health Educational Center strives to create an educational atmosphere that recognizes the individual needs of each student. We intend to educate our students to the highest state and national standards and to prepare them for the licensing examinations given by the State of Florida. It is our goal to help students graduate successfully and prepare them to practice their profession in the allied health field with competence, confidence, and enthusiasm.

## OWNERSHIP AND HISTORY

Distinct Health Educational Center is a private educational institution, owned and operated by Optimum Education Group. The institution operates campus in Lauderhill, FL.

Distinct Health Educational Center has been in operation since 2012. In 2015 the institution was acquired by Optimum Education Group with a sole owner John W. Rebstock.

Distinct Health Educational Center is a branch of Palm Beach Academy of Health and Beauty.

## LICENSING

Licensed by the Commission for Independent Education, Florida Department of Education; License No.4631. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Florida Department of Education at:

325 West Gaines Street, Ste. 1414  
Tallahassee, FL 32399 – 0400  
Toll-free number (888) 224 – 6684

## ACCREDITATION

Distinct Health Educational Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting commission approved by the U.S. Department of Education.

Accreditation is a voluntary process that identifies and acknowledges educational programs and schools for achieving and maintaining a level of quality, performance, and integrity that meets meaningful standards established by the accrediting commission.

## ANTI-HAZING POLICY

Hazing is defined as any action taken or situation created, with or without the consent of the other person, which produces mental or physical discomfort, embarrassment, harassment, ridicule or places that person at a substantial risk of bodily injury. In the State of Florida, hazing is criminal offense and is considered a third degree felony. Additionally, any activity that sets an individual apart without constructive purpose shall be considered hazing. Actions considered as hazing may include, but are not limited to:

- » Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student
- » Requiring or encouraging a student to perform any dangerous, painful, offensive, demeaning physical or verbal act, including the ingestion of any substance, inappropriate exposure to the elements , deprivation of sleep or rest, or extensive isolation
- » Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or other forced activity that could adversely affect the mental health of the student.

- » Kidnapping, including restricting a person to move about freely
- » Performing personal chores or errands

Any student who believes he/she has been a victim of hazing by another student should immediately report any alleged acts to school officials.

## GRIEVANCE PROCEDURE

Student concerns or complaints should first be brought to the attention of the instructor. Concerns or complaints that are not satisfactorily resolved at this level should be submitted in writing to the Campus Director. Upon receipt, the Campus Director will schedule a meeting to address the concerns. Written responses and actions as a result of the meeting will be given within five school days.

Schools licensed by the Commission for Independent Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission for Independent Education. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

325 West Gaines Street, Ste. 1414  
Tallahassee, FL 32399 – 0400

## STUDENT COMPLAINT

Student concerns or complaints should first be brought to the attention of the instructor. Concerns or complaints that are not satisfactorily resolved at this level should be submitted in writing to the Campus Director. Upon receipt, the Campus Director will schedule a meeting to address the concerns. Written responses and actions as a result of the meeting will be given within five school days. If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council, the accreditation and/or state agency.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.ACCSC.org](http://www.ACCSC.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director.

## FACILITY

The center is physically located at 4300 N University Drive, Suite E100, Lauderhill, FL 33351. The center is occupying a single level space approximately 4,925 square feet in size. As new programs are added “specialty” rooms, if necessary, will be added.

There is four classrooms, three labs, a library resource area located in the center for reference material and quiet study. The classroom is furnished with dry erase boards. Practical tools related to course programs are also available for hands on learning.

The center is suitable located in regards to restaurants, parking services and public transportation.

## ADMISSIONS PROCEDURE AND REQUIREMENTS

Programs of 450 or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent. Students are asked to meet the following requirements and procedures.

1. The prospect must complete an application for admission and have an interview with an Admissions Representative to evaluate the applicant’s qualifications and aptitude to pursue a career in the field of study chosen.
2. Submit a completed Admission Application, a state issued photo ID or passport and required educational documentation (see High School Diploma Policy below). Persons interested in enrolling in the Home Health Aide program that cannot provide the educational documentation and intend to pay cash for the program, must be at least 16 years of age and demonstrate the ability to benefit from the training being offered (see Ability-To-Benefit Policy below).

The Admissions Office is open Monday through Friday 9:00am – 6:00pm. At the time of the interview, the prospective student will receive a tour of the facility, a complete explanation of the program, and the opportunity to meet the Distinct Health Educational Center staff. The prospective student may also attend a class for the day if he or she desires. A bound copy of the school catalog will be furnished prior to the student starting classes. A copy of the school catalog can also be downloaded from the school website, <http://www.distincthealthedu.com/>

## HIGH SCHOOL DIPLOMA POLICY

Persons seeking admittance to Distinct Health Educational Center must submit one of the following in order to satisfy the educational documentation requirement for admission:

1. A standard high school diploma from a U.S. high school.
2. A state-issued General Educational Development (GED) certificate.
3. A home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student’s home state.
4. Educational documentation from a non-U.S. school certified by a third party evaluation service to be equivalent or greater to a standard high school diploma from a U.S. high school.

Prospective students for the Home Health Aide program, who cannot provide the educational documentation above must demonstrate the ability to benefit with passing scores on the Wonderlic Basic Skills Test (WBST).

## ABILITY TO BENEFIT (ATB) POLICY

As of July 1st, 2012 first time students no longer have the option to use the Ability to Benefit (ATB) alternative to be eligible for any Federal Student Aid (FSA).

For students who attended an eligible program at another Title IV institution or at Distinct Health Educational Center® prior to July 1st, 2012, or those students who are attending Non-Title IV approved program at DHEC, may establish eligibility at DHEC by using any of the ATB alternatives below:

1. Pass the Ability to Benefit Test (ATB)
2. Completing 225 hours to satisfy the academic qualifications for receiving FSA

The ATB test used by Distinct Health Educational Center is the Wonderlic, which is approved by the U.S. Department of Education. Applicants must score a minimum of verbal 200 and quantitative 210. The minimum passing score for the Spanish test is 15. Distinct Health Educational Center ® will document that a student qualifies to use one of the ATB alternatives. Such documentation could include documentation from the National Student Loan Data System (NSLDS) that a student previously received Title IV, HEA student assistance or a transcript or other documentation from a previous institution that demonstrates enrollment in a Title IV eligible program.

# PROGRAMS

## HOME HEALTH AIDE

### **Objective:**

Instructing individuals in area of patient care to care for clients in need of help with activity of daily living (ADLs), assistance with care in the home. Program is designed to equip individuals with the knowledge that is needed to become a professional healthcare provider, providing exceptional care.

### **Description:**

A home health aide is an individual who provides basic personal care and health-related services for a client in the client's home. These health-related services include but are not limited to: checking vital signs, changing bandages, giving massages and helping with medical equipment's. They work under the supervision of an RN.

### **Course Descriptions:**

**HHA001 Introduction, Roles and Responsibilities** – (12 Hours) This course will give the student the introduction to the course, the healthcare professionals and their roles and responsibilities.

**HHA002 Laws, Ethics, Policies and Procedures** – (10 Hours) This course will cover various laws, ethics and all policies and procedures that govern healthcare and its effects.

**HHA003 Abuse, Neglect and Exploitation** – (10 Hours) This course will define abuse, neglect and exploitation; course will also underline its consequence and contact information if any behaviors are conducted or suspected.

**HHA004 HIPPA/Confidentiality** – (14 Hours) Students will be taught how to handle privileged information.

**HHA005 Infection Control, HIV/AIDS** – (12 Hours) Students will learn the basics of regarding infection control and Universal Precautions. Information would also be taught on different diseases and preventions-mainly HIV/AIDS.

**HHA005L Procedure Guidelines and Skills Check** – (22 Hours) This course is designed to instruct the student on the clinical operators of different machines and various equipment in a client's home and how to use each one.

**HHA006 Client's Rights and Responsibilities** – (10 hours) This course is designed to inform the student of the clients rights and responsibilities.

**HHA007 Financial Aspect of Care** – (10 Hours) This course will cover the financial portion of care; students learn to help the clients in this area but learn that there are limitations.

**HHA008 CPR** – (4 Hours) – This course will teach the student basic life support (BLS) for healthcare provider. Student will be able to assist in life support of an infant, young child or adult.

**HHA009 Trends** – (8 Hours) This course helps the student create a resume and prepare for job interview skills. Test taking skills are reviewed.

**HHA009E Extended Hours** – (8 Hours) The student begins the lab where he/she gets to observe what has been taught in the class or given in theory.

**Total Clock Hours – 120**

### **Credential Awarded:**

After a student completes 120 hours, exams, any other applicable requirements, and fulfills all financial obligations to the school, a certificate will be awarded.



# HEMODIALYSIS TECHNICIAN

## Objective:

To instruct individuals in area of hemodialysis to provide care to clients in either an acute or chronic setting. The program is designed to equip individuals with the knowledge that is needed to become a professional healthcare provider, providing exceptional care.

## Description:

The hemodialysis technician works under the supervision of a RN to both initiate and terminate hemodialysis treatments; treatment is accessed either via catheter (hemodialysis technician accesses as per state regulations), **arteriovenous** fistula or arteriovenous graft. The hemodialysis technician also assists the nurse with monitoring of patients during treatments.

## Course Descriptions:

**HDT001 Introduction to Hemodialysis Course** – (80 hours) This course will give the student an overview of the course and will cover areas such as professional conduct, ethics and laws, roles of healthcare professionals, HIPPA, infections control, occupational hazards, needle stick prevention and patient safety initiatives.

**HDT002 HIV/AIDS** – (4 Hours) This course will define the disease process and prevention.

**HDT003 Introduction to the Dialysis Delivery System** – (80 hours) The student will be given an introduction to the dialysis delivery system and includes set up priming of the machine, cleaning and disinfecting and the water treatment system.

**HHT003L Laboratory** – (40 hours) This course is designed to assist the student in clinical operations of the dialysis machines and its connections.

**HDT004 Introduction to Hemodialysis Accesses** – (80 hours) This course is designed to familiarize the student with various hemodialysis accesses and how to care for them.

**HDT004L Laboratory** – (40 hours) This course will assist the student with methods of cannulation and accessing of catheter device for cleaning and connection based on state regulations.

**HDT005 Patient Assessment** – (40 hours) This course will help the student become familiar with various facial and body languages of clients that is indicative of something being wrong and how the student can react and/or assist the nurse.

**HDT006 Pharmacology** – (10 hours) The student will become familiar with certain medications that are used in the hemodialysis setting and their use.

**HDT007 Complications of Hemodialysis** – (20 hours) This course is designed to educate the student regarding complications that can occur during hemodialysis and how to implement appropriate care.

**HDT008 Interdisciplinary Team** – (10 hours) This course introduces the student to the interdisciplinary team- Nephrologists, nurse, social worker and dietitian.

**HDT009 CPR** – (4 hours) This course will teach the student basic life support (BLS) for healthcare provider. Student will be able to assist in life support of an infant, young child or adult.

**HDT010 Trends** – (12 hours) This course helps the student to create a resume and prepare for job interview skills. Test taking skills are reviewed.

**HDT010E Externship** – (180 hours) the student is assigned to a clinical setting where he/she gets to observe what has been taught in the classroom or given in theory.

**Total Hours - 600**

**Credential Awarded:**

After a student completes 600 hours, exams, any other applicable board or council requirements, and fulfills all financial obligations to the school, a diploma will be awarded.

## MEDICAL ASSISTANT

**Objective:**

The program is designed to prepare students for entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the Medical Assistant to include front and back office skills.

**Description:**

The program focuses on a broad range of skills necessary for the medical office, which include: admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment and performing EKGs.

**Course Descriptions:****MA101 Medical Terminology - (100 hours)**

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling and the definition of medical terms will be covered.

**MA102 Medical Office Management - (100 hours)**

This course provides instruction in fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for medical office. Student will learn bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethic, legal concepts and liabilities, HIPPA rules and regulations, professionalism and communication skills will be covered.

**MA103 Anatomy & Physiology - (100 hours)**

This course provides an introduction to the various systems of the body and principals of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, and integumentary and reproductive systems.

**MA104 Word Processing and Business English (Keyboarding) - (100 hours)**

This course provides the fundamentals of the operation of a computer keyboard and the basics of working processing. The instruction will include learning the basic functions and operations of a computer, learning keyboarding skills up to a required speed and accuracy and typing professional documents as a word document.

**MA105 Clinical Procedure – (100 hours)**

This course will provide skills and knowledge for the student to assist practitioner with various aspects of the clinical practice. This course initially includes 4 hrs of HIV/AIDS/OSHA training. These skills will include patient care, preparation for examination as well as procedures, treatments and diagnostic testing. Students will apply principles of aseptic technique, infection control, EKG's, equipment use, and care and routine maintenance. First aid and pharmacology appropriate to the module will be presented.

**MA106 Laboratory Procedures I — (100 hours)**

This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing of urine and serum. The student will learn the chemical, physical and microscopic examination of urine through laboratory experience and lecture. The student will learn the proper collection technique of specimens for laboratory testing. Pharmacology appropriate to the module, including HIV/AIDS will be discussed.

**MA107 Laboratory Procedures II - (100 hours)**

This course introduces the student to the origin and morphology of blood cells. Normal and abnormal functions of the blood cells will be covered. The students will also receive instruction both in the laboratory and lecture to the proper collection, testing and significance of laboratory tests. Pharmacology appropriate to the module will be presented.

**MA108 Clinical Externship - (200 hours)**

Pre-Requisites: completion of all courses in the MA program. This course includes an extern preparation course including a CPR course (5 hours) BLS 100 and the preparation of documentation required before beginning at an official extern site and healthcare facility. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioner and will experience various aspects of the medical facility.

**Total Clock Hours – 900****Credential Awarded:**

After a student completes 900 hours, exams, any other applicable board or council requirements, and fulfills all financial obligations to the school, a diploma will be awarded.

## PATIENT CARE TECHNICIAN

**Objective:**

This program is designed to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as Patient Care Technicians. Students in the Patient Care Technician program will be instructed in, among other things, patient assistance, geriatric care and nursing assistance.

**Description:**

With a focus on patient care skills and life-long learning, graduates of the Patient Care Technician program will be positioned to have the skills and dispositions needed to effectively meet workplace demands. Prior to graduation, students are required to complete 60 hours in a health care setting which provides hands on training in the field. Clinical Sites require students to have completed a criminal background check and medical examination and may also require a drug screen, proof of immunizations or other requirements.

**Course Descriptions:****AH1010 Introduction to Allied Health – (100 hours)**

This course is intended to provide students with an introduction to the Allied Health profession. The student will complete exercises in spelling, writing and grammar all related to the medical field. Proper punctuation, capitalization and abbreviations will also be emphasized.

**PCT120 Articulated Nursing Assistant – (100 hours)**

This course prepares students to assist patients in the following: perform physical comfort and safety functions, provide personal patient care, patient care procedures, principles of infection control, special needs patients and biological and psychological support.

**PCT130 Advanced Home Health Aide with CPR Training – (100 hours)**

This course prepares the student to use written and verbal communication specific to the home health aide, perform physical comfort and safety functions specific to the home health aides, and understand the principles of infection control Specific to the home health aide and CPR Training.

**PCT140 Patient Care Assistant – (100 hours)**

This course will prepare students to assist patients with many tasks that they cannot do for themselves while they are in hospitals, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities.

**AH1030 Phlebotomy and Hematology – (100 hours)**

This course provides instruction and practice for venipuncture. Course content includes circulatory system anatomy and physiology, how to obtain blood specimens, equipment maintenance and safety issues. Routine specimen collection and laboratory functions are also explored. The student will also be introduced to hematology and basic lab procedures used in hematology studies including blood chemistry and microscopic examinations. Course content also includes coverage of related medical terminology along with the appropriate anatomy and physiology.

**PCT160 Respiratory Therapy Aide – (100 hours)**

This course is part of the Allied Health Assistant component of the program. Students in this course will learn to perform respiratory aide skills, adjust and operate equipment such as: aerosol inhalers resuscitators, mechanical ventilators and oxygen tanks with their accompanying hoses and gauges, in the health care setting.

**AH1020 Electrocardiography and Diagnostic Imaging – (100 hours)**

This course provides instruction in the performance of electrocardiograms and diagnostic imaging procedures in the physician's office. Emphasis is placed on preparing patients and informing them of the procedures. The student will perform multichannel/automatic electrocardiography, mount and ECG tracing and identify artifacts. The course will also introduce students to the concepts surrounding radiology and diagnostic imaging. Students will become aware of the three types of radiology and their uses in the ambulatory care setting. Student will be instructed in Radiation safety.

**PCT210 Occupational Therapy and Geriatric Aide – (100 hours)**

This course is part of the Advanced Allied Health Assistant component of the program. Students in this course will perform occupational aide skills, assist patients with activities and exercises in a treatment plan developed by an Occupational Therapist. The student will also learn how to perform geriatric skills in the health care setting, recognize symptoms of common diseases of the geriatric patient, as well as the use of verbal and written communications specific to the nursing assistant.

**PCT109 Patient Care Technician/Externship – (100 hours)**

In this course, students will participate in a 100 hour, non-paid, supervised work in a facility appropriate to the application skills learned in the curriculum, gaining practical experience in the skills required to take the Certified Nursing Exam.

**Total Clock Hours – 900****Credential Awarded:**

After a student completes 900 hours, exams, any other applicable board or council requirements, and fulfills all financial obligations to the school, a diploma will be awarded.

## SCHEDULE OF CLASSES

**Hemodialysis Technician:**

Monday – Friday: 9:00 a.m. to 2:00 p.m. & Monday – Friday 5:00 p.m. – 10:00 p.m.

**Home Health Aide:**

Monday – Friday: 9:00am to 3:00pm & Monday – Friday 5:00 p.m. – 10:00 p.m.

**Medical Assistant:**

Monday – Friday: 9:00 a.m. to 2:00 p.m. & Monday – Friday 5:00 p.m. – 10:00 p.m.

**Patient Care Technician:**

Monday – Friday: 9:00 a.m. to 2:00 p.m. & Monday – Friday 5:00 p.m. – 10:00 p.m.

## CLASS ENROLLMENT

Class starts vary by program. Students may speak with an Admissions Representative for information on the next class start date for their desired program. The enrollment size for each class start of our programs is twelve. On occasion, theory and/or lecture classes might exceed the number below by 1.33 times (maximum allowable by the school) in order to allow for students to make-up missed classes and facilitate transfer students.

## CLOCK HOURS & COURSE NUMBERING SYSTEM

For academic purposes, Distinct Health Educational Center measures the length of its programs in clock hours. A clock hour for our purposes is defined as 50 minutes of instruction per hour, depending on the class schedules and breaks. Course numbers contain a letter prefix representing the program and are numbered in the sequence in which they are taught.

## PAYMENT OPTIONS

Tuition is assessed on a program basis and payable in full at the beginning of each month. Payments may be deferred for students who choose the partial payment option. All charges are based upon the fee schedule in force at the time of enrollment. The student is responsible for payment of all charges including tuition, fees and supplies. Books and supplies are separate from tuition and can be purchased outside of the Center. The Center shall have no further obligation to the student if the student fails to pay tuition or fees for any term, regardless of the reason. It is up to the center's discretion if the student can remain enrolled.

Transcripts, diplomas, or any other documentation will not be issued if payment in full is not received. Delinquent balances may be turned over to a collection agency and/or other collection actions may be taken.

Fees are to be paid in accordance with the signed payment plan. Payment can be made in the form of cash, credit card (VISA, and MasterCard,), debit card and check or money order, made payable to Distinct Health Educational Center.

There are two ways to remit payment:

1. By check or money order mailed out to Distinct Health Educational Center.
2. On location at the school by means of cash, check, money order, debit card or credit card payment.

Checks and Money Orders to be mailed to:

### **Distinct Health Educational Center**

4300 N. University Dr. Ste. E100  
Lauderhill, FL 33351

### **Reduction of tuition or fees:**

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment.

## TRANSFER CREDITS

Distinct Health Educational Center may grant credit for previous related education. Transfer credit will be awarded on an individual basis, determined by the directors of the school. All credits from other institutions will be evaluated according to these guidelines and subject to these conditions:

1. Upon enrollment, Distinct Health Educational Center must be provided a certified transcript mailed directly from an institution licensed by the Florida Board of Education or equivalent licensing authority of another state. Official transcripts must be sent to the Registrar's office.
2. Courses for which credit is granted shall parallel in content and intensity to courses offered by this school. Transfer students must complete at least 25% of the required number of hours necessary for graduation at Distinct Health Educational Center. They are also expected to comply with all school policies, rules, and procedures.
3. Transfer students must meet all admission requirements including the \$50 Registration Fee.

Courses taken at one institution frequently may not always match with courses offered at another institution. Even if both institutions are accredited, it may still be difficult to transfer credits from one institution to another. Each educational institution has different missions, course designs, and syllabuses. Distinct Health Educational Center classes are not designed for students to transfer to other institutions; they are intended for students to get a job. Since the determination of transfer of credit is made only by the institution at which the student requests to further their education, the student is advised to contact other institutions to which they may desire to transfer to determine transferability, BEFORE beginning classes at Distinct Health Educational Center.

**NOTE: ACCEPTANCE OF CREDITS FROM DISTINCT HEALTH EDUCATIONAL CENTER. IS AT THE DISCRETION OF THE RECEIVING INSTITUTION. DISTINCT HEALTH EDUCATIONAL CENTER. MAKES NO CLAIM THAT ITS CREDITS WILL BE ACCEPTED BY ANY SCHOOL, COLLEGE, UNIVERSITY OR INSTITUTION.**

## GRADING SYSTEM

Grades are reported at the end of each term. The mid-term grades may be issued as a report of progress of students doing below average work.

The following scale is used for reporting grades and determining grade point averages:

| GRADE   | A         | B     | C     | D     | F       |
|---------|-----------|-------|-------|-------|---------|
| QUALITY | EXCELLENT | GOOD  | FAIR  | POOR  | FAILURE |
| SCALE   | 90-100    | 80-89 | 70-79 | 60-69 | 0-59    |

## SATISFACTORY ACADEMIC POLICY (SAP)

If a student fails to maintain a cumulative “C” grade, the student will be placed on academic probation for the following term. Failure to earn a minimum “C” grade for the probationary term will result in academic dismissal. Students placed on academic dismissal are not eligible for government student aid and may request to change programs, be placed on extended enrollment status or apply for re-entry into their original program based on justifying circumstances. Failure of having too many absences and not making up hours could result in the student not meeting their Rate of Completion of 67%. Students claiming justifying circumstances must present supporting documentation. Students placed on extended enrollment status are not eligible for government student aid and must retake class(s) previously failed during the following term(s), if offered, in order to re-establish satisfactory progress. All decisions will be made by the Director regarding acceptance of extended enrollment status, justifying circumstances or academic dismissal.

A student failing to meet the satisfactory standards may appeal based on justifying circumstances (i.e. death in the family, sickness of the student, other circumstances, etc.) if the following conditions are met:

- » Student must provide a written reason for the appeal with supporting documentation, to the center Director.
- » The Director will determine the validity of the appeal within a week. The student will be advised of the Director’s decision.
- » If the appeal is successful, the student will be considered on academic probation for the next term and must meet satisfactory academic progress requirements.
- » If the appeal is not granted, or the student fails to progress satisfactorily in the probation period, the student will be academically dismissed.

If a student changes programs or is seeking an additional diploma, generally the qualitative and quantitative standards used to judge academic programs include all periods of a student’s enrollment. Attempted credits and grades earned, which do not apply to a student’s new program, will not be counted. If grades earned and credits attempted do apply to the new program then all grades and credits earned will be transferred into the new program. All students must have a minimum “C” grade or GPA of 2.0 for graduation from any program.

A student whose training is interrupted due to unsatisfactory academic progress, and wishes to re-enter, may after one payment period, receive individual counseling from the Director. A decision will be made regarding the student's re-entry to the school. A student who is permitted to re-enter must achieve a 2.0 GPA in order to maintain satisfactory progress.

## FINANCIAL ASSISTANCE & PAYMENT OPTIONS

Distinct Health Educational Center offers a variety of payment options and also participates in Federal financial aid programs. More information on these programs is available in the next section titled "Federal Financial Aid Programs".

### **Veteran's Benefits:**

Veterans are admitted on the same basis and criteria as other applicants. Students seeking veteran's educational benefits must contact the Veterans Administration (VA) Certifying Official and/or Financial Aid Representative at the campus. Certification of enrollment is made by the VA Certifying Official. Funding from the Veterans Administration may be paid directly to the students by the Veterans Administration office. For other VA funds such as Chapter 33, the funds are sent directly to the school. The monthly stipend, when students are eligible, is paid directly to the students via a check that may be picked up at the campus in which they are attending or a check is mailed. Below is a list of eligible programs offered by the school:

- » Chapter 30 (Montgomery GI Bill)
- » Chapter 31 (Vocational Rehabilitation and Employment – VR&E)
- » Chapter 33 (Post 9/11 GI Bill)
- » Chapter 35 (Survivors and Dependents Educational Assistance Program - DEA)
- » Chapter 1606 (Montgomery GI Bill Selected Reserve)
- » Chapter 1607 (Reserve Educational Assistance Program - REAP)

For a list of required documents for students to apply for VA Educational Benefits at Distinct Health Educational Center, please contact your Financial Aid representative and/or VA Certifying official at the campus.

For additional information regarding VA Educational Assistance and to download related forms go to [www.va.gov](http://www.va.gov) or [www.gibill.va.gov](http://www.gibill.va.gov).

### **Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV)**

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV) provides scholarship for dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities. CSDDV also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as civilian personnel captured while serving with consent or authorization of the United States Government during wartime service. CSDDV provides a fixed award amount at an eligible public or private postsecondary institution in Florida.

### **State Programs:**

- » Florida Prepaid College Tuition Plans - While the benefits of the FL Prepaid College Plan may be used at this institution, the plan operators does not endorse any particular educational institution.
- » FL Bright Futures Scholarships

**School Term Payment Plan:** This plan is for students who cannot afford to pay the tuition expense in full at start of classes or who may not qualify for any other type of financial aid. This plan requires a set deposit towards tuition and then equal monthly installments over the term of the program not to exceed 10 months. The payments are due on the 1st school day of every month after enrollment start date. The total balance must be satisfied before graduation.

Contact our Financial Aid Department for information regarding any of these financial assistance programs or the School Term Payment Plan. **All payment plans, tuition costs, and fees are subject to change without notice.**

### **Reduction of Tuition or Fees:**

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment.

## **FEDERAL FINANCIAL AID PROGRAMS**

Distinct Health Educational Center does participate in Federal financial aid programs (also referred to as Title IV programs) and is available to those who qualify. We are able to offer our students access to the following programs.

- » **Federal Pell Grant:** This is a grant to assist under-graduates who have not earned a bachelor's or professional degree with education expenses. It does **NOT** have to be paid back.
- » **William D. Ford Federal Subsidized Stafford Loan:** This is a low interest loan for students attending school at least half time. It **MUST** be paid back. Interest is non-bearing while students are attending school and during their grace period.
- » **William D. Ford Federal Unsubsidized Stafford Loan:** This is a low interest loan for independent students enrolled at least half-time. It **MUST** be paid back. Interest will accrue on this loan and can be paid while the student is in school.
- » **William D. Ford Federal PLUS Loan:** This is a low interest variable rate loan for parents who want to borrow to help for their child's education. This loan is available only to parents with good credit histories. It **MUST** be paid back.

Any student who wishes to apply for Federal financial assistance must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA can be filled out electronically through the link provided, <http://www.fafsa.ed.gov>. The FAFSA information is electronically transmitted to the Central Processor and the school receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and William D. Ford Federal Direct Loan eligibility.

The Financial Aid office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the school's Financial Aid office.)

Any prospective or existing students who would like more information Federal financial assistance can contact the Financial Aid office, during normal business hours (Mon-Thu, 9am – 8pm & Fri, 9am – 6pm). "The Guide to Federal Student Aid" and other publications are available at the school to assist students with questions about the programs. Copies are available as reference in the learning resource center or students can request a copy from in the Financial Aid office. An electronic version of the publication is available at the link provided:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

Students can also visit the website, [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) for more information. **Distinct Health Educational Center does not work with or through any private and/or preferred lenders.**

## **FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- » Have a valid Social Security Card
- » Be admitted as a student enrolled or accepted for enrollment in an eligible program for



- » The purpose of obtaining a degree or certificate
- » Must be a citizen or an eligible non-citizen
- » Not be in default and must not owe an overpayment on a Title IV loan or grant
- » Not have borrowed in excess of loan limits
- » Have financial need
- » Have verification completed if required
- » Be registered for selective service (if a male born on or after January 1, 1960)
- » Not be enrolled in secondary school
- » Have signed a statement of updated information
- » Have educational documentation described in the school's "High School Diploma Policy".
- » Agree to use any federal student aid received solely for educational purposes

Students receiving aid must:

- » Maintain satisfactory progress as described in the institutional policy.
- » Apply for financial aid as scheduled each award year and meet all deadlines.
- » Comply with all forms and documents required by the Financial Aid office.
- » If selected for verification, you must fully complete that process.
- » Inform the Financial Aid office of changes in your personal information

## VERIFICATION PROCESS FOR FEDERAL FINANCIAL AID

The review process called verification is to ensure that all data provided on the federal application upon which you applied for financial aid is correct and complete. Students and their families may be asked to provide additional documentation, or to update their data by the school. Documentation will be requested, if necessary, in order to complete the verification process. Federal law requires the school to complete this procedure before we can process your Federal Financial Aid Application or disburse/credit your student account with any funds. Once the student has submitted the required documentation to the Financial Aid office, the student or the Financial Aid office will make the appropriate corrections to the application information and submit it to the central processing system (CPS). If, as a result of verification, the applicant's Title IV eligibility changes, the Financial Aid office will notify the student via a new award letter.

The deadline for submitting verification documents is the earlier of 45 days after the last day of attendance or 45 days after the last day of the award year. If an applicant fails to submit the required documents to verify the data by the deadline, no Title IV awards can be made to the student and any Title IV funds disbursed in the award year are immediately refunded. If a student has received funds they were not eligible to receive, the student must repay this amount.

If repayment is not made within 30 days, the overpayment will be referred to the U.S. Department of Education. No further applications will be processed by the U.S. Department of Education or by the school.

## GRADUATION REQUIREMENTS

To qualify for graduation, a student must:

- » Pass all required courses in the student's program with a minimum "C" grade
- » Have an overall cumulative "C" average and meet all satisfactory academic progress requirements.
- » If a student meets requirements for graduation but has not paid all tuition and fees, the student shall graduate but will not be entitled to placement assistance, diploma, transcripts or other documents from the center. Distinct Health Educational Center programs are not exclusively intended to prepare students to obtain any outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industrial, or other types of certification, licensure, registration, or credentials available in the field of studies offered at Distinct Health Educational Center will require supplementary out of class study and preparation on the student's part.

## NORMAL COMPLETION TIMEFRAME

| Home Health Aide<br>120 Hour Program | Normal Time Frame in<br>Months/Weeks | Maximum Time Frame in<br>Months/Weeks |
|--------------------------------------|--------------------------------------|---------------------------------------|
| 30 hours                             | 1 month/ 4 weeks                     | 1 ½ month/6 weeks                     |

| Hemodialysis Technician<br>600 Hour Program | Normal Time Frame in<br>Months/Weeks | Maximum Time Frame in<br>Months/Weeks |
|---|--------------------------------------|---------------------------------------|
| 25 hours                                    | 6 months/ 24 weeks                   | 9 months/36 weeks                     |

| Medical Assistant/Patient Care<br>Technician<br>900 Hour Program | Normal Time Frame in<br>Months/Weeks | Maximum Time Frame in<br>Months/Weeks |
|--|--------------------------------------|---------------------------------------|
| 25 hours   | 9 months/36 weeks                    | 13 ½ months/54 weeks                  |

## ATTENDANCE POLICY

Attendance at all regularly scheduled classes and school functions is mandatory unless prior arrangements have been made with the Campus Director or the student's instructor. A student who is going to be absent is required to call the school beforehand. A student is considered tardy if he/she enters class more than fifteen minutes after the scheduled start time. All students are expected to be in class and ready to participate at the time that instruction is scheduled to begin. Distinct Health Educational Center is aware that occasionally, unforeseen situations may arise where a student would not be able to attend class. It is the responsibility of the student to attend classes regularly following their approved class schedule and be punctual to all of their classes.

### Tardiness

In order to assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class.

### Absences

If the student is unable to attend class, it is recommended they contact the school in advance to advise that they will be absent from class. Instructors record attendance daily. A student absent for any reason is responsible for all academic work missed. Please be advised that if a student misses more than 14 consecutive calendar days, they will be withdrawn from school and upon return would have to reapply for admission. Excessive absences and not making up hours could result in the student not meeting their Rate of Completion of 67% or above, which is one of the components for Satisfactory Academic Progress (SAP).

In the case of canceled classes due to inclement weather or other related emergencies, those hours and work assignments will be rescheduled. Students can call 754.300.5131 to check if the school is open for classes when inclement weather or other related emergencies arise.

## **Make-up Work Policy**

Students may attend the school on the designated day to make-up any class time that may have been missed due to absences. Make-up hours are available to students every Tuesday and Thursday 3:00 – 5:00pm.

## **LEAVE OF ABSENCE**

There may be occasions when students may need time off and must be absent from school. In these instances, they can request an LOA. The reason for the leave must be extenuating circumstances and cannot exceed 60 calendar days.

If an LOA is needed beyond 60 calendar days, it can be requested for the reasons listed below with appropriate documentation that must be submitted at the time of the leave, unless it is not feasible due to an emergency medical reason such as an accident. The school may allow the student to take multiple LOA's as long as the sum of the leaves do not exceed 180 calendar days within a 12-month period. The 12-month period begins from the date of the students first approved LOA. All requests are subject to school approval and the decision of the Campus Director is final.

- » Military obligations
- » Jury duty
- » Pregnancy
- » Serious health condition
- » Emergency Family Health

### **LOA Extensions:**

A student on an approved LOA may submit a request to extend the LOA. Only one extension may be granted for the same reason as requested on the original LOA otherwise a new LOA must be requested. Students must appear in person, fax or email a request for an extension of an LOA. Such request must be approved by the Registrar department and the Campus Director provided:

- » The student submits a request on or before the end date of the current approved LOA.
- » The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve (12) month period, calculated from the first day of the student's first LOA.
- » There is a reasonable expectation that the student will return.
- » It does not exceed the 60 calendar day LOA unless it falls into one of the categories for leaves longer than 60 calendar days.

If the request is denied, the student will be withdrawn, the institutional refund policy will be applied using the student's last day of attendance for the calculations.

### **An LOA is approved if:**

- » The student has submitted a written, signed and dated request to the Campus Director with the appropriate documentation as required.
- » The Campus Director has determined that there is reasonable expectation the student will return from the LOA.
- » The Campus Director has approved and signed the Leave of Absence.

The period of time for which a student has been given an approved leave shall be excluded from the Maximum Time Frame in which an individual student will be expected to complete their program of study.

### **Returning from an LOA**

Upon return from an LOA, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after an LOA. Any official LOA will extend your contract without additional charges.

You must notify the Campus Director upon your return to school.

## Failure to Return from an LOA

If a student does not return from an approved LOA, the student will be withdrawn from school using the date the student was supposed to return as the date of determination and the student's last day of physical attendance prior to the start of the leave to calculate the Institutional refund.

## PROFESSIONAL CODE OF CONDUCT

Any student who willfully violates or fails to follow school rules and regulations, and/or performs any act that materially interferes with or is detrimental to the orderly operation of a classroom or campus, school activity, or any other aspect of the educational process at Distinct Health Educational Center, shall be subject to discipline, up to and including suspension or dismissal.

Distinct Health Educational Center has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus and at any off-campus functions sponsored or supervised by the school. These include but are not limited to:

- » Cheating, plagiarism, forgery, alteration or any other misuse of school document records of identification.
- » Use or possession of alcoholic beverages or any controlled substance including and without limitation: any narcotic drug, hallucinogenic substance or marijuana.
- » Physical or verbal abuse of any person or group, or any conduct which intimidates, threatens, or endangers the health or safety of another.
- » Assault, battery, or any threat of force or violence upon the school staff members, students, or visitors.
- » Harassment, including, but not limited to, the intimidation of another student or a school official or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened.
- » Possession of any weapons including, but not limited to: firearms or any props that resemble a firearm, handguns, rifles, shotguns, ammunition, fireworks, major or minor explosives, electric weapons or destructive device, sword/sword cane, razor blade, box cutter, common pocket knife, mace or any lethal weapon is forbidden.
- » Unauthorized possession or use of explosives, dangerous chemicals, or other materials.
- » Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures.
- » Destruction or defacing of school property.
- » Intimidation or bullying of any instructor, administrator, student, or others by threat of force or violence.
- » Extortion.
- » Theft of, or damage to, the property of the school, school officials, students or visitors. Such actions may result in the imposition of fees for the loss, damage, or defacement of books and equipment.
- » Fighting.
- » Disruptive behavior, willful disobedience, profanity or vulgarity aimed towards defiance or abuse of school officials.
- » Committing a criminal act as defined by law.
- » Dressing in an inappropriate or disruptive manner.
- » Disruptive behavior
- » Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.
- » Conducting any raffles, pools, or gambling games on school property.
- » Arson.
- » Unauthorized entry to the school or facilities.

Students who violate the Student Code of Conduct are subject to disciplinary procedures. Violations of the Student Code of Conduct will be adjudicated by the Campus Director. Students may appeal to the Campus Director when accused of any violation. If the student is interested in making an appeal, he/she must request a meeting with the Campus Director and present a formal written appeal.

## WITHDRAWAL PROCESS

If the student wishes to withdraw from school, they must contact the Registrar department during normal business hours. Once the student has notified the school verbally or in writing of the intent to withdraw, that date will be used to calculate refunds and return of Title IV funds. The school will determine the rescission of this notice; a later date will be used based on the student's attendance or participation in an academically related activity.

Types of withdrawals:

- » Official Withdrawal: The student may provide official notification, in writing, of intent to withdraw to the Registrar's department. The withdrawal date will be the date the student begins the school withdrawal process. An Exit Interview will be completed at the time of notification.
- » Unofficial Withdrawal: Students will be withdrawn from the school by the Registrar's department if they fail to attend class for 14 consecutive calendar days. Exit Interview documentation will be mailed to the student.
- » Administrative Withdrawal: A student that is suspended from school will be administratively withdrawn. A student could be administratively withdrawn for inappropriate behavior that is detrimental to campus life. Administrative Withdrawal does not relieve the student of the responsibility for all debts, including tuition, fees, books and equipment. The Exit Interview can be completed either at the time of notification or mailed correspondence.

## CANCELLATION POLICY

In the event that the applicant is not accepted by the school or cancels their enrollment prior to starting class, the following shall apply:

- » An applicant who is not accepted by the school shall be entitled to a full refund of all monies paid.
- » An applicant who cancels their enrollment in writing within 3 business days (Monday through Friday) of signing the Enrollment Agreement, and prior to starting classes, shall be entitled to a full refund of all monies paid.

## REFUND POLICY

### Institutional Refund Calculation Policy

Institutional refund calculations will be calculated by the program length for all students who withdraw from the institution. The student will be obligated to pay for any tuition, fees, books and equipment not covered by Title IV funds or any other payments received to cover institutional costs. Under a pro-rated refund calculation, the institution is entitled to retain only the percentage of charges proportional to the scheduled hours in the program at the time of the student's Last Date of Attendance (LDA). The amount of tuition earned is calculated by taking the total scheduled hours at the point in which the student withdrew, divided by the total number of hours in the student's program. Institutional refunds are completed within 30 days.

After application of the return to Title IV Policy, the following institutional refund policy will apply:

Withdrawal from the 1st day of class and during the first 10%: The school shall retain 10% of the tuition, plus a \$50 registration fee, and the full cost of equipment and books.

Withdrawal after 10% and through 20%: The school shall retain 20% of the tuition, plus a \$50 registration fee, and the full cost of equipment and books.

Withdrawal after 20% and through 30%: The school shall retain 30% of the tuition, plus a \$50 registration fee, and the full cost of equipment and books.

Withdrawal after 30% and through 40%: The school shall retain 40% of the tuition, plus a \$50 registration fee, and the full cost of equipment and books.

Withdrawal after 40% and through 50%: The school shall retain 75% of the tuition, plus a \$50 registration fee, and the full cost of equipment and books.

Withdrawal after 50%: The school shall retain 100% of the tuition, plus a \$50 registration fee, and the full cost of equipment and books.

## RETURN TO TITLE IV POLICY

For any Title IV recipient who withdraws from an eligible program of study after entering the school, the statutory return of the Title IV funds policy will be implemented. The amount of Federal Financial Aid that a student earns is determined on a pro-rated basis. Once the student has completed more than 60% of the payment period, all Financial Aid assistance is considered to be earned. This policy will calculate the amount of Financial Aid funds earned by the student during their attendance in school. The withdrawal date is defined as the student's last date of an academically related activity whether they are an official withdrawal, an unofficial withdrawal or administrative withdrawal. The school will calculate the amount of Title IV Aid that was earned based on the payment period. The institution will determine:

- » The Title IV Aid disbursed or that could have been disbursed.
- » The percentage of Title IV Aid earned by the student.
- » The amount of Title IV Aid earned by the student.
- » The total Title IV Aid to be returned or disbursed as a post withdrawal disbursement.
- » The amount of unearned Title IV Aid to be returned by the school.
- » The amount of unearned Title IV Aid to be returned by the student.

The school will process all refunds in the following manner:

- » Any refund will be made first to the William D. Ford Federal Direct Unsubsidized Loan up to the amount disbursed.
- » Any additional refunds will be made to the William D. Ford Direct Subsidized Loan up to the amount disbursed.
- » Any additional refunds will be made to the William D. Ford Federal Direct PLUS Loan up to the amount disbursed.
- » Any additional refunds will be made to the Federal Pell Grant Program up to the amount disbursed.
- » Any additional refunds will be made to the Federal Supplemental Opportunity Grant Program up to the amount disbursed.

If the student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received as a post-withdrawal disbursement. Post-withdrawal disbursement will be made from Pell grant funds first if eligible. If the cost is still due to the school at the time of withdrawal, a Pell grant post-withdrawal disbursement will be applied to the student's account. Any Pell grant funds in excess of current educational costs will be sent directly to the student. For any federal loan program funds due, a post-withdrawal disbursement must be offered to the student. Distinct Health Educational Center must receive the student's authorization before crediting the student's account with federal loan funds due from a post-withdrawal disbursement.

## EXIT COUNSELING

Federal regulations governing the Federal Stafford Loan program specify that loan recipient(s) must complete Exit Loan Counseling upon graduation or withdrawal or falling below half time attendance. Exit Counseling enables students to become informed borrowers by providing valuable information concerning loan repayment options, deferments, loan consolidation, borrower rights and responsibilities, and debt management strategies. The counseling session also gives students an opportunity to update their personal and contact information. Exit Counseling can be completed on either paper format on campus, mailed correspondence or via electronic format at: [www.studentloans.gov](http://www.studentloans.gov).

## DEFERMENT AND FORBEARANCE FOR EDUCATIONAL LOANS

Under certain circumstances, students who borrowed Federal Student Aid funds and are unable to meet their repayment obligations may be eligible for a deferment or forbearance, allowing them more time to repay the loan and/or lower monthly payments. Borrowers should consult with the Financial Aid department for more information. Students must contact their loan servicer directly to apply for a deferment or forbearance.

## STUDENT SERVICES

Distinct Health Educational Center cannot guarantee employment, but we do offer active career services assistance to our students and graduates. Prior to and after graduation, students can request placement guidance that will assist them in finding entry-level employment.

The school does not provide housing, transportation, or childcare for students; however, a current listing of rental housing, local public transportation or childcare information is available by contacting the Campus Director. The school also provides students with referral to local area counseling services as needed.

## STUDENT ADVISING

Members of Distinct Educational Center staff are available to assist and advise students upon request regarding specific problems in their coursework and work opportunities in the field. Student advising is done by appointment and will be scheduled at the administrator or instructor's earliest availability. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention. During advisory sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school. School administrators and instructors are not qualified or permitted to discuss or advise students on matters unrelated to their enrollment at Distinct Health Educational Center.

## RECORDS ON FILE

The school maintains permanent student records and guarantees the right of students to gain access to their files. A written request is required and an appointment must be scheduled for the Registrar or Financial Aid department to review the records with the student. All grades, services, hours and student accounts are recorded and kept on file. The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student. Notification of rights under the Family Educational Rights and Privacy Act (FERPA) is available in the Financial Aid department.

The school shall keep all records confidential and maintained. The records of all students including those who are denied entry, withdraw, or terminated before meeting graduation requirements will remain on file for five years.

## QUALIFIED INDIVIDUALS WITH DISABILITIES

Distinct Health Educational Center admits students regardless of race, creed, gender, age, religion, sexual orientation, marital status and/or disability, to the extent of the law. To comply with all local, state and federal laws, it is Distinct Health Educational Center policy to make reasonable accommodations for known physical or mental limitations of an otherwise qualified student with a disability.

All prospective students must complete the Occupational Demands form for the purpose of identifying any reasonable accommodation which may be necessary to perform the requirements of the program. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the

accommodation. The request should be made at least four weeks in advance of the date needed. The directors will meet to consider each request and the student will be advised of the decision in writing within ten (10) business days, under most situations.

## HOLIDAYS AND VACATION DAYS

The school will be closed for the following days/extended breaks during the 2016-2017 Year:

- » Martin Luther King Day
- » Memorial Day
- » Independence Day
- » Labor Day
- » Thanksgiving
- » Winter Break (TBD)

The school's schedule for the following calendar year will be made available upon request.

## SECURITY AND SUBSTANCE ABUSE POLICIES

Distinct Health Educational Center maintains a strict policy regarding the prohibition of alcohol and illegal drugs on school property. All students must sign a statement that they understand and agree to the school's policy on this matter. The school has information available on drug abuse counseling services and assistance programs available in the local area. This information is available from the Campus Director during normal business hours.

## Sexual Harassment

Distinct Health Educational Center maintains a strict policy regarding any sexual harassment on school property. All students must sign a statement that they understand and agree to the school's policy on this matter.

## Discrimination, Harassment and Bullying Policy

Discrimination means treating an individual or group less favorably than another based on a legally protected characteristic. Harassment is verbal or physical conduct that demeans, stereotypes or shows hostility or aversion toward an individual or group because of a legally protected characteristic and which creates an offensive, intimidating or hostile school environment. Bullying is the continuous or repeated infliction of physical harm or psychological distress on one or more students or employees.

Distinct Health Educational Center strives to provide an environment in which all students and employees can be supported to achieve their goals. Discrimination, harassment, bullying or any significantly offensive behavior is a serious threat to maintaining a healthy learning environment and in some cases; such conduct may also violate the law.

For these reasons, Distinct Health Educational Center will not tolerate discrimination, harassment, bullying or other significantly offensive conduct directed towards students or employees by persons they encounter in the course of their work or enrollment at Distinct Health Educational Center. This policy does forbid any behavior defined as sexual harassment detailed in the Sexual Harassment policy but goes further to include other potentially disturbing and damaging behavior.

Any student or employee who engages in discrimination, harassment, bullying or other offensive behavior is subject to disciplinary action, up to and including dismissal of the employee or termination of enrollment of the student.

Other individuals (non-employees and non-students) found to have engaged in harassing or discriminatory behavior may be asked to leave and not return. A student or employee who has a complaint of discrimination, harassment, bullying or



offensive behavior should report the matter to Campus Director, immediately. All such complaints will be investigated and, where appropriate, corrective action will be taken. Distinct Health Educational Center will treat every complaint with discretion, but in order to conduct thorough investigations, Distinct Health Educational Center cannot guarantee that the matter will be kept confidential.

## Weapons Policy

Distinct Health Educational Center prohibits students and employees from carrying, possessing, or using firearms and/or weapons (knives, bow& arrows, bomb materials, fireworks, or anything that could be deemed a weapon by policing authorities) while on school property and while attending school-related events off property. This policy applies to all students and employees, including those with a valid permit to carry a firearm. Students and employees who violate this policy will be terminated without further warning.



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