

2018-2019

# Verve College School Catalog



## A Letter from the President:

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Welcome to Verve College! Congratulations on making the important decision to further your education and choosing our school to begin your career. You are joining the ranks of many graduates who are making a difference in the lives of the patients they touch. Beginning with your introduction to the school during the admissions process through your graduation, we are dedicated in providing a school experience that will allow you to become the person you want to be in pursuing your professional and educational goals. We strive to provide that experience through a set of values and principles that ensure quality and excellence in all aspects of your education. While completing your educational journey, you will work and collaborate with outstanding faculty, staff and administrators who are committed to your success. We specialize in smaller classes, state of the art technology and excellent support services. As a student you will become a member of the Verve College family that is rich in diversity and various interests. We have learned that students who are actively engaged in school activities, school organizations and community service are most likely to excel in their studies and become successful in their chosen field. You will meet various people from different cultures and backgrounds who will expand your horizons and add value to your life.

Healthcare Training is the fastest growing Sector for the 21<sup>st</sup> Century. Verve College is committed in helping you develop your Health Care Credentials by using the latest techniques, curriculum, and equipment to help you gain the expertise that would make you stand out in today's job market.

As a student of Verve College, you will have the opportunity to experience a diverse mix of nursing curriculum as you gain the education you need to provide high quality care in our dynamic healthcare environment. The opportunities available to learn with emerging professionals from other disciplines will serve you well. Your clinical experiences will occur in a variety of healthcare settings and together with your hands-on experiences, you will gain vast knowledge of what it means to become a nurse. The faculty and staff are eager and ready to work with you to encourage your personal and professional growth.

Our facilities are equipped with **nursing labs** for students in pertinent fields of study. We offer job placement assistance through our Career Services Department. Verve College's friendly and experienced staff is highly qualified in their area of expertise.

Our professionals are equipped with real world experience that is critical for your training success, and offers one to one training in our small classroom settings. Verve College PN program is accredited by COE (Council on Occupational Education) and ABHES (Accrediting Bureau of Health Education Schools). All courses are approved by the **Illinois Board of Higher Education, Illinois Department of Public Health, and Illinois Department of Financial and Professional Regulations**. Verve College is a member of National League of Nursing.

Classrooms are professional, neat and clean. All classrooms are equipped with computers, projectors, and flat screen 17/19" LCD monitors. Most importantly each student is provided the necessary equipment and supplies to complete the course.

Thank you for considering Verve College as your school of choice. We look forward to the experience of working, learning and serving you. Please visit our two great campus locations in Oakbrook and Chicago Illinois.

Sincerely,

Naveen Bindra  
President

For Further Details Visit: [www.vervecollege.edu](http://www.vervecollege.edu)

The School is authorized for operation pursuant to the "Certificate of Approval to operate as a Private Business and Vocational School", Issued by the Illinois Board of Higher Education, 1 N Old State Capitol Plaza, Springfield, IL 62701

## History

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In 1997 Verve College (formerly PCCTI Healthcare) was incorporated in the State of Illinois. The founder of the company, Naveen Bindra, has an MBA in Business Management and Finance has been successfully running other businesses and has over 25 years of experience within a management setting. The development of the company began as a result of the huge explosion in the IT field. The demand for qualified personnel in this field grew to great capacities. Hence, Verve College implemented IT courses that paralleled with the direct training of such larger organizations such as Microsoft, CompTIA, Cisco, and Oracle.

After starting the training, Verve College applied and received approval from the Illinois State Board of Education to provide formal schooling in various IT fields. Verve College also applied and affiliated itself with highly recognized companies in the industry like Microsoft, CompTIA, Cisco, Oracle, Checkpoint, and Sun Microsystems. As the company developed, Verve College became partners with such corporations. Consulting and discussing with IT certified and highly knowledgeable professionals, a curriculum was designed for each program. The curriculum was based on thorough knowledge of the subject and hands on training. This curriculum would allow the individual to receive certification from the appropriate agency in the industry after taking the course and passing the appropriate exam(s), hence allowing the student to not only receive employment in a short and speedy manner, but also to excel in the position. Since then, the school has grown tremendously into other areas such as Healthcare. In 2000 Verve College diversified into the Healthcare field as well.

It is clear that in today's market, the Medical Field is one that is growing at exponential amounts. This trend is on an upward slant and various documentations have stated the continuation of this tremendous growth. According to the US Bureau of Labor Statistics, the health care industry is predicted to add nearly 3.5 million new jobs in the next ten years. This would lead to an increase of 30%. They also stated that 10 out of the 20 fastest growing jobs were in health care. In addition, employment growth is estimated at around 12% in a hospital setting and over 50% in a smaller medical setting. In 2007, Verve College gained its approval from IDFPR to offer PN (Practical Nurse). In 2008, Verve College assumed a legal name change to Verve College. Verve College has focused and will continue to focus in the educational fields which enable an individual to add necessary skills in today's fast growing industries and help the economy of the United States while lessening the unemployment rates of today. Currently, Verve College has two locations in Oak Brook Illinois and Chicago Illinois. Our Oak Brook location is set in the hub of the business district. Our Chicago location is set in the heart of Chicago's downtown loop area, across the street from the Willis Tower. Both facilities are accessible by public transportation, and are just minutes from major airports such as O'Hare and Midway and several major expressways. Verve College continues to go forward and provide the cutting edge educational experience essential for today's market.

## Mission

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Verve College, guided by its unique national and diverse heritage, provides the student body with educational opportunities that promote learning, ensure success and provide knowledge and skills that allows them to meet current and the future demands of educational needs in our changing nation. We exist to provide educational opportunities to those seeking to enhance the quality of their lives and that of others. We recognize that a quality education is essential in assisting the student develop a sense of worth, high ethical standards and a sense of self-actualization as they pursue their professional and educational goals.

## Vision

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Verve College will be a leading provider of clinical education in the community and the region. It will be known for its responsiveness to today's needs for qualified professionals, the excellence of its programs of study, and the skill and ability of its graduates. The Verve College graduates will also express in their professional lives and their service to the community the core value of the school, and they will demonstrate high ethical standards and the sense of self-actualization as they pursue their professional and educational goals.

## Values

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The School assists each student in their journey toward becoming a meaningful, participating member of society through its integration of core values throughout the fabric of the institution. The core values which guide Verve College in realizing its mission are:

- **Integrity:** We uphold honesty, ethical behavior, trust and open communication as attributes of a value based institution. The institution's reputation, relationship with students and institutional stakeholders is contingent upon the demonstration of these characteristics. We believe that everyone in the Verve College community must possess these attributes in order to accomplish our goals and demonstrate professionalism in work and study. Administration, faculty and staff role model these behaviors which our students demonstrate both in the educational setting and in the community.
- **Respect:** We respect the dignity and worth of each individual and foster a climate of acceptance, trust, support and collegiality. We are a welcoming community and our goal is to enrich and enhance the quality of life for each person who comes in contact with the School, its administration, personnel and students.
- **Service:** We value collaborative partnerships with groups and organizations in the community with mission and values that mirror our own. These partnerships strengthen our bonds with the community and allow both students and School personnel develop a spirit of humanitarianism, the ability to appreciate the culture of giving and the ability to enhance their own potential for growth.
- **Knowledge:** We acknowledge that the ability to teach and learn is a gift and responsibility that should be respected and nurtured. We support faculty who are dedicated to the mastery of their area of expertise and who engage students to be actively involved in the pursuit of knowledge. We honor, celebrate and reward high performance in both teachers and students who excel in this endeavor.
- **Diversity:** We celebrate the diversity of our school and neighboring communities as we seek to provide opportunities for all those we serve. We recognize that everyone brings some form of diversity to our community and we strive to welcome each one's differences as well as the common bond that unites us as the academic community.
- **Excellence:** We are dedicated to setting high standards with the right priorities for ourselves and our students through the "Verve College Community for Excellence." We infinitely endeavor for the institutional evolution through the assessment, strategic planning, curricula expansion and the outcome evaluation.

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## Map



- A. Chicago Non Main Campus (Extension)
- B. Oak Brook Main Campus



## Verve College Main Campus

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2625 Butterfield Rd., Suite 102E  
Oak Brook, IL 60523  
630.705.9999  
[www.vervecollege.edu](http://www.vervecollege.edu)

## Verve College Non-Main Campus (Extension)

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216 W. Jackson Blvd, Suite 900  
Chicago, IL 60606  
312.920.8822

## Hours of Operation

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**Verve College offers following schedule for its classes:**

**Day classes:** 10:00am to 2:00pm

**Evening Classes:** 5:00pm to 9:00pm

**Weekend classes:** 8:30am to 4:30pm

To ensure all student schedules are accommodated with a financial aid services and other student Services, Verve College staff is available to assist students as follows:

Financial aid office availability:

### Oak Brook Main Campus

Financial Aid Advisors are available from:

M – F 9:30am to 6:00pm

Sat – 8:30am to 12noon

Sun – Closed

Admission and Student Services available from:

M – F 9:30am to 6:00pm

Sat – 8:30am to 12noon

Sun – Closed

For updated information, visit our website at [www.vervecollege.edu](http://www.vervecollege.edu)

## Holidays

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Verve College is closed on:

- Easter
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas
- New Year's Day

(Refer to the school academic calendar on the school website [www.vervecollege.edu](http://www.vervecollege.edu))

## Facilities Description

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Verve College has two campuses which are both equally well outfitted with instructional materials both in the classrooms and in the laboratory, including computers, spacious seating, projector, wall talkers, student resource room, cafeteria area, administration area and storage.

## Introduction

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This handbook provides information about major policies, procedures, and guidelines for Verve College. This information is also available on the Verve College website at [www.vervecollege.edu](http://www.vervecollege.edu). All of the information in this Handbook is applicable to both the Oak Brook Main Campus and the Chicago Non-Main Campus (Extension)

Please become very familiar with the handbook. However, remember that it is not a substitute for the Student Services Department or faculty mentoring.

## Non-Discrimination Policy

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Verve College will not under any circumstances discriminate on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status, citizenship status, physical or mental disability.

For questions, concerns or complaints please contact corporate office:

Phone: **630.705.9999**

E-Mail: [inquiry@vervecollege.edu](mailto:inquiry@vervecollege.edu)

## Catalog Disclaimer

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Verve College provides its catalog, website, handbooks, and any other printed materials or electronic media for your general guidance. The school does not guarantee that the information contained within them, including, but not limited to be a complete statement of all the policies, practices, rules and regulations of Verve College. Any information provided here in (Catalog, website, handbooks or other printed materials) is subject to change by the governing body of Verve College or its authorized representatives.

## Accreditations and Memberships

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### Approved by the Division of Private Business & Vocational schools of the Illinois Board of Higher Education

Verve College has gained approval for all of the courses offered by the Division of Private Business & Vocational schools of the Illinois Board of Higher Education. On February 1, 2012, the oversight of Private Business and Vocational Schools was transferred from the Illinois State Board of Education (ISBE) to the Illinois Board of Higher Education (IBHE) pursuant to the Private Business and Vocational Schools Act of 2012 (Public Act 97-650).

### COE– Council on Occupational Education

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

- P: 770-396-3898
- F: 770-396-3790
- [www.council.org](http://www.council.org)

Verve College is accredited by the Commission of the Council on Occupational Education.



### ABHES – Accrediting Bureau of Health Education Schools

7777 Leesburg Pike Suite 314  
Falls Church, VA 22043  
P: 703-917-9503  
F: 703-917-4109

[www.abhes.org](http://www.abhes.org)

Verve College is accredited by the Accrediting Bureau of Health Education Schools



### IDFPR - Illinois Department of Financial and Professional Regulation

Verve College is an Approved institution by the Illinois Department of Financial and Professional Regulation. Such approval establishes proof that our PN program and instructors are well qualified, and that we are indeed capable of delivering state-of-the-art educational programs such as the Practical Nurse (PN), offered by very few other schools. For more information, visit the IDFPR website at [www.idfpr.com](http://www.idfpr.com).

### NLN - National League for Nursing

Verve College is now a member of the National League for Nursing (NLN). Dedicated to excellence in nursing education, the National League for Nursing is the preferred membership organization for nurse faculty and leaders in nursing education. NLN members include nurse educators, education agencies, health care agencies, and interested members of the public. The NLN offers faculty development programs, networking opportunities, testing and assessment, nursing research grants, and public policy initiatives to its 20,000 individual and 1100 institutional members.

Founded in 1893 as the American Society of Superintendents of Training Schools for Nurses, the National League for Nursing was the first nursing organization in the United States. Today the NLN is a renewed and relevant professional association for the twenty-first century. Cited by the American Society of Association Executives for the "will to govern well," the NLN is committed to delivering improved, enhanced, and expanded services to its members and championing the pursuit of quality nursing education for all types of nursing education programs. (Resource: [www.NLN.org](http://www.NLN.org))

### Veterans Affairs (VA)

Verve College is a VA-approved institution. For more information, visit: <https://benefits.va.gov/gibill/>

Students applying for financial aid must first fill out a FAFSA. This is a free application that can be filled out at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please apply and enter our school code: 041791

VA education funds do not affect students' eligibility of Pell, Sub and or Un-Sub Loans. However, students need to report non-education VA benefits on the FAFSA. Non-education benefits include: disability, death pension, dependency indemnity compensation and / or VA Work-Study allowances.

### **WIA - Workforce Investment Act**

WIA (Workforce Investment Act) is a federally funded job training and placement initiative that is designed to assist youth, dislocated workers and low income individuals and increase their employment, retention and earnings potential. Verve College is approved and accepts grants through WIA and has been offering various programs in both IT and Healthcare that lead to the certification. Verve College has been offering training to the individuals who have been awarded training vouchers through WIA.



### **Statement of Legal Control:**

Verve Global, Inc. dba Verve College is a registered corporation in the state of Illinois. All Verve College institutions are of common ownership. We have an advisory board and institution is headed by the president and CEO.

The president and CEO of Verve College is Mr. Naveen Bindra.

### **Verve College BOARD Members**

Naveen Bindra, President, CEO and the Chairperson

The Chairperson who is the President and CEO exercises ultimate control over all the decision of all parts of the School and has all the rights to veto any decision made by any other board member.

Naveen Bindra, President & CEO

Nitasha Bindra, Vice President & COO

Mahomed Oudego, CPA

Rishi Agrawal, Esq

Bryan Ranchero, RN-BSN

Katherine Mitchell-Ollie, MSN

The President, CEO and the Chairperson reserves the right to veto any proposal at any time that has been voted by the other members of the Board if the proposal does not serve the best interest of the organization or if does not align to the MVV of Verve College.

## Academic Calendar

## JANUARY 2017

S	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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## FEBRUARY 2017

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## MARCH 2017

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## APRIL 2017

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## MAY 2017

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## JUNE 2017

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## JULY 2017

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## AUGUST 2017

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## SEPTEMBER 2017

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## OCTOBER 2017

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## NOVEMBER 2017

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## DECEMBER 2017

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2017

Course Schedule of Events:

Christmas Break Classes Resume  
January 2nd

April 10th- April 16th  
Spring Break  
(Classes Resume: April 17th)

May 14th  
Mother's Day  
(Classes Resume: May 15th)

May 27th- May 29th  
Memorial Day  
(Classes Resume: May 30th)

June 18th  
Father's Day  
(Classes Resume: June 19th)

July 4th  
Independence Day  
(Classes Resume: July 5th)

September 2nd- September 4th  
Labor Day  
(Classes Resume: September 5th)

November 23rd- November 26th  
Thanksgiving Day  
(Classes Resume: November 27th)

December 24th- January 1st  
Christmas and New Year Break  
(Classes Resume: January 2nd)

## January 2018

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## February 2018

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## March 2018

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## April 2018

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## May 2018

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## June 2018

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## July 2018

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## August 2018

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## September 2018

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## October 2018

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21	22	23	24	25	26	27
28	29	30	31			

## November 2018

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## December 2018

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23	24	25	26	27	28	29
30	31					



## 2018

Course Schedule of Events:

Winter Break Classes Resume January 2nd

March 26th- April 1st

Spring Break  
(Classes Resume April 2nd)

May 13th

Mother's Day  
(Classes Resume May 14th)

May 26th- May 28th

Memorial Day  
(Classes Resume May 29th)

June 17th

Father's Day  
(Classes Resume June 18th)

July 4th

Independence Day  
(Classes Resume July 5th)

September 1st- September 3rd

Labor Day  
(Classes Resume September 4th)

November 22nd- November 25th

Thanksgiving Break  
(Classes Resume November 26th)

December 24th- January 1st

Christmas and New Year Break  
(Classes Resume January 2nd)

## PN Program Schedules 2017-2018

Start Date	Session / Campus / Schedule	End Date
November 13, 2017	N101 / Chicago Campus / Evening Session	April 20, 2018
December 1, 2017	N103 / Oak Brook Campus / Weekend Session	February 3, 2018
December 8, 2017	N101 / Oak Brook Campus / Weekend Session	May 13, 2018
December 11, 2017	N102 / Chicago Campus / Day Session	May 18, 2018
December 16, 2017	N102 / Oak Brook Campus / Weekend Session	May 20, 2018
February 19, 2018	N103 / Oak Brook Campus / Day Session	April 26, 2018
February 26, 2018	N101 / Oak Brook Campus / Day Session	July 27, 2018
March 17, 2018	N102 / Chicago Campus / Weekend Session	August 19, 2018
March 19, 2018	N102 / Oak Brook Campus / Evening Session	August 24, 2018
March 23, 2018	N101 / Chicago Campus / Weekend Session	September 2, 2018
March 26, 2018	N103 / Oak Brook Campus / Evening Session	May 25, 2018
March 31, 2018	N103 / Chicago Campus / Weekend Session	June 3, 2018
April 9, 2018	N101 / Oak Brook Campus / Evening Session	September 14, 2018
May 14, 2018	N102 / Chicago Campus / Evening Session	October 19, 2018
June 9, 2018	N102 / Oak Brook Campus / Weekend Session	November 18, 2018
June 11, 2018	N103 / Chicago Campus / Day Session	August 17, 2018
June 11, 2018	N101 / Chicago Campus / Day Session	November 16, 2018
June 15, 2018	N101 / Oak Brook Campus / Weekend Session	November 18, 2018
June 16, 2018	N103 / Oak Brook Campus / Weekend Session	August 19, 2018
August 29, 2018	N102 / Oak Brook Campus / Day Session	January 25, 2019
September 14, 2018	N101 / Chicago Campus / Weekend Session	February 17, 2019
September 15, 2018	N103 / Chicago Campus / Weekend Session	November 18, 2018
September 18, 2018	N101 / Oak Brook Campus / Evening Session	February 22, 2019
September 21, 2018	N103 / Oak Brook Campus / Evening Session	November 30, 2018
September 29, 2018	N102 / Chicago Campus / Weekend Session	March 3, 2019
October 1, 2018	N102 / Oak Brook Campus / Evening Session	March 7, 2019
November 12, 2018	N101 / Chicago Campus / Evening Session	April 19, 2019
November 12, 2018	N103 / Chicago Campus / Evening Session	January 25, 2019
December 7, 2018	N101 / Oak Brook Campus / Weekend Session	May 12, 2019
December 10, 2018	N102 / Chicago Campus / Day Session	May 17, 2019
December 14, 2018	N102 / Oak Brook Campus / Weekend Session	May 19, 2019
December 15, 2018	N103 / Oak Brook Campus / Weekend Session	February 24, 2019

\*Dates are tentative and are subject to change

## Class Schedules

Course schedules vary in an effort to accommodate an assortment of availability. Please contact the school to find specific dates and times of courses. Students can choose day, evening or weekend courses. Class schedules are as follows:

### Day sessions:

Theory:	Monday – Friday	10am – 2pm
Clinical:	Wednesday or Friday	7am – 3:30pm

### Evening sessions:

Theory:	Monday – Friday	5pm – 9pm
Clinical:	Wednesday or Friday	7am – 3:30pm

### Weekend sessions:

Theory:	Saturday/Sunday	8:30am – 4:30pm
Clinical:	Friday	7am – 3:30pm

### Breaks/Mealtimes:

4-hour sessions have one 20-minute break.

8-hour sessions have two 10-min breaks and one 30-min break.

## Verve College Program and Prep-Course Tuition and Fees

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### Practical Nurse Program

Tuition	\$21,995*
Books	Included
Scrubs & Stethoscope	Included
ATI Student System	Included
Evolve Student System	Included
Evolve Lab Simulation System	Included
NCLEX-PN License Exam (1 <sup>st</sup> attempt)	Included
Kaplan NCLEX Review Book	Included
PN Application Fee:	\$75 (non-refundable)
PN Registration Fee:	\$150 (non-refundable)
ATI TEAS Entrance Exam (PN):	\$50 (non-refundable)
Background/Drug Screening (PN):	\$80 (approx. /paid to castlebranch.com)
Professional Liability Insurance (PN):	\$38 (approx. / <a href="http://www.nso.com">www.nso.com</a> )
Fingerprinting (PN)	\$62 (approx. /paid to Accurate Biometrics)

\*\$75 non-refundable application fee and \$150 non-refundable registration fee are not included with the \$21,995 tuition.

### Anatomy & Physiology Prep-Course

Tuition	\$1,795
Books	Included
Anatomy & Physiology Registration Fee:	\$100 (non-refundable) – included in tuition

### Tuition Fees Requirement:

Deposit Down Payment requirement:	\$300
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### Misc. Fees

Make-Up Hours	\$35/hour
Tutoring	\$35/hour
Late Payments	\$10 per week
Additional Certificate & Transcripts	\$10 each
ID replacement	\$5

In case of Student Withdrawal or student dismissal from any program, the tuition and fee charges will be computed as per the Refund Policy outlined in the Enrollment Agreement and the School Catalog.

## Programs Offered

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Practical Nurse Program	1080 Clock Hours
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## Prep-Course

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Anatomy & Physiology Prep-Course	160 Clock Hours
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## Clock Hour Definition

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For each clock hour, the student is required to attend a minimum of 55 minutes of each lecture, lab and clinical hours.



## Verve College Program and Prep-Course Curriculum

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### Anatomy & Physiology Prep-Course

A thorough introductory course on human form and function, this course presents a large, complex body of scientific knowledge in an easily understood, conversational writing style. Focusing on concepts rather than descriptions, the text uses a "big picture" theme of body function and also explains the body's homeostatic regulation. For the first time, every new textbook includes a downloadable e-book, which is a fully searchable, electronic version of the text plus learning resources from Anatomy & Physiology Online - with animations by body system, images, an electronic coloring book, interactive exercises, and more.

### Grading Scale

The following grade scale is for the Anatomy & Physiology prep-course at Verve College.

All grading scales to pass the course are on a fixed grading scale

- **A 92% - 100% = 4.0**
- **B 84% - 91% = 3.0**
- **C 76% - 83% = 2.0**
- **D 70% - 75% = 1.0**
- **F 69% and below = 0.0**
- **W = Withdrawal**

Final grade will be rounded to the nearest whole number, e.g. 83.5 = 84 and 83.4 = 83.

A student must receive an 84% or higher to pass the prep-course.

Students in the Anatomy & Physiology prep-course will be assessed by the Exams based on the following Categories:

- QUIZZES (4)
- EXAMS (3)
- ASSIGNMENTS (2)
- FINAL EXAM

### Completion:

To successfully complete the prep-course, students must complete all prep-course requirements. In addition to meeting all prep-course requirements, students must also meet the minimum attendance requirement which is a minimum of 144 clock hours. All financial obligations to Verve College must also be fulfilled. Upon successful completion of all the requirements of the prep-course, the student will be awarded a certificate of completion.

### Prep-Course Objective

Upon successful completion of the prep-course the student will be able to recognize and use terminology, general principles associated with the structure and function(s) of human body systems. Student will be able to apply normal and clinical concepts of human anatomy and physiology. Recognize, identify, and state the major function(s) of human organs based on text and lecture information

### Prep-Course Outline

#### The Body as a Whole

- Organization of the Body
- The Chemical Basis of Life
- Anatomy of Cells
- Physiology of Cells

- Tissues

**Support and Movement**

- Skin and its Appendages
- Skeletal Tissues
- Skeletal System
- Articulations
- Anatomy of the Muscular System
- Physiology of the Muscular System

**Communication, Control, and Integration**

- Nervous System Cells
- Central Nervous System
- Peripheral Nervous System
- Sense Organs
- Endocrine System

**Transportation and Defense**

- Blood
- Anatomy of the Cardiovascular System
- Physiology of the Cardiovascular System
- Lymphatic System
- Immune System
- Stress

**Respiration, Nutrition, and Excretion**

- Anatomy of the Respiratory System
- Physiology of the Respiratory System
- Anatomy of the Digestive System
- Physiology of the Digestive System
- Nutrition and Metabolism
- The Urinary System
- Fluid and Electrolyte Balance
- Acid-Base Balance

**Reproduction and Development**

- Male Reproductive System
- Female Reproductive System
- Growth and Development
- Genetics and Heredity Mini-Atlas of Human Anatomy Appendixes (Available on companion website.)

**Prerequisites:**

High School Diploma/GED or a minimum of 8 credit hours from an accredited U.S. College or University

Hours: 160 – Approximately 3 Months

**Program Deliver Method:** Residential

**Tuition:** \$1,795.00 (Books included)

**Practical Nurse (PN) Program**

Practical nurses (PNs) care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses.

Most PNs provide basic bedside care, taking vital signs such as temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, apply dressings, treat bedsores, and give alcohol rubs and massages. PNs monitor their patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests, feed patients, and record food and fluid intake and output. To help keep patients comfortable, PNs assist with bathing, dressing, and personal hygiene. In States where the law allows, they may administer prescribed medicines or start intravenous fluids. Some PNs help to deliver, care for, and feed infants. Experienced PNs may supervise nursing assistants and aides.

In addition to providing routine bedside care, PNs in nursing care facilities help to evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, they also may make appointments, keep records, and perform other clerical duties. PNs who work in private homes may prepare meals and teach family members simple nursing tasks.

Most practical nurses in hospitals and nursing care facilities work a 40-hour week, but because patients need round-the-clock care, some work nights, weekends, and holidays. They often stand for long periods and help patients move in bed, stand, or walk.

**Program Objective**

Verve College will train every enrolled student to gain knowledge in both clinical and didactic areas in the field of practical nursing.

**Program Description**

Verve College's Practical Nurse (PN) program / courses in Chicago and Oak Brook is a certificate / diploma program which prepares students to provide nursing care for the sick, injured and otherwise disabled health patients. The program is 46 weeks of instruction time (56 weeks approximately when you incorporate holidays, breaks, and remediation).

The PN program utilizes a blended learning methodology, which includes classroom instruction, ATI, Evolve Resources, Elsevier SLS Simulation Software, Nursing Laboratories at both campuses, placement in clinical settings such as long term care and nursing care facilities, and online practice and exam preparation.

Upon successful completion of the program, students must pass the ATI Comprehensive Predictor Exam (ATI Exit Exam). This exam estimates the likelihood of passing the NCLEX-PN exam on the first attempt. Any student with a score of 94% or higher on the ATI Exit Exam must still complete the ATI Focused Review. Upon completion of the focused review, the student must submit the transcript of the completed focused review. Once the transcript for the focused review is received by Student Services, the ATI Virtual Coach will be activated for the student. The ATI Virtual Coach will pair the student with their own online coach to help the student prepare for the NCLEX-PN exam.

The student must complete the full ATI Virtual to be eligible to be registered for the NCLEX-PN exam. Once the school administration receives confirmation from ATI that the student has completed the ATI Virtual, the student will receive the green light and will be eligible to sit for the NCLEX-PN State Licensure Exam.

Students failing to complete the ATI Virtual will not be eligible to sit for the NCLEX-PN State Licensure Exam.

**Grading Scale**

The following grade scale is for the PN Program at Verve College:

All grading scales to pass the course are on a fixed grading scale

- **A 92% - 100% = 4.0**

- **B 84% - 91% = 3.0**
- **C 76% - 83% = 2.0**
- **D 70% - 75% = 1.0**
- **F 69% and below = 0.0**
- **W = Withdrawal**
- **CP = Clinical Pass**
- **CF = Clinical Fail**

Module grades will be recorded to 1 decimal point, e.g. 83.6 = 83.6 and 83.2 = 83.2. Final semester grade will be rounded to the nearest whole number, e.g. 83.5 = 84 and 83.4 = 84.

For PN, a student must receive an 84% or above and a Pass mark in clinical to pass the program.

Students in the Practical Nurse program will be assessed by series of exams along with ATI Specialty Exams, Lab skills and Clinical on Pass/ Fail criteria. Students must pass the ATI Comprehensive Predictor (The Exit) Exam.

Courses in the nursing program are taken in sequential order. This means that all of the required courses as listed for a specific semester must be completed with a grade of "B" or better before the next nursing course can be taken. Failure of the clinical rotation at any time will result in concurrent failure of nursing theory for the semester. The student will be required to retake the clinical and theory in order to continue progression in the PN program. Failure of a clinical for a second time will result in immediate dismissal from the PN program.

Every student must maintain 84% throughout the PN program and pass all clinical in ordered for them to be allowed to take the final ATI Exit Exam.

Any PN student deemed unsatisfactory in clinical for failing to meet minimum clinical standards will fail both clinical and theory and will be dropped from the program. The students dropped from the program at this time will be responsible for the entire tuition and any additional expenses incurred to this point (e.g. books, uniform, stethoscope or any instructional items), as per school refund policy.

The following policy has been in effect for any students who enrolled on or after June 1<sup>st</sup>, 2009. Students who do not successfully complete and pass Nursing 101, Nursing 102, or N103 must retake the course and successfully pass.

**AN AVERAGE THEORY GRADE OF "B" OR BETTER WITH AN UNSATISFACTORY CLINICAL PERFORMANCE EVALUATION WILL RESULT IN A FAILURE TO COMPLETE THE PROGRAM**

**N101 (19 weeks) (450 Clock Hours)**

*Prerequisites: High School transcript with graduation date or GED, state certified nurse assistant, college transcripts of Anatomy & Physiology with a grade of "C" or higher, take and pass the ATI Teas entrance exam with a 45% or higher.*

- Module A:
  - History/ Legal, Scope of Practical & Delegation
  - Asepsis & Infection Control/Nutrition, Elimination & Hygiene
  - Physical Assessment/ Vitals
- Module B:
  - Nursing Process, Critical Thinking, Communication
  - Medical Calculation (Pharmacology)
- Module C:
  - Admissions, Transfer, Discharge/ Documentation
  - Safety & Body Mechanics/ Patient Mobility
- Module D:
  - Wound Care, Specimen Collections, Fluid & Electrolytes, Intravenous /Perioperative Care
  - Life Span Development/ Culture / Pain / Loss, Death

**N102 (19 weeks) (450 Clock Hours)**

*Prerequisites: Successful completion of N101 with an 84% or higher.*

- Module A:
  - Neurology

- Mental Health
- Module B:
  - Gastrointestinal & Liver
  - Blood, Lymph, Cardio & Peripheral Vascular Disease
  - Respiratory
  - Musculoskeletal
- Module C:
  - Genitourinary
  - Endocrine
  - Reproductive, Visual and Auditory
  - Immune & Oncology

**N103 (8 weeks) (180 Clock Hours)**

*Prerequisites: Successful completion of N102 with an 84% or higher*

- Module A:
  - Antepartum, Postpartum, Newborn
  - Pediatrics
  - Community, Older Adult, Palliative Care, Human Immune Deficiency Virus

**Graduation**

To graduate from the program, students must complete all program requirements. In addition to meeting all program requirements, students must also meet the minimum attendance requirement which is a minimum of 426 clock hours in N101, 426 clock hours in N102, and 168 clock hours in N103. All financial obligations to Verve College must also be fulfilled. Upon successful completion of all the requirements of the program, the student will be awarded a diploma.

**Certification/Licensure: NLCEX PN**

Illinois PNs are licensed by the Illinois Department of Financial & Professional Regulation. Although Illinois is not a Nurse Compact state, nurses may be licensed by examination or endorsement. Those who have taken the required exam elsewhere may be licensed by "acceptance of exam" even if they are not licensed in another jurisdiction.

In order to register for the NCLEX-PN Examination, students must complete an approved program. Paperwork attested by the school is required to register. Verve College is approved by IDFPR.

Licensure is required to practice as LPN in the state of Illinois.

**Hours:** 1080, 46 weeks of instruction (56 weeks approximately when you incorporate holidays, breaks, and remediation).

**Program Delivery Method:** Residential

**Tuition: \$21,995.00\***

**Registration fee \$150.00 (non-refundable)**

**Application Fees -- \$ 75.00 (Non- refundable)**

**Tuition -- Included**

**ATI -- Included**

**Uniform -- Included**

**Books -- Included**

**Supplies -- Included**

**NCLEX Prep Book -- Included**

**Licensure Exam -- Included**

***\*\$75 non-refundable application fee and \$150 non-refundable registration fee are not included in the \$21,995 tuition.***

If a student withdraws from the PN program or dismissed from the program any charges incurred will be based on Verve College refund policy and any books or instructional product provided will be charged separately in addition to tuition.

## Experiential Learning

Credit is not given for experiential learning due to programmatic requirements to fully assess the student knowledge and achievement of the required competencies.

## Advance Placement

The granting of Advanced Placement does not apply to the PN Program.

## Language Disclosure

PN Program instruction is delivered in English language only.

## Alpha Beta Kappa National Honor Society

It is an honor and privilege for Verve College to be a part of the Alpha Beta Kappa National Honor Society. This honor society emphasizes characteristics such as wisdom and courage, and we would like to give our excellent students this rare opportunity to be a part of such a special society. In addition, Alpha Beta Kappa believes in the pursuit of truth and excellence in all fields and hopes to recognize institutions and individuals who have achieved and who hold forth the promise of future growth and service. In order to become a member of this prestigious honor society, please read the membership criteria below.

### Alpha Beta Kappa National Honor Society

#### Criteria for Eligibility

1. Complete the PN program with 86% or higher. The final grades will be taken from N101, N102, and N103 aggregated and divided by three.
2. Maintain academic integrity. Any student who has failed academically any semester and re-enrolled will automatically not qualify for Alpha Beta Kappa.
3. Maintain professionalism across the span of the entire program.
4. Must not have any breach of the student code of conduct.
5. No disciplinary actions for either academic reason and/or any misconduct.
6. Must pay a one-time \$40 fee to join the honor society.

“The purpose of the society is to help institutions, and their students and alumni, through the encouragement and recognition of superior academic work in honorable fields of endeavor. Alpha Beta Kappa seeks to promote and reward personal integrity and excellence in mental and physical work and skills without regard to race, color, sex, creed, or national origin. Membership is based on merit. It is the uncommon person who qualifies for membership in Alpha Beta Kappa” –Alpha Beta Kappa Honor Society

#### Membership Privileges

- National student recognition
- Reference Alpha Beta Kappa on all future resumes
- Lifetime membership (no annual fees)
- Letters of reference (upon request) when seeking employment or further education
- Responds to all inquiries from employers, colleges, graduate schools, and scholarship committees
- Personalized membership certificate
- Each certificate includes the Alpha Beta Kappa Gold Seal of Distinction

## Admissions & Registration

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### Entrance Requirements

To be accepted into the school, students must have graduated from high school, have achieved a GED equivalent, or have completed a minimum of 8 credit hours from an accredited college or university\*.

Acceptable documentation:

- High School Diploma or High School Transcript
- GED Transcripts or High School Equivalency Certificate
- College Transcripts\*

**\*A college transcript showing a minimum of 6-8 credit hours from an accredited college or university is only accepted for foreign students who have completed their high school outside of the U.S and are unable to obtain record of their High School Completion. In addition, for the college credits to meet the entrance requirement, the student must have received Financial Aid for the college credits submitted to Verve College.**

### Foreign High Schools

Students that have graduated from with a foreign high school must have their foreign transcripts evaluated into United States equivalency of a high school graduation. Copy of US Equivalency evaluation transcripts must be submitted to the school before the start of the class.

### Admissions & Registration Requirements for the Anatomy & Physiology Prep-Course:

#### Admissions Requirements

- High School Diploma/GED or a minimum of 6-8 credit hours from an accredited U.S. College or University

#### Registration Requirements

To be registered for the prep-course, the following documentations must be submitted to the school by no later than the first day of the program:

- Signed Enrollment Agreement
- Completed Financial Obligation
- Submit a copy of Driver's License
- Submit a copy of Social Security Card
- Student Graduation Agreement
- Student Information Form
- Medical Records Form
- Zero Tolerance Policy
- Release and Consent
- Receipt of Drug Testing Form
- Student Health Record Form
- Contingent Enrollment Form
- Attestation

### Admissions & Registration Requirements for the Practical Nursing Program:

#### Admissions Requirements

- High School Diploma/GED or a minimum of 6-8 credit hours from an accredited U.S. College or University
- State certified Basic Nurse License
- College transcript of Anatomy & Physiology with a grade of 'C' or higher
- Take and Pass the ATI TEAS entrance exam with a minimum score of 45% or higher
- Complete the PN application along with the non-refundable PN application fee of \$75 and the registration fee of \$150

### Registration Requirements

To be registered for the program, the following documentations must be submitted to the school by no later than the first day of the program:

- Signed Enrollment Agreement
- Completed Financial Obligation
- Completed Financial Aid file (if applicable)
- Submit a copy of Driver's License
- Submit a copy of SSN
- Student Graduation Agreement
- Contingent Enrollment Form
- High School Attestation
- Student Information Form
- Zero Tolerance Policy
- Release and Consent
- Receipt of Drug Testing Form
- Graduate Placement Packet
- PN Packet
- PN Interview
- Student Health Record Form
- Proof of active C.N.A Licensure
- 2 Letters of Professional Recommendation
- Personal Essay

### Clinical Requirements\*

- Current School Physical within 1 year of the start date of the program (must be signed and stamped by physician)
- Current TB within 1 year of the start date of the program
- Immunization records of Measles, Mumps, Rubella, Varicella and Hepatitis B
- Cleared Background Check Results
- Cleared Drug Testing Results
- Copy of current Medical Insurance Card (Medical Insurance must not expire within the program)
- Copy of current CPR Card (CPR must not expire within the program)
- Copy of current Professional Liability Insurance (Professional Liability Insurance must not expire within the program)

\*Attendance to classroom will not be permitted if admission and registration requirements are not met. Clinical attendance will not be allowed unless all clinical requirements have been met.

### Entrance Exam

Applicants interested in enrolling in the PN program are required to pass the ATI Test of Essential Academic Skills (TEAS) exam with a 45% or higher to be admitted into the program. The cost of the exam is \$50.

If a student does not pass with a 45% or higher on the first attempt, the student is required to wait 7 days before the making a second attempt on the exam. If the student fails the exam on the second attempt, the student must wait 14 days to retest again. The student must pay \$50 for each attempt. TEAS Entrance exam results are valid for 1 year.

### Health Insurance Requirements

It is the policy of Verve College that all students carry their own health insurance and must submit proof of insurance to the school at the beginning of the PN program. Proof of insurance must include students name, insurer, and effective dates of coverage. If the insurance card does not include the student's name, a letter of validation must be requested of the insurer and sent directly to Verve College on insurance company letterhead.

Students receiving Public Aid must bring in their current PA card and have a copy placed in their file by Verve College staff. Each new month of coverage must be brought in as above.



All students are responsible for maintaining their own continuous health care coverage and insuring that the documentation of that insurance be maintained at the school. If the student has any changes to their insurance coverage, the school must be updated.

If any student does not have health care coverage or if you have any questions, contact Verve College's main campus in Oak Brook.

### **Professional Liability Requirements**

It is the policy of Verve College that it is mandatory for students to obtain and maintain Professional Liability Insurance. Students may purchase professional liability insurance through [www.nso.com](http://www.nso.com), if they choose. This insurance is specifically for students and offered at a substantially lower premium than regular professional liability. Students must submit proof of professional liability insurance.

### **Background Checks**

Students must have a cleared background check to be registered for the program. Background checks must be registered through [www.castlebranch.com](http://www.castlebranch.com) with Verve College's school code. Students with a background will not be admitted into the program if he/she had been convicted or pleaded guilty to:

1. Abuse or neglect of patient
2. Domestic abuse
3. Sexual offense of any kind
4. Child endangerment
5. Assault
6. Any theft related offense. This includes receiving stolen property.
7. Carrying concealed weapon
8. Improper discharge of a firearm
9. Possession of drugs
10. Trafficking of drugs
11. Illegal manufacture of drugs
12. Cultivation of marijuana
13. Placing harmful objects in food or confection

### **Drug Testing Policies**

All students enrolling in Verve College's healthcare courses are required to complete a 10-Panel Drug Screening Urinalysis, with the exception of enrollment in the Anatomy & Physiology Course. Students must do the urinalysis through Verve College's approved vendor of [www.castlebranch.com](http://www.castlebranch.com). At the time of enrollment, the student will receive an Instruction Card as well as the Forensic Drug Testing & Control Form. Students must follow the specific instructions as required by [www.castlebranch.com](http://www.castlebranch.com). Results will only be available to the school for students which follow the steps outlined in the instructions provided.

The drug testing requires a fee which is to be paid directly to [www.castlebranch.com](http://www.castlebranch.com). Verve College is in no way liable for any fees or charges associated with attaining this or any prerequisites. The test must be completed within two weeks of registration and/or prior to the start date of the class, whichever is first. Complete tests are those for which the results have been received by the school and are negative.

Students who do not pass the drug screening may transfer to a future program. However, they must wait a minimum of 90-days prior to the start of the next class. The sequential drug test must be completed after the 90-day waiting period and two weeks prior to the start date of the class.

**Transfer of Credits**

- I. Verve College does accept PN transfer students. Completed course work must be earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). In order to transfer, a student must have the following:
  1. Submit your copy of your official transcripts of PN program attended, which must reflect pre-requisites and coursework completed. The transcripts will be reviewed and evaluated by Verve College Administration. (This step must be completed prior to progressing through the transfer process). Students must have a minimum of 20 Nursing credit hours or 450 nursing clock hours with a grade of C or above.
  2. Attend scheduled meeting with the Admission Advisor to determine if submitted PN Coursework and pre-requisites are compatible with Verve College's curriculum and coursework. You may schedule an appointment via telephone, 630-705-9999 or email [inquiry@vervecollege.edu](mailto:inquiry@vervecollege.edu).
  3. Successfully pass written/online Verve College Exam and a Clinical Exam, which should reflect competency and knowledge level of content in previous courses. Additionally, this will serve as the final exam for previously completed coursework. The final exam is required in progressing forward and being registered into the Verve College course you are entering. For example, if you will be transferring into the 2nd Semester N102 of the program, you will be required to take the final exam for Fundamentals and Pharmacology. The online exam and the skills exam must be scheduled a week prior to testing.
  4. There are a maximum of two attempts for the online exam and the skills exam. Should a second attempt be needed, the second attempt must be completed within 30 days of the first attempt.
  5. Upon successful completion and passing of the final exam with a minimum of 76% and prior to beginning the program, transfer students must submit required paperwork as our regular PN students. (This includes but is not limited to: High School Diploma or GED, immunizations, CPR, Drug testing, physical, background check).
  6. Transfer students can enter the PN program based on availability only. Student must complete at least two Semester (N102 & N103) in order to become a graduate of Verve College.
  7. As N101 books are used throughout the PN program, transfer students will have to purchase the Foundations of Nursing, Nursing Interventions and Clinical Skills, and Basic Pharmacology for Nurses books.
  8. Students wishing to transfer credits earned at an institution not located in the United States or its territories must have their transcript evaluated by a NACES approved agency. The Evaluation report must include credit earned as well as grades earned in a course by course listing.
- II. Verve College accepts the prerequisites of college level Anatomy & Physiology with a grade of a "C" or higher from other accredited institutions, colleges and universities. The credits are evaluated by the registrar / campus manager and on-site administrator. The following steps will be taken to determine if the credits are acceptable:
  1. The student must submit transcripts of their credits.
  2. The campus manager and registrar will evaluate on the following criteria:
    - a. Verify that the school is accredited by an accreditation agency that is recognized by the US Department of Education.
    - b. Verify that the student has achieved a grade of a "C" or higher in the course.
    - c. Verify that the course meets a minimum of 120-160 clock hours or 6-8 credit hours.

Any student wishing to enroll into the PN program at Verve College and has completed the entire PN program at different institution and failed, must follow the same enrollment process but will be exempt from furnishing Anatomy & Physiology transcript.

Please note that at the time of publication, Verve College is a vocational technical certification school. Verve College does not work on a credit system. Credit hours will not be accepted from other institutions. The amount of clock hours transferred from Verve College to another institution may not be accepted as credit hours.

Completion of PN program & gaining NCLEX-PN licensure may be transferable to other schools, colleges, or universities. Verve College highly recommends that students should consult with institutions to which they may seek to transfer. For further information, please call 630-705-9999.

The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### Re-Enrollment Policy

If a student fails N101, N102, or N103 and chooses to re-enroll, he or she is required to complete all entrance requirements, furnish any documents which may have expired and comply with administrative staff to complete their files. It is the sole responsibility of the student to secure their financial obligation towards the tuition before the start of the re-enrollment process. Clinical hours will not be exempt from the re-enrollment. Students will be required to complete all theory, lab, and clinical hours again in their re-enrollment.

After failing the PN program or any one semester (N101, N102, or N103), the student will be permitted to re-enroll for a second attempt. Should the student fail the PN program or any one semester (N101, N102, or N103) a second time, the student will not be permitted to re-enroll for a third attempt.

**Rationale:** Should a student fail the PN program or any one semester (N101, N102, or N103) on their second attempt, the student has demonstrated that they are not proficient in the skills and knowledge of nursing discipline.

The final acceptance of reenrollment is contingent upon the Nursing Administrator and Administration's review. Verve College, after receiving all of the application materials, conducts a full and thorough review of each application. Verve College retains discretion in admissions and will not accept students simply because they satisfy the basic academic requirements. Verve College seeks students that will excel in the programs offered and be a positive member of the school.

Re-admittance into the program will not be granted for students who were terminated due to violation of the Academic Honesty Policy and/or the Student Code of Conduct.

If a student was dismissed or terminated from the program for academic reasons, he/she may reapply for the program and must meet all admissions requirements at the time of re-enrollment. If the student is granted re-admittance into the program, the student must follow all curriculum and programmatic policies in effect for the program in which the re-enroll into.

Students applying for re-admittance into the program must complete the following:

- a) Meet all entrance requirements for the program at the time of re-enrollment.
- b) Submit an updated TB test, CPR card, school physical, medical insurance card, and professional liability insurance.
- c) Complete a new drug and background check through [www.castlebranch.com](http://www.castlebranch.com) with the school code if more than 1 year has lapsed since the date the last background and drug check were submitted.
- d) Meet with Admissions to discuss new programmatic start dates.
- e) Meet with the Financial Aid department to determine Financial Aid eligibility

**The PN course must be completed within 2 years of acceptance into the program. Any student unable to comply with this regulation must meet with the program administrator and nursing faculty to discuss alternatives. Again, the decision of the nursing administration is final.**

**Any student re-enrolling into the N101 or N102 must do so within the 2 year period post their last day of attendance (LDA). Any student re-enrolling into N103 must do so within 60 days of failing N103.**

**Students re-enrolling after 1 year must re-submit all new documents for their financial aid and admissions files.**

## Policies Applicable to the PN Program

1. PN: Absences of students enrolled in the PN program must be excused by advance notice to the instructor or coordinator followed by written documentation explaining the absence. This written documentation will then be evaluated by a nursing administrator and / or the management of the school. Absences cannot exceed the allowable number of hours per semester of combined theory, lab, and / or clinical. Below is number of hours PN students may miss per semester:

- a. N101: 24 hours
  - b. N102: 24 hours
  - c. N103: 12 hours
  - d. Student progress in clinical and theory will be evaluated and all grades will be reviewed post each module. Any PN student deemed unsatisfactory in clinical for failing to meet minimum clinical standards will fail both clinical and theory and be withdrawn from the program at the midterm point. The students withdrawn from the program at this time will be responsible for full tuition of the respective semester and any additional expenses incurred to this point (e.g. books), as per school refund policy.
2. PN students that cannot continue program for personal or medical reasons may request a Leave of Absence by filling out an official Leave of Absence form and must provide supporting documentation for the reason to take a leave of absence. The school will review the Enrollment Agreement for approval of the leave of absence.
3. It is mandatory for all nursing students to purchase the student liability insurance in order to participate in the clinical.
4. PN students in N101 that are on probationary status have 1 year from the original date of enrollment to complete N102.
5. Tutoring will be provided to PN students. The student must submit a request to the school and will require a pre-payment of \$35 per hour in the form of credit card, money order, or cashier's check. The tutor will be determined by administration and is based on the availability of faculty. Upon completion of the tutoring session, the student and faculty must sign specified document to attest to the successful completion of the session.
6. PN Students who do not pass the final administered ATI Exit Exam (Comprehensive Predictor Exam) with a score of 94% on the Predicted Probability of Passing NCLEX-PN will not be permitted to sit for the NCLEX-PN exam.
7. All absences regarding clinical and/or labs must be made up to attain applicable objectives. Forms will be submitted to students by appropriate faculty. A fee of \$35 per hour will be applicable. Payment is required by the student prior to scheduling the make-up for clinical and/or lab. This fee applies whether student is part of instructors regularly scheduled clinical or lab hours as well as for extra days the instructor must be in attendance in order for the student to make up applicable absences. Credit will not be given for the makeup session until successful completion is ensured by submission of the Make-up Hours Form.
8. The PN Student Handbook is an addendum to this agreement. PN Students must refer to their program handbooks for additional policies and procedures. All policies and procedures contained therein have been implemented and must be adhered to.
9. The following policy went into effect for any students who enrolled on or after March 1st, 2009. Students who do not successfully complete and pass either Nursing 101 or Nursing 102 must retake the entire semester again and successfully pass.
10. All schedules are subject to change without notice.
  - a. Verve College reserves the right to limit the number of hours for each student in lab.
  - b. Verve College is not responsible for changes in eligibility criteria for PN certification or licensure by the respective agency.
  - c. Exams and/or any other promotional items, if applicable, are only valid for the first year from the start date of the first class.
  - d. Verve College assists in career services. Verve College does not guarantee job placement. Verve College does not make any claims to guarantee job placement.
  - e. Verve College does not offer any complimentary course retakes; course enrollment is for one course attempt only.
  - f. Verve College reserves the right to postpone a class or classes due to acts of nature, and instructor emergencies.
11. Graduates may affiliate with a variety of credentialing, certifying, and/or testing organizations. Verve College is in no way directly affiliated with these organizations. The school does not control and is not responsible for changes in requirements, policy, and/or procedure on their behalf. Affirmative signature on the enrollment agreement waives a student's right to seek restitution or any other actions against the school.
12. Electronic device (mobile phones, pagers, etc.) usage is prohibited in all classrooms. Students caught using electronic devices during class will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent. In case of withdraw, these hours will be counted as present and do not count towards any eligible refunds, if and where applicable. A misconduct report regarding the usage of electronic devices will be submitted by the instructor and will remain in the student's permanent file. In the case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
13. Students are not permitted to use the internet and/or PC's during class time without the explicit permission of the instructor. Students not following this policy will be asked to leave class for the remaining class period. These hours

may not be made up and will count towards the student's total number of hours absent. In case of withdraw, these hours will be counted as present and do not count towards any eligible refunds, if and where applicable.

14. Students are not permitted to have food and/or beverage items in the classroom with the exception of bottled water.
15. Students are expected to act mature and keep the school and property neat, orderly, and report any incidents/accidents to staff. Students are expected to keep all areas clean, disposing of refuse properly and cleaning up after themselves.
16. Absolutely no visitors, family members, children, and/or friends are permitted in the classrooms, cafeteria, and laboratories.
17. **Recording of lectures is NOT permitted in classroom, Lab or Clinical.**
18. Do not leave personal items unattended; the school is not responsible for lost or stolen items. The school encourages students to label personal items, such as books, with their name.
19. Transportation to and from the school, cooperating clinical agencies and field trips must be the individual student's responsibility. Problems with transportation and/or parking are not a valid excuse for missing or being late to class, lab, and/or clinical. Parking Fees for class or clinical are the sole responsibility of the student.

### PN Remediation Policy

Any student not obtaining a passing score of 84% or above in theory and passing in clinical, will be provided Verve College Remediation Plan and the student will receive remediation comprehensive review for up to maximum of 16 hours for N101 and N102 and a maximum of 12 hours for N103. Date, time, and specific course details will be determined by Verve College. Remediation schedule will not be same as the student's course scheduled time.

- Remediation is only allowed for students who are below the 84% at the end of each semester, either Nursing 101, Nursing 102 or Nursing N103. **A student must have 76% or higher in order to qualify to receive remediation.**
- **Attendance is mandatory for remediation review. Nonattendance will result in forfeiting of retakes of all eligible exams post remediation.**
- After successful completion of remediation, which is mandatory for students who are in-between 75.5% - 83.4%, students may be allowed to re-take some exams the student showed low performance on during the course.
- **A schedule for retakes of exams will be given, outlining which exam is to be taken on which date and time. The schedule cannot be adjusted or selected by the student in any way. Students who miss a retake of exam, forfeits the exam scheduled for the date missed and the original score will remain in the grade sheet.**
- After remediation, if a satisfactory grade of 84% has not been met, the student will be required to re-enroll in either N101, N102 or N103 in accordance with the Re-Enrollment Policy

Any student who fails to comply with any required component of Verve College Remediation Plan, is tardy, has poor attendance, poor in class work and homework will also result in automatic dismissal from the program.

### ATI Exit Exam (Comprehensive Predictor) Policy

The ATI Exit Exam is a comprehensive online exam that uses the same test blueprint as the National Council of State Boards of Nursing for the NCLEX-PN. As a result, the ATI Exam is one of the most accurate NCLEX-PN preparation exams available. The ATI Exit Exam has proven statistically to be an excellent predictor for success in the NCLEX-PN examination. Students must pass the ATI exit exam with a 94% or higher for the Predicted Probability of Passing NCLEX-PN on the First Attempt. This score will be taken from the individual performance profile. Should the student not pass on the first attempt, a second and final attempt will be provided to the student after completion of focus reviews and NCLEX review course.

Prior to taking the ATI Comprehensive Predictor, students will take the ATI Comprehensive Predictor Practice 1. Students will have to submit focus reviews for Practice 1 in order to then take ATI Comprehensive Predictor Practice 2. Students will then take the ATI Comprehensive Practice 2. Students have to submit focus reviews for the Practice 2 exam in order to be able to take the ATI Comprehensive Predictor (Exit Exam). Comprehensive focus reviews must be completed within the stipulated time of 72 hours in order for the school to activate VATI (Virtual ATI) for the student.

### Students Who Fail the ATI Exit Exam

PN students who do not pass the final ATI comprehensive predictor exam with a percentage of 94% or higher on the Predicted Probability of Passing NCLEX-PN on the First Attempt will not be permitted to sit for the NCLEX-PN. Students must also complete the focus reviews for the comprehensive predictor (ATI remediation) along with any other review & remediation provided by Verve College. These students will have to submit focus reviews within 72 hours. Focus reviews must be graded

and approved by the instructor to be considered as complete. These students will be required to attend an NCLEX review course approved by Verve College. The NCLEX Review course must be completed within 6 weeks from the date of the Exit Exam. The student must submit a certificate of completion for the review before they will be able to retake ATI Exit Exam the second time.

Once the focused review for the ATI Exit Exam and the certificate of completion for the NCLEX review course are received by the school, the student will be scheduled for their second attempt at the ATI Exit Exam. The second attempt on the Exit exam must be within 90 days of the first attempt.

If the student fails for a second time, the student will not be endorsed to take the NCLEX Exam from Verve College and will have to re-enroll. Students must re-enroll within 30 calendar days to be able to re-enroll into N103. Should a student re-enroll after 30 calendar days from the date of 2nd ATI EXIT attempt, they must re-enroll into N102 and N103.

Any student re-enrolling into the N101 or N102 must do so within the 2 year period post their last day of attendance (LDA)

#### Students Who Pass the ATI Exit Exam

Students who pass the ATI predicted probability of passing NCLEX-PN with 94% or higher must still complete the ATI focus reviews within 72 hours. Upon completion of the focused review, the student must submit the focus reviews to their instructor. Focus reviews must be graded and approved by the instructor to be considered as complete. Once the graded focus reviews have been received by student services, the ATI Virtual will be activated for the student. The ATI virtual will pair the student with their own online coach.

Students who have successfully completed and passed all coursework and the ATI Exit Exam **must complete the ATI Virtual within 6 weeks from the date of submission of the focus review.** Any student who does not complete the ATI Virtual in the specified timeframe must complete and provide evidence of passing a Verve College-approved NCLEX preparatory course.

Once ATI green light is achieved, students must proceed with the fingerprinting process. Fingerprinting receipt expires within 60 days from the date of receipt. Students are responsible for attaining a new fingerprinting receipt, should the first one expire, in order to proceed with the next step for NCLEX registration.

Students who have successfully completed and passed all course work **are required to take the NCLEX-PN exam within 60 days of completing and passing the ATI Exit Exam.** Students who fail to take the NCLEX-PN exam within the allotted time must complete and provide evidence of passing a Verve College-approved NCLEX preparatory course.

**Rationale:** The highest success of passing occurs within 60 days of completing your requirements. The longer you wait to take your NCLEX, the less likely you are to pass it on the first attempt.

Any PN student who successfully passes the program with an 84% or must complete the following Exit academic policies:

- Take ATI PN Comprehensive Predictor (Exit Exam)
- Submit focused reviews 72 hours post ATI PN Comprehensive Predictor
- Achieve a Green Light in ATI Virtual (VATI) within 6 weeks of having passed the ATI Comprehensive Predictor
- Take the NCLEX-PN

Any PN student who successfully passes the program with an 84% or higher and does not follow and complete Post Exit academic policies (focus reviews submitted within 72 hours, achieving the Green Light in ATI Virtual within six weeks of passing the Comprehensive Predictor, and taking the NCLEX-PN exam) must attend a Hurst, NCSBN NCLEX-PN review or another recognized NCLEX-PN review approved by Verve College. After successful completion of an approved NCLEX-PN review, the student must submit a certificate of completion. **The student will then be required to re-enroll and complete N103 again with a passing grade. This requirement will only apply to students re-enrolling within 6 months from the last date of attendance in their previous program with Verve College. Should a student fail to complete the Exit Academic policies within the stipulated time frame and exceeds 6 months from the last date of attendance, they must re-enroll into N102 and N103.**

**All exit coursework is mandatory and must be completed within the specified timeframe. Students who fail to complete all required exit coursework within three months of their last date of attendance must take an approved NCLEX-PN review and re-enroll and pass N102 and N103 again.**

It is the responsibility of the student to pay any owed balances towards the tuition and make up hours, if applicable, in a timely manner.

### Test Taking Policy

- The candidate will not take the following types of personal items into the testing room: cellular phones, hand-held computers / personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, bags, coats, books.
- Studying is not allowed in the testing room.
- Cellular phones, pagers and other electronic devices must be turned off prior to placing them with testing administrator. Testing center and or the school is not responsible for lost, stolen or misplaced personal items.
- The administrator will log the candidate into the assigned workstation, verify that the candidate is taking the intended exam and start the exam. The candidate will sit in his assigned seat. The candidate must understand that eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
- The candidate will not talk to other candidates or refer to their screens, testing materials, or written notes.
- The proctor will monitor the candidate continuously while the candidate is taking his exam. The session may be videotaped or otherwise recorded for security or other purposes.
- If the candidate experiences problems that affect his ability to take the exam, he should notify the administrator immediately.
- The administrator cannot answer questions related to exam content.
- Caution: Students must notify staff prior to exiting the classroom for any reason or length of time. If student(s) fails to notify staff before exiting, this will count as failure / walk-out for the attempt.
- No bathroom breaks are allowed during any exam.
- After the exam ends, the candidate will ensure his exam has ended properly and approach the administrator.
- It is expressly prohibited to disclose, publish, reproduce, or transmit any part of this exam in any form, by any means, verbal or written, for any purpose, without the express written permission of the certifying organization. Violation may result in civil or criminal prosecution.
- The candidate will not copy questions and or answers, attempt to take them out of the testing area, or share them with other candidates. If the candidate has a concern about a test question, he should see the administrator.
- The candidate will conduct himself in a civil manner at all times when on the premises of this testing center. Exhibiting abusive behavior towards the Test Center Administrator, or any other staff member of this facility, may result in criminal prosecution.
- The candidate has reviewed the above test center regulations and fully understands them. The candidate understands that if he fails to comply with the above regulations, the candidate's test will be forfeited, he will not be eligible to receive a refund, and could be permanently ineligible for further testing.

### Evolve Adaptive Learning

Corresponding chapter-by-chapter, learn faster and remember longer, It's fun; it's engaging; tracks performance and delivers content when it's needed. Student will be graded as the same scale as ATI grading scale. Weekly reports will be printed to see students' progress.

### Grading Scale

**61-80 Points = 94%**  
**41-60 Points = 85%**  
**21-40 Points = 76%**  
**1-20 Points = 69%**  
**No Participation - 0%**

Elsevier's Foundation of Nursing contains 21 chapters which are covered in N101. The following is a sample calculation of how the student would be graded as an example if the sample student reached level 2 on 10 chapters and Level 3 on 11 chapters:

<b>10 Chapters at Level 2 = 20 points</b>
<b>11 Chapters at Level 3 = 33 points</b>
<hr/> <b>Total Points Earned = 53 points</b>



Utilizing the conversion scale above, at 53 points earned, the student would fall at 85% for EAL.

A level 3 is required for all 21 EAL assignments in N101. Achieving a Level 3 in all 21 assignments awards the students 63 point which would be translates into 94% for the EAL semester grade. If a student does not meet the requirement, a grade will be awarded on the grade sheet as per the grading scale above based on the total points earned

For example, if N101 has 21 chapters assigned in EAL and the student achieves the following:

- **Adaptive Learning is 10% of the total N101 Semester grade. Based on the total points earned, the respective percentage score will be input on the grade sheet.**
- **2 - 3 Hours Per Week - Recommended**
- **WEEKLY REPORT will be monitored by the instructor.**

### **ATI Specialty Examinations**

During the course of the 1 year Practical Nursing Program, there will be 6 ATI Specialty Exams, which will be administered and inclusive in the class grade. The ATI specialty exams will comprise fifteen percent of the semester N101 grade, twenty percent of the semester N102 grade, and thirty percent of the semester 103 grade.

### **Clinical Evaluation**

Clinical evaluation related to nursing theory is evaluated and graded as "Satisfactory/Unsatisfactory." A student who earns a grade of "Unsatisfactory" in clinical performance, regardless of the theory grade, will fail the course. Students are expected to be able to perform skills satisfactorily in the lab before that skill is performed in the clinical setting. Module lab skill exams are conducted throughout the nursing program. Students who are unsuccessful in their first attempt to pass a module skill exam will be permitted to retest only once. At the retest, a second faculty member will be in attendance. The retest must be completed within two weeks. If the student does not safely and competently perform the nursing skill after the retest, this unsatisfactory clinical performance results in a clinical failure. Clinical performance is evaluated by measuring the student's ability to meet the stated lab and clinical objectives related to each module as well as those continuing abilities listed in the "Criteria for Effective Clinical Performance." Students are apprised of their progress on an ongoing basis through discussion and written and/or oral evaluation reports.

### **Unethical or Unsafe Performance**

Incidents in the clinical setting involving a serious breach of safety or ethics may be cause for immediate dismissal from the Nursing Program. The decision to dismiss a student would be made by the full time faculty and those part time faculties that have supervised the student. The final decision will be made by the nursing administrator and vice president.

## **Academic Policies**

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### **Make-Up Work**

Students who have missed a significant amount of classes, and have shown proof of an acceptable circumstance in writing, may be able to make up the work that he or she has missed. It is the responsibility of the student to approach the instructor on the matter whether before or after the absence as occurred. For each day of the excused absence, a student is permitted one day of class in which to complete any assignments. Any worked completed outside of this timeframe is not acceptable under any circumstance.

### **Attendance Policy Is Applicable to All Programs Offered at Verve College**

Verve College enforces a strict attendance policy. Please see below for the allowable class, lab or clinical absences:

1. PN: Absences of students enrolled in the PN program must be excused by advance notice to the instructor or coordinator followed by written documentation explaining the absence, which documentation will be evaluated by a



nursing administrator and/or the management of the school. Absences cannot exceed the allowable number of hours per semester of combined theory, lab, and/or clinical. Below is number of hours PN students may miss per semester:

N101: 24 hours

N102: 24 hours

N103: 12 hours

Verve College requires substantial medical documentation for an absence to be excused for medical reasons. Medical documentation must be but not limited to emergency department related, urgent care, or other emergency nature. For students exceeding 24 hours for N101 and N102 or 12 hours for N103 of unattended classes for significant medical reasons, an exception may be made as long as substantial documentation is provided and approved by Administration. Aside from medical circumstances, absences will also be excused upon review of adequate documentation submission for a family member's death for members classified as immediate family members (spouse, child, sibling, and or parent). No other death related absences will be excused. Student must provide proper documentation within the same week of missed day of the scheduled theory/lab/clinical class. Administration will not accept or approve any documentation that is provided at the end of the program and or at the end of each semester for PN program. Should the student submit documentation after a week from the missed day, that document will not be accepted and/or reviewed. All minimum required hours must be met. Any hours missed in excess of 24 hours (N101 & N102) or 12 hours (N103) must be made up at \$35 per hour. Any students missing more than the allowable hours of absences and have not made up by the end of the semester will not be eligible to start the subsequent semester. Student applications for readmission will be reviewed by a nursing administrator and/or Verve College management. Readmission will be considered on a case by case basis; approval is not guaranteed. The change in allowable missed hours per semester went into effect 6/22/2015 for classes starting on or after this date. Students who miss 15% of total hours in N101, N102, or N103 will be dropped.

2. A&P: Students are allowed to miss only 16 clock hours for the entire prep-course.

- Due to the concentration of the curriculum in the PN program and the essential nature of every contact hour, class and lab/clinical attendance are both required
- Students are expected to arrive on time. Students arriving to class / lab beyond the 5 minute grace period will not be permitted in class / lab until the first break. No grace policy for clinical. Students must arrive to clinical before 7am, as they need to be ready to work and or receive assignment at 7am.
- Students are expected to stay until the dismissal of class.
- If you are unable to attend a scheduled class you must notify either your instructor and/or school administration at least one day prior to your absence.
- If a student is consistently absent a student/teacher conference will be scheduled to address the poor attendance.
- Absences exceeding the allowable hours from the entire course duration may result in expulsion from class and enrollment cancellation. Every student case is reviewed on an individual case.
- Missing more than allowable of class lab or clinical sessions will result in incomplection.
- A student will receive unsatisfactory, failing status for the clinical rotation until all make up hours are successfully completed including medical circumstances.
- All clinical and lab absences, regardless of circumstances must be made up in order to achieve competency in all nursing requirements. This includes documented and undocumented medical circumstances.
- Make up hours cost \$35 / per hour and must be paid prior to the scheduling of make-up hours.
- Payment is required by the student prior to scheduling the make up for theory, clinical or lab. This fee applies regardless of if the scheduled make up falls during an instructor's usual theory, clinical or lab hours. This fee also applies if an instructor must be in attendance an additional day in order to provide time for the student to make up applicable absences.
- For all programs at Verve College, as per the SAP Policy, students with missed hours exceeding the allowable absences per semester will not be able to take the Final Exam until all hours have been made up.
- Students missing in excess of 15% of N101, N102, or of N103 must provide a Leave of Absence form with medical documentation. Without proper medical documentation, the Leave of absence will not be approved and the student will be dropped from the program.

Absences of students enrolled in the PN program must be excused by advance notice to the instructor or coordinator followed by written documentation explaining the absence.

The documentation will be evaluated by a nursing administrator and/or the management of the school. Absences cannot exceed 24 hours in N101, N102 and 12 hours in N103 of combined theory, lab, and/or clinical.

Students will not be permitted to begin the subsequent semesters if they are missing more than the allowable absences per semester until the required minimum hours have been met.

### **Academic Progress Policy**

Successful completion of Verve College's programs is determined by a set of standards defined in the Satisfactory Academic Progress Policy. Such standards are the basis of determining graduation from the educational programs.

### **Academic Integrity**

A commitment to academic integrity is at the heart of Verve College's mission as an intellectual community. For faculty and students alike, the scholarly enterprise requires clear and rigorous argument, acknowledging the sources of our ideas, the quality of the evidence that supports them, and taking responsibility for the errors we have made.

The effort of students to cultivate these academic skills and intellectual virtues in turn requires formative evaluation, accurately and justly assessing student progress. In order to achieve this, instructors must be certain that students' work is their own, and that all records of accomplishment are authentic and reliable. In this context, when students misrepresent their knowledge or abilities, they are more than simply breaking the rules of academic conduct. Such behavior undermines not only the student's own academic progress, but the integrity of academic evaluation itself. For that reason, it may result in failure for the assignment, failure for the course, suspension from the Verve College, or permanent dismissal from Verve College.

The principles of academic integrity should govern all forms of academic work, from the content of papers, projects and presentations to one's conduct before and during examinations. These principles -- and thus the very possibility of honest evaluation -- can be jeopardized by a number of actions, including but not limited to:

- Cheating on an examination, including but not limited to using cheat sheets, unauthorized materials, copying from peers, or obtaining copies of tests through unauthorized means.
- Unauthorized collaboration with one's peers on assignments, exams, projects or presentations;
- Plagiarizing, this may include:
  1. Copying phrases or sentences word for word from a source without enclosing the copied words in quotation marks and indicating the actual source; or
  2. Changing the wording of a source slightly, but still incorporating all the ideas of the source without indicating the source; or
  3. Altering the wording significantly but still incorporating the main ideas from other sources without indicating, through standard forms of documentation, which sources have been used, thereby implying that the ideas are one's own;
- Unacknowledged and unauthorized resubmission of work completed in other courses;
- Using unauthorized or falsified instruments of identification with the intent of academic fraud; supplying false academic records (transcripts, grade reports, etc.) to any official of Verve College; forging, altering, or making unauthorized use of Verve College's records or documents.
- Hindering one's peers by removing, misplacing or defacing library or other instructional materials.
- No food, drinks, gum, candy, lip balm, please refer to <https://www.ncsbn.org/1268.htm>
- Exam Day Pointers, please refer to <https://www.ncsbn.org/2914>

### **Violations or Suspected Violations of Academic Integrity**

Violations of Academic Integrity include, but are not limited to, plagiarism, cheating on exams, falsifying information, sharing and downloading of intellectual property. Students violating academic integrity will be subject to disciplinary action.

Any activity of academic dishonesty is an Academic Violation. Faculty members are responsible for reporting any activities or suspicion of academic violations to Verve College's administration. Should a student be found to have violated academic integrity will have the instance recorded in their file and may be expelled from Verve College.

### Guidelines for Breach of Academic Integrity

Protection of Academic Integrity is strictly enforced at Verve College. Any students found guilty of an Academic Violation will be subject to the following consequences:

First Academic Violation: A grade of zero will be given for the work or exam in question. The instance of academic violation will be reported to Verve College's administration and recorded in the student's file. The student will be required to have a conference with the instructor.

Second Academic Violation: A grade of zero will be given for the work or exam in question. The student will fail the course and be expelled from Verve College. The student will not be able to re-enroll at Verve College.

### Investigation

An investigation will be conducted for any students accused of violating academic integrity. Once it has been verified, anyone involved will be informed. If the claim of academic dishonesty is found to be true, the actions as outlined under the "Guidelines for Breach of Academic Integrity" will be followed.

### Federal Copyright Law

Copyright infringement is a federal offence. Penalties can include fines and/or imprisonment. Authorities will be contacted accordingly should a student be found guilty of copyright infringement. More information regarding copyright can be found at [www.copyright.gov](http://www.copyright.gov).

### Expectant Mothers Policy

Students who are pregnant or become pregnant during the duration of the course they are enrolled in must provide clearance from their doctor in writing. This information must be disclosed to the school due to the nature of the training programs and internship/externship requirements. The ability to perform in strenuous activities during theory, labs and/or clinical is required. If a student should become pregnant during enrollment, the doctor's clearance must be given at the earliest point available. The student bears the responsibility of the welfare for themselves and their child and cannot hold the school, clinical site, or other affiliates to any liability whatsoever. The school, clinical, sites, and/or other affiliates will not be held liable due to the student negligence or non-disclosure regarding pregnancy and/or the state of health.

Student is also required to submit clearance from her physician in written form stating that she is medically able to attend nursing classes, labs & clinical. **This written clearance from the student's doctor is required at the start of each trimester and student is responsible to provide such documentation to their class coordinator. Failure to comply will prevent the student from progressing in the program.**

### Illness & Injury Policy

If a student has an illness or injury that imposes physical or psychological limitations during the program, the student must submit a medical release from his/her physician clearing the student to return to classroom and clinical work. If a medical release is not turned into the administrative office, the student will not be allowed to return to classroom or clinical. Activities will be restricted accordingly should the student's physician restrict the student from performing or participating in certain activities. Any missed clinical or theory day as result of the student's illness or injury must be made up at the end of the semester. Should a student fall ill in the classroom or clinical, the student will be sent home or transferred to the nearest hospital or medical center by the paramedics.

### Leave of Absence

Verve College requires students to provide a written, signed, and dated request for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent the student from providing a prior written request, Verve College may

grant the student's request for a leave of absence, if Verve College documents its decision and collects the written request at a later date. Adequate and appropriate documentation will be needed for all leave of absence requests. All documents submitted with Leave of Absence Requests will be thoroughly reviewed before a decision is made.

Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- No more than 180 combined days of leaves of absence are permitted in a twelve month period.
- The twelve month period referenced in these provisions starts on the first day of the first leave.

A Leave of Absence can only be requested for the following reasons:

- Medical/ Health
- Personal Emergency

A leave of absence can only be requested within the following time frames

- N101: No later than by the midterm. Requests submitted after the midterm will not be approved.
- N102: No later than exam 5. Requests submitted after exam 5 will not be approved.
- N103: No leave of absences will be approved
- A&P: No later than by the midterm. Requests submitted after the midterm will not be approved.

The only exception to these time frames is unforeseen medical emergencies accompanied by substantive documentation.

Any student wishing to take a leave of absence must submit a written request that includes:

- Reason for which the Leave of Absence is being requested
- Anticipated date of return on the LOA form.
- Student signature
- Documentation

**All LOA requests should be submitted to:**

Verve College  
Office of Financial Aid / Registrar  
2625 Butterfield Rd., Suite 102E  
Oak Brook IL 60523

**OR**

One can also email the class coordinator  
Email: [inquiry@vervecollege.edu](mailto:inquiry@vervecollege.edu)  
Fax: (630) 705-1422

Verve College will not treat a Leave of Absence as a withdrawal if it is an approved leave of absence. A leave of absence is approved if:

- The student followed Verve College's policy in requesting the Leave of Absence
- Verve College determines that there is a reasonable expectation that the student will return to the school
- Verve College approved the student's request in accordance with Verve College's policy
- The leave of absence does not involve additional charges by Verve College
- No more than 180 combined days of leaves of absence are permitted in a twelve month period.
- Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence.
- Verve College will explain to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

If a student does not resume attendance on or before the end of a leave of absence, Verve College will treat the student as a withdrawal.

The numbers of days in a leave of absence are counted beginning with the first day of the student's initial leave of absence in a 12-month period.

A “12-month period” begins on the first day of the student's initial leave of absence.

The student's dropped date for refund calculation purposes will be the last date of attendance at the institution. If a student fails to return from an approved leave of absence, a portion or all of the student's grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment.

The school reserves the right to cancel any student's enrollment on the basis of misconduct, misbehavior and refusal to abide by the policy of the institute and retain the tuition fee for the percentage of the classes attended plus ten percent of tuition of the entire package and other instructional charges. If any exams are included in the package, upon cancellation there will be no monetary compensation or refund on exam fees, as they are included in the package as a part of the program.

**Students must contact the school in writing 30 days before their Leave of Absence is ending to express their intent to return to school. Should a student fail to do so, the student might not be able return from Leave of Absence and might be dropped from the program.**

## Compliance

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Noncompliance in any of the departments' admissions, financial aid, or accounting will result in removal from the program. The student is responsible for working with the school to comply and complete the admissions enrollment file, financial aid file, and making timely tuition payments.

## FERPA (Family Education Rights and Privacy Act)

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Verve College School maintains complete confidentiality of student's records as per FERPA (Family Education Rights and Privacy Act) of 1974.

### What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

### What is considered Directory Information?

In compliance with **FERPA**, the following statement reflects Verve College's policy:

*The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Verve College reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform Verve College School that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Verve College is notified in writing by the student to permit release of “directory information”.

### What about . . . ?

#### Parental Access to Children's Education Records

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.

### Posting of Grades by Faculty

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

### Your responsibilities as a Staff Member

As an employee of Verve College School, you may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. Your utilization of this information is governed by the regulations and the duties and responsibilities of your employment and position. Unless your job involves release of information and you have been trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Director of the Academic Affairs. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a school employee, all of you should have your own accounts and passwords on the administrative computer system and on e-mail. You are responsible for your personal account and will be held accountable for any improper use. Protection of your sign-on password and procedure is critical for security. Your password is the only protection your account has, and the only way the computer system can verify that you are actually who you say you are. Please pick a good password and protect it.

### In Summary, Remember . . .

# checking a person's picture identification when releasing education records is required. Always check to see if the student permitted disclosure of information before you release any information on the student.

# discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversations on and off the job.

# removing any document from the office for non-business purposes is a violation of **FERPA**.

# releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of **FERPA**.

# Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.

# making personal use of student information is in violation of **FERPA**.

# allowing another person to use your computer access code is in violation of **FERPA**.

# putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.

# In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to Verve College School

Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Act and this part.

The notice must inform parents or eligible students that they have the right to

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act authorize disclosure without consent; and
4. File with the Department a complaint under concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record. The educational agency or institution shall decide whether to amend the record as requested within a reasonable

time after the agency or institution receives the request. If the educational agency or institution decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing.

A parent or eligible student may file a written complaint with the Office regarding an alleged violation under the Act and this part. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

## Financial Procedures & Policies

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### Payment Requirements

Students are required to make timely payments on their tuition as agreed upon on the enrollment agreement signed at registration. There will be a charge of \$10 per week on all late payments.

A student may be pulled from classes if they are 14 days past due with payments. If students are 30-days delinquent on a payment, they will be placed on suspension until their balance is cleared.

All tuition and fees must be paid prior to the Final Exam for each semester. Any student with a balance on their account will not be able to take the Final Exam for the semester.

Nonpayment of tuition will result in termination or removal from the program.

### Types of Payments

Payments can be made towards classes by Visa, MasterCard, American Express, Discover, ATM/Debit Card, Money Order, Cashier's Check, or Personal Check. If student is paying via personal check, check must be in student's name. Verve College will only allow personal check payments that are not in the student's name if the account holder sends a permission request in writing to Verve College. Verve College does not accept cash payments.

Verve College accepts private loans through banks or Sallie Mae. A student can also obtain State Wide Grants through local WIA offices, Work Net offices, IDES, IETC, etc.

Verve College also offers payment plan options. The payment plan is broken up after all Financial Aid, Scholarships, Grants, loans, or other Financial Assistance have been applied. The remaining tuition is the broken down into bi-weekly or monthly payment installments to accommodate what is most suitable for each student.

### Financial Aid Services

Verve College's PN program is eligible to receive financial aid for those who qualify. Verve College is approved to receive Pell grant and Direct loans (Subsidized & Unsubsidized). Students must meet with the financial aid department to determine eligibility of financial aid awards.

Students are welcome to contact the Financial Aid department regarding available assistance through the Pell Grant, Subsidized and Unsubsidized loans, application process and status, eligibility and satisfactory academic progress. Pell grant, subsidized and unsubsidized loans are available for those who qualify.

### Financial Aid Payment Periods

Title IV financial aid funds will be disbursed at the following intervals of the PN program

1. Start of the program (N101)
2. 450 hours (N102)
3. 900 clock hours (N103)
4. End of the program

Verve College is a clock hour program with the PN program consisting of 1080 clock hours. As one Academic Year (AY) is 900 clock hours, the PN program at Verve College is longer than 1 AY, in fact it is 1.2 AY long.

As per Financial Aid regulations, the Academic Year is divided into two payment periods. The first payment period is point at which a student completes half the clock hours and half the weeks of instructional time in the AY. The second payment period is point at which a student completes the remainder of the AY. For PCCT the following is a breakdown of the payment periods:

AY=900 hours

PN Program is 1080 hours

First AY

- First Payment period is 450 hrs.
- Second Payment period is 450 hrs.

Second AY

- Single Payment period is 180 hrs.

Disbursements will be made as per the Satisfactory Academic Progress Policy.

## Applying for and Awarding Federal Student Aid

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### Policy & Procedures Regarding FAFSA Application Processing

Students seeking to apply for federal student financial assistance authorized under Title IV of the Higher Education Act, as amended, are required to submit a Free Application for Federal Student Aid (FAFSA) to the United States Department of Education's FAFSA processing contractor. Students are required to submit their applications online through the recommended federal web site. Students can access the web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or through a link to the FAFSA web site from [www.studentloans.gov](http://www.studentloans.gov). School administrators are authorized to assist the student with web site navigation and general questions regarding the data elements required in the application.

School administrators are required to emphasize the importance of the applicant's proper use of the Internal Revenue Service Data Retrieval Tool (IRS/DRT). This online tool will import an applicant's financial data (and that of the applicant's spouse, if married or parent, if dependent) from the IRS database into the FAFSA record. Proper use of the IRS/DRT ensures that the financial information included in the FAFSA is accurate and complete. Upon completion of the online FAFSA application process, the applicant must electronically sign the required certification using their unique Federal User ID. The resulting Institutional Student Information Record (ISIR) will be used by the school to prepare a financial aid package for the student.

In the event corrections to FAFSA/ISIR data elements are required, students may make such corrections by accessing their FAFSA record at the web sites identified above and correcting the erroneous information. An authorized school administrator may also make any necessary corrections to an applicant's ISIR data. If such corrections are the result of the verification process or other analysis which results in backup documentation being already on file with the institution, then no further authorization from the applicant will be required to process those ISIR corrections. If no such backup documentation exists, the applicant is required to authorize the data correction by way of signature or initials on the ISIR document requiring correction.

In order to ensure privacy of information, school administrators are encouraged to caution students about keeping their User IDs and passwords safe, secure, and private. A school administrator shall never ask for nor obtain, in any way, a student's User ID or password. Students are to be advised that sharing User IDs or passwords is a violation of federal regulations. Applicants will be given the attached guidance in an effort to assist them with their upfront responsibilities regarding applying for federal student aid.

The following page contains guidance that is provided to applicants to assist them in initiating the federal aid process:

### U.S. Department of Education Student Financial Assistance

Students interested in applying for financial assistance available through the U.S. Department of Education (USDE) must complete their application process as soon as possible to ensure eligibility for these funds and to ensure that your educational goals can be met without interruption. The most common sources of federal aid are made available to students through the Federal Pell Grant Program and the Federal Direct Student Loan Program.



Federal Pell Grants are available to low income families and do not have to be repaid. Effective with the 2016-2017 award year, these grants provide up to \$5,815 of free financial assistance for each academic year of education. Federal Stafford Loans are also available to most students and can provide approximately \$9,500 per academic year for independent students or \$5,500 per academic year for dependent students. The USDE may subsidize a portion of these loan amounts for low income families resulting in the family incurring no interest on these loans while the student is completing his/her education. Unsubsidized Stafford Loans are generally available to any student regardless of income or credit history. These student loans are not free money and must be repaid. Repayment of your student loans generally begins in the 7<sup>th</sup> month after you complete your training or withdraw from the program.

Applying for federal financial aid is an easy, web-based process. You can apply for and monitor your financial aid process at [www.studentloans.gov](http://www.studentloans.gov). This USDE web site is a student's home page for his/her federal aid application process. There are only two documents that you need to complete via this web site to begin your financial aid process:

- **Free Application for Federal Student Aid (FAFSA)**

This application must be completed by you (and your spouse, if married OR your parents, if you do not meet the USDE definition of an "independent" student as determined during the application process). It is extremely important any income reported on the FAFSA is imported using the "IRS Data Retrieval" process available to you as you complete your FAFSA online. This will ensure accurate data and will reduce the possibility that you will need to obtain proof of your tax information from the IRS which will significantly delay your federal aid. When you complete the application, you should include the school's 6-digit code number so the institution receives the results of your application.

- **Electronic Master Promissory Note (E-MPN)**

If you are applying for student loans, you must complete an electronic master promissory note (E-MPN). You must also include the school's 6-digit code number on this document.

Both of the above documents require your electronic signature for authorization. Your USDE issued FSA (Federal Student Aid) ID (formerly your PIN) is used as your electronic signature. If you do not have a FSA ID or PIN, you may also register for one to be issued through the USDE web site.

Before the institution may disburse any loan proceeds on your behalf you may also have to complete a process called "**Entrance Counseling**". This is required by all first-time borrowers and can also be completed by you electronically through the [www.studentloans.gov](http://www.studentloans.gov) web site. This counseling should be taken very seriously as it explains your rights and responsibilities regarding your student loans. We encourage you to review your responsibilities regarding your federal student loan multiple times. The programs in which you enroll, and whether or not you complete your program, have significant effects on your eligibility and on your loan repayment obligations.

Financial aid administrators are available at the school for any questions you may have about your financial aid process. Please complete the requirements described in this guidance as soon as possible and congratulations on your decision to further your education.

### **Awarding Federal Student Aid**

After completing the FAFSA, E-MPN, and counseling requirement (if required) the student's file will be reviewed by our financial aid administrators to determine eligibility for federal student aid. In order to begin receiving aid, and to continue receiving future disbursements, students must be making satisfactory academic progress in accordance with the institution's policy. Students may also be required to provide additional information to confirm their eligibility in accordance with the results of the FAFSA application. When the student's financial aid file is complete, financial need will be determined and a financial aid package will be offered by the institution. The student's Award Notification Letter will include all information regarding the student's financial aid package.

Financial need is generally determined by examining an estimate of the student's cost of attendance for the academic year against the family's expected financial contribution and any other types of educational financial assistance that the student may be receiving for that school year. If the student has a complete file containing no conflicting information, meets all other eligibility requirements, and is determined to have financial need, the student will be eligible to receive federal student financial assistance.

Federal grants and subsidized student loans (to the extent the student is eligible) will be awarded before any unsubsidized awards. This provides the greatest financial benefit to the student and the student's family. Eligible students' federal aid for

the school year will be divided into two equal payments. Half of your federal aid will be disbursed for the first half of the academic year and the second half is eligible to be disbursed when you successfully complete the midpoint of the academic year. For programs that are less than a full academic year in length, financial aid disbursements will also be made in two installments, one for each half of the program length. Students are advised to contact the financial aid office with any questions regarding their financial aid.

Students will be notified whenever any federal aid has been disbursed. In accordance with applicable statutes and regulations, federal aid will be credited to the student's account with the institution and will be applied to existing tuition and fee charges for the current year, as well as to any other educational charges (i.e., textbooks, supplies, and equipment) for which the student has authorized the institution to apply federal aid. In the event federal aid disbursements exceed the balance of any charges owed to the institution for that period, the student may receive the excess credit balance and use those funds for non-institutional costs of attendance.

The institution will make every effort to disburse federal aid on a timely basis, however, a review of the student's academic and financial aid files must be done prior to disbursing any aid to confirm that students are maintaining satisfactory progress and remain eligible for federal student aid. Failure to complete the program of study can also have adverse impacts on federal aid awards. Students are advised to review the institution's policies regarding Satisfactory Academic Progress, Withdrawals, and Return of Unearned Aid for more detailed information about how these policies affect federal aid eligibility.

Financial aid administrators are available to answer any questions about financial aid eligibility, awards, and disbursements.

## Academic Award Year

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The institution defines its academic year 1 as containing 900 clock hours and academic year 2 containing 180 clock hours / 46 weeks for students enrolled for 24 hours of weekly attendance.

## PELL Formula

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In accordance with federal regulations, students' Pell Grant disbursements are calculated under Formula #4 which covers clock hour and credit hour, non-term academic programs. Essentially a student's Pell Grant scheduled award is determined based on the students' EFC and Pell Grant Cost of Attendance using the Federal Pell Grant Payment Schedule. Each disbursement is calculated by taking the scheduled award and multiplying it by the lesser of:

- the number of clock hours in the payment period divided by the number of clock hours in the academic year,
- OR
- the number of instructional weeks in the payment period divided by the number of instructional weeks in the academic year

## Determining Cost of Attendance

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Costs of attendance (budgets) are used to calculate student federal aid eligibility and are made up of both direct costs (tuition, fees, books, materials) as well as indirect costs (room, board, transportation, personal expense, etc.). What we recommend is that the institution determines a standard amount per month for the indirect costs, i.e., living expenses. Once you have a standard monthly allowance for these items it's easy to simply multiply that number by the number of months in the standard budget period. For student loan awards, budget periods will differ in length depending on a student's enrollment status. For clock hour programs, part time students will take more calendar time to complete an academic year/loan period than full time students. An institution must have cost of attendance budgets for both Pell and loan awards.

### Pell Costs of Attendance

The Pell cost of attendance is used to determine federal Pell eligibility but is often different than the cost of attendance used for loan awards. For purposes of Pell eligibility, you only need to have one budget for a full academic year of training for a full

time student. That is typically a 900 hour and 26 or more week period of time for most clock hour programs. Regardless of whether a student is full time or part time, or getting Pell for a full academic year or for only a partial academic year, you use the same budget for all Pell award periods. This may seem odd, but the law states that you ALWAYS use a full academic year, full time budget for Pell. The actual Pell payment will be prorated down if the student is being paid for less than a full academic year in hours but the budget is always for a full academic year. So whether you're processing Pell for academic year 1 or 2, you use the same budget. That makes Pell a very easy award to package. If your FT students are scheduled for 30 hours per week, a typical 900 hour period would be 30 weeks long (7 months). That's why we suggest a monthly amount for living costs that you can simply multiply by 7 months for a full time, full academic year budget. Your Pell cost of attendance includes the following components:

- Tuition & Fees
- Books & supplies
- Room & Board
- Personal Expenses
- Transportation

Each of the above amounts must be based on a full academic year for a full time student. This will require that you prorate the tuition and fee amount if the program in which the student enrolled is not equal to one full academic year. An example of that proration for a program greater than one academic year is found below:

Program Length = 1500 Hours  
 Program Tuition & Fees = \$14,900  
 Academic Year Length = 900  
 Hours Academic Year Tuition & Fees = \$8,940 ( $\$14,900 \times 900 / 1500$ )

Below is an example of that proration for a program less than one academic year:

Program Length = 750 Hours  
 Program Tuition & Fees = \$9,995  
 Academic Year Length = 900 Hours  
 Academic Year Tuition & Fees = \$11,994 ( $\$9,995 \times 900 / 750$ )

Tuition & Fees are always prorated by multiplying the total program tuition and fee amount by the following fraction:

$$\frac{\text{Clock Hours in the Academic Year}}{\text{Clock Hours in the Program}}$$

This formula will adjust your tuition and fee amount either upward or downward, depending on the length of the program, so that it results in a tuition and fee component for a full academic year.

The books and supplies component of the cost of attendance should be either the actual amount or an estimated amount of books and supplies costs for the full academic year. The remaining cost of attendance components (living costs) will also be based on a full academic year of study for a full time student. In the example on the previous page of a 7 month academic year, you would simply include 7 months' worth of estimated expenses for room & board, personal miscellaneous expenses and transportation to and from school. Determining estimated living costs is discussed in greater detail later. The sum of all five of the budget components as described above will be your Pell Cost of Attendance.

#### **Loan Costs of Attendance**

Your cost of attendance for loan purposes is different from Pell and will more accurately reflect the student's estimated costs for the academic year/loan period. The complete cost of attendance for loan purposes contains the same components as those required for Pell costs:

- Tuition & Fees
- Books & supplies
- Room & Board
- Personal Expenses
- Transportation

Contrary to Pell costs of attendance rules, which require that you always use a full time, full academic year cost estimate, loan costs of attendance will be based on the loan period for each student. For clock hour programs, the loan period must be consistent with the period of time that the loan is intended. There are only 3 scenarios that you will encounter in determining the loan period for a student.

***The program is shorter than the academic year***

Academic Year (at least 900 clock hours and 26 weeks)
Program Length = 750 Clock Hours

In these cases, your loan period includes 750 clock hours and the calendar time it will take for the student to complete the entire program.

***The program is equal to the academic year***

Academic Year (at least 900 clock hours and 26 weeks)
Program Length = 900 Clock Hours

In these cases, your loan period includes 900 clock hours and the calendar time it will take for the student to complete the entire program.

***The program is longer than the academic year***

Academic Year (at least 900 clock hours and 26 weeks)
Program Length = 1500 Clock Hours

In these cases, the student's enrollment will span multiple academic years. The student's first loan period will only include the first academic year of study. When the student completes that academic year and progresses to academic year #2, the second loan period will include only the remaining portion of the program (900 to 1500 hours in this example). Each loan period will only include costs of attendance that are incurred during that calendar time.

A full time student in this last example may be enrolled in a 1500 clock hour program that will require 12 calendar months to complete. The first academic year of 900 hours might be estimated at 7 months in length and the remaining 600 hours of training required during academic year 2 would take an additional 5 months. The end result would be that 1500 hours of training over 12 months is split into two separate periods of enrollment, i.e., loan periods.

The cost of attendance used to determine loan eligibility for a loan period must reflect the estimated costs that the student will incur during that loan period. Again contrary to Pell, you will have different loan costs of attendance for full time students and part time students because the loan period in calendar time will be longer for part time students to complete the number of clock hours in the loan period. Accordingly, living costs will be greater if the loan period is longer than that of a full time student. Academic Year (at least 900 clock hours and 26 weeks) Program Length = 750 Clock Hours Academic Year (at least 900 clock hours and 26 weeks) Program Length = 900 Clock Hours Academic Year (at least 900 clock hours and 26 weeks) Program Length = 1500 Clock Hours

It is a prerequisite that one understands how to determine a loan period before one can determine a cost of attendance for the loan period. Once you've determined the loan period for a student, you can determine a related cost of attendance. The cost will include the five traditional components:

- Tuition & Fees
- Books & supplies
- Room & Board
- Personal Expenses
- Transportation

Only expenses incurred during the respective loan period should be included in the cost of attendance for that loan period. The bottom 3 living expense components should simply include your monthly allowance for those expenses multiplied by the number of months in the loan period. The tuition & fee and books & supplies amounts should be the actual costs for those components incurred by the student during the loan period.

In the case of a program that is longer than one academic year it is important that the correct tuition and fee amount is included in the cost of attendance budget. For institutions that charge tuition and fees separately by academic year, this is easily determined and the budget for each loan period will include the tuition and fees charged to the student for that specific period of time.

If students are charged for the entire long-term program upon enrollment resulting in no additional charges being assessed for the 2nd academic year, then the entire tuition and fee amount is considered to be charged in the first academic year and accordingly, is only included in the cost of attendance for the first loan period. In these common scenarios the cost of attendance for the second academic year will contain no tuition, fees, books or supplies and will only include estimated living expenses during the second loan period.

#### ***Determining an estimated cost for living expenses***

Costs associated with room & board, personal miscellaneous expenses and transportation are determined separately for two groups of students:

- Students, with no dependents of their own, who are living with a parent(s)
- All other students

Contrary to popular belief, the living cost portion of your budgets is not based on a student's dependency status. Aid administrators often refer to "independent" budgets and "dependent" budgets. Generally speaking, the budget is actually based on whether or not the student lives with his/her parent(s), regardless of the student's dependency status. A 26 year old student independent by virtue of age who is living at home with mom and dad, will get a lower cost of attendance budget than a 22 year old dependent student who lives on his/her own.

#### ***Room & Board***

You should determine a monthly allowance for room and board for students based on the two categories noted above. Let's say you determine this to be \$350/month for students living with their parents and \$700/month for those living on their own. For a 7 month full time budget, you would then have \$2450 room & board for students living with parents, and \$4900 room & board for students on their own. For a 10 month PT budget, the figures would be \$3500 and \$7000, respectively. Keep in mind that budgets are meant to estimate a standard, typical living cost and should not reflect an increased or higher standard of living. You should not use a rent average for upscale, one bedroom condos in gated communities. Rents should be reflective of "reasonable" costs of living in the area. To arrive at more conservative allowances for rent, you may consider an average 2-bedroom rental cost and use 50% of that as a rent allowance for the student.

#### ***Personal Miscellaneous Expenses***

Using the same concept as the room and board example, determine a monthly allowance for personal expenses and multiply that amount by the number of months in the budget. Personal expenses include things like clothing, insurance, utilities, reasonable recreation, etc. Anything other than rent and food as those costs are covered under the room and board component. This allowance is also typically lesser for students living with a parent. If your allowance is determined to be \$100/month for students living with a parent and \$250/month for students on their own, then the personal expenses portion of a 7 month budget would be \$700 and \$1750, respectively.

#### ***Transportation***

Transportation costs cannot include car payments nor can it include a student's total monthly transportation expenses. It should only represent transportation to/from school. If you are in an area that has good public transportation and a bus pass costs \$125/month. Then that's a good allowance for transportation. If not, I would suggest using a simple estimate for all students. If the typical student drives 5 miles to school, that's 10 miles per day roundtrip or about 200 miles per month. Using an IRS allowance of about 50 cents per mile, you would have a \$100/month transportation allowance. In a 7 month budget, you have \$700 in estimated transportation costs.

Those are the only items you need in a standard budget. You may add an "Other" category to account for special circumstances like child care but you should not have it in a standard budget. Not all students will incur child care costs while the student is in school. You may add these or other reasonable costs to an individual student's budget if necessary on a case by case basis.

When all is said and done, you could conceivably end up with at least 5 different costs of attendance budgets for a single program at your school as follows:

- One Pell cost of attendance
- Two loan costs of attendance for full time students (one for students living with parents and one for those on their own)
- Two loan costs of attendance for part time students (one for students living with parents and one for those on their own)

For programs longer than one academic year, we previously discussed that multiple academic years and loan periods are involved. This results in even more budgets for estimated expenses for second academic year loan periods. Once a monthly allowance is determined for room & board, personal expenses, and transportation it is easy to establish dozens of different budgets for different loan periods. These budgets can be stored in your Team software for easy retrieval during the award packaging process.

After your standard budgets are developed they should be used consistently from that point forward. You may find the need to develop additional budgets as time goes on and those can be added to your database. You should also review your cost of attendance budgets annually and make modifications if you desire.

You must maintain documentation of how your budgets were determined. The tuition, fee, book and supply costs are easily documented by enrollment agreements and other school publications. Regarding the living expense portion of the budgets, we recommend a couple of different approaches to both determine your allowances as well as maintain documentation on those estimates.

### **Online Research**

The Internet is a vast tool that can assist you in obtaining estimated costs of living. You can search for local area rent estimates and visit governmental statistical sites that can provide valuable information. Performing a Google search on "living expenses" will display a number of helpful sites. Attached to this publication is a copy of monthly living cost estimates prepared by the Internal Revenue Service in 2016. See its web site for more up to date information as time passes.

### **Student Surveys**

Another option is to create a survey requesting information about rent expenses, grocery expenses, utility fees, and other costs of living. The survey can be distributed to current students. The results can be averaged to determine estimated monthly costs of living of your student population. There are certainly other sources of data that you can utilize but the above two options should be more than adequate to determine reasonable costs and have the documentation to back it all up. The following chart provides an example of cost of attendance calculations for a typical program that has been used throughout this publication.

### **2017 Allowable Living Expense National Standards**

Expense	One Person	Two Persons	Three Persons	Four Persons
Food	\$345	\$612	\$737	\$845
House Keeping Supplies	\$32	\$65	\$66	\$65
Apparel & Services	\$83	\$138	\$193	\$293
Personal care products & services	\$36	\$63	\$73	\$77
Miscellaneous	\$143	\$254	\$309	\$370
<b>Total</b>	<b>\$639</b>	<b>\$1,132</b>	<b>\$1,378</b>	<b>\$1,650</b>

More than four persons	Additional Persons Amount
For each additional person, add to four person total allowance	\$325

**Please note that the standards change. We recommend you check the IRS.gov website periodically to assure you have the latest version.**

The Cost of Attendance (COA) information described in this document reflects the cost for completion per academic year for YR 2018-2019. Living and Personal Expenses are based on enrollment status and the student's housing plan as reported on the Free Application for Federal Student Aid (FAFSA). Verve College does not provide on-campus housing. These disclosed rates reflect a historical time period and should not be relied upon as an implicit or explicit representation or promise of cost of attendance for any student regarding a program of study.

**PN (Practical Nurse Program)- Undergraduate Diploma Program**

**AY 1**

PP1 \$9,238

Tuition: \$7,608

Books: \$500\*

Uniform: \$80\*

Supplies: \$50\*

ATI Resource: \$1,000\*

\*These costs are approximate as they are included in the tuition for N101 which is \$9,238.00

PP2 \$9,091

Tuition: \$8,341

Books: \$250\*

ATI Resource: \$500\*

\*These costs are approximate as they are included in the tuition for N101 which is \$9,091.00

**AY2**

PP1 \$3,666

Tuition: \$2,375

Books: \$250\*

ATI Resource: \$500\*

NCLEX Prep Book: \$150.00\*

Licensure Exam: \$391\*

\*These costs are approximate as they are included in the tuition for N101 which is \$3,666.00

Application and Registration fees are not included in COA and are non-refundable fees.

Application – \$75

Registration Fee – \$150

## **Grants/Scholarship Policy (WIOA, IDPH, VA, etc.)**

Any scholarship or grant received by the student such WIOA (Workforce Innovation and Opportunity Act), IDPH (Illinois Department of Public Health) Scholarship, or any such scholarship or grant will affect student's financial aid awards during any academic year. Upon receiving any such scholarship or grant, the student will be repackaged to determine if any over award exists. Any scholarship or grant must be included in "Estimated Other Financial Assistance" for the student's financial aid package for that academic year. If the scholarship or the grant received by the student is causing over award with Title IV Funds, the student's title IV funds will be adjusted to eliminate the over award. The funds will be adjusted in the order of Un-Sub, Sub, and Pell. If all of the funds for the academic year award have already been disbursed to the student's ledger, any over award of Title IV funds resulting from scholarship and/or grant will be returned to the Department of Education.

## Military Students

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Students applying for financial aid must first fill out a FAFSA. This is a free application that can be filled out at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please apply and enter our school code: 041791

VA education funds do not affect students' eligibility of Pell, Sub and or Un-Sub Loans. However, students need to report non-education VA benefits on the FAFSA. Non-education benefits include: disability, death pension, dependency indemnity compensation and/or VA Work-Study allowances.

### Additional Information

For any further information or if you have any questions, please visit Verve College's Financial Aid office.

Phone: 630-705-9999

Email: [inquiry@vervecollege.edu](mailto:inquiry@vervecollege.edu)

The U.S. Department of Veteran Affairs — [www.gibill.va.gov](http://www.gibill.va.gov)

Illinois Department of Veterans' Affairs — <http://www.illinois.gov/veterans/Pages/default.aspx>

## Student Right-to-Know Act

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### Summary

The Student Right-to-Know and Campus Security Act (Public Law 101-542) was signed into law by President Bush on November 8, 1990. Title I of the Act, the Student Right-to-Know Act (the Act), amended section 485 of the Higher Education Act of 1965 by adding graduation/completion rate and student population information disclosure provisions for all colleges and universities that receive federal student aid. The Act was amended by the Higher Education Technical Amendments of 1991 (Public Law 102-26) and the Higher Education Technical Amendments of 1993 (Public Law 103-208). On October 7, 1998, the Act was again amended when President Clinton signed into law the Higher Education Amendments of 1998 (Public Law 105-244).

The Act requires colleges and universities to disclose information about graduation or completion rates to current and prospective students, upon request, and to provide certain types of data regarding the institution's student population and the graduation or completion rates of categories of student athletes to the Department of Education and certain individuals who are identified in the law. Noncompliance with the requirements of the Act will affect an institution's continued participation in the Title IV student financial assistance programs authorized by the Higher Education Act of 1965, as amended. The general policies and procedures that follow have been formulated to facilitate Verve College's implementation of the requirements of the Act.

### Policy

Verve College complies with the requirements of Title I of the Student Right-to-Know and Campus Security Act, the Student Right-to-Know Act. The requirements of Title I are as follows:

Information on completion or graduation rates

- (a) Each institution that participates in the Title IV student financial assistance programs must prepare annually the completion or graduation rate of its certificate- or degree seeking, full-time undergraduate students, as provided in paragraph (d) below.
- (b) An institution that determines that its mission includes providing substantial preparation for students to enroll in another eligible institution must prepare the transfer-out rate of its certificate- or degree-seeking, full-time undergraduate students. Verve College's mission does not include providing substantial preparation for its students to transfer to a program at another eligible institution.
- (c) An institution that offers a predominant number of its programs based on semesters, trimesters, or quarters must base its completion or graduation rate and, if applicable, transfer-out rate calculations on the cohort of first-time, certificate- or degree-seeking, full-time undergraduate students who enter the institution during the fall term of each year. An institution must count as entering students only first-time undergraduate students who are enrolled as of October 15, the end of the institution's drop-add period, or another official reporting date.
- (d) In calculating the completion or graduation rate under paragraph (a), an institution must count as completed or graduated students who have completed or graduated by the end of the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation from their program has lapsed. For the purpose



of calculating a completion or graduation rate, an institution may exclude students who 1) have left school to serve in the Armed Forces; 2) have left school to serve on official church missions; 3) have left school to serve with a foreign aid service of the federal government, such as the Peace Corps; 4) are totally and permanently disabled; or 5) are deceased.

- (e) An institution must make available its completion or graduation rate no later than the July 1 immediately following the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation has elapsed for all of the students in the group on which the institution bases its completion or graduation rate calculations. This information is to be made available to any enrolled or prospective student, upon request, through appropriate publications, mailings, or electronic media. In the case of a request from a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution.

### Procedures

The Administrator and Campus Manager are responsible for compiling the completion or graduation rate data required. The Administrator and Campus Manager are also responsible for disclosing this information to current and prospective students in accordance with the provisions of paragraph (e). The information is to be disclosed through publication on the Verve College website ([www.vervecollege.edu](http://www.vervecollege.edu)).

### Compliance Requirements

Verve College is required to:

- Make available to any enrolled or prospective student, on request through appropriate publications, mailings or electronic media information concerning:
  - Financial assistance available to students enrolled in the institution
  - The institution
  - The institution's completion or graduation rate
- Make available to enrolled students and current employees the annual security report through appropriate publications and mailings.
- Submit the annual security report to the US Dept. of Education and in the format specified by the DOE.

### Compliance Methods

Verve College annually must provide to all enrolled students a notice of the availability of the information required to be disclosed. The notice must list and briefly describe the information and tell the student how to obtain the information.

An institution may satisfy any requirement to disclose information by posting to an Internet Web site. The following rules apply when reporting required information on the web:

- Information disclosed to students by posting on an Internet Web site must be preceded by the notice described above. The notice must also include:
  - The exact electronic address at which the information is posted
  - A statement that the institution will provide a paper copy of the information upon request

### Annual Security Report

Enrolled Students must receive notice of the availability of the security report, the exact electronic address and a statement that the institution will provide a paper copy of the information upon request.

Current Employees must receive a notice that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents and a statement that the institution will provide a paper copy of the report upon request.

Prospective Students / Prospective Employees must receive a notice that includes a statement of the security report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents and a statement that the institution will provide a paper copy of the report upon request.

### Required Institutional Information

Institutional information that the institution must make readily available upon request to enrolled and perspective students includes, but is not limited to:

The cost of attending the institution including:

- Tuition and fees charged to full-time and part-time students
- Estimates of costs for necessary books and supplies

- Estimates of transportation costs
- Any additional cost of a program in which a student is enrolled or expresses a specific interest
- Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution procedures for officially withdrawing from the institution:
- A summary of requirements for return of Title IV grant or loan assistance
- The academic program of the institution including:
  - Current training programs
  - Physical facilities which relate to the academic program
  - Faculty and other instructional personnel
  - Names of associations, agencies or governmental bodies that accredit, approve, or license the institution and its programs.
  - The institutions must make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation, approval or licensing:
- A description of any special facilities available to disabled students
- A statement that the student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under the title IV, HEA programs
- Completion and Graduation Rates
- Institutional Security Policies and Crime Statistics

### Notice to Students Regarding Possible Impact of Criminal Records

Verve College notifies students that arrests, charges, or convictions of criminal offenses may limit employment possibilities in specific careers and occupations and may limit a student's ability to obtain federal, state, and other financial aid. Students are encouraged to investigate these possibilities. In addition, all students are encouraged to apply for federal, state and other financial aid.

## Verification Policy

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or the U.S. Department of Education.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some of all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse, or parent when applicable.
- A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A Tax Return Transcript will serve to confirm the accuracy of the income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

### Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the Internet at [www.irs.gov](http://www.irs.gov)
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone request are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.

- Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Verve College requires Students to provide the above information to the institution within 14 calendar days from the Orientation or start date of the class. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year and/or cancellation of enrollment.

Students will be notified by Verve College if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process and or EFC change, the student will be counseled and informed of how the change effects his/her packaging and financial obligation to Verve College. Student will be contacted by email and a phone call. Students will be required to sign a new award letter.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if Verve College determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and persecution.

After conducting the review of an application, any credible information indicating that an applicant of Title IV assistance may have engaged in fraud or other criminal misconduct in connection with his or her application will refer to the Office of Inspector General of the Department of Education for investigation. Examples of this type of information are:

- False claims of independent student status;
- False claims of citizenship;
- Use false identities
- Forgery of signature or certifications

In addition, any credible information indicating that any employee, third-party services, or other agent of the institution that acts in a capacity that involves the administration of the Title IV programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving Title IV programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

If an applicant is selected to verify any of the following information, Verve College must obtain the specified documentation.

- **Adjusted Gross Income (AGI), income earned from work, or U.S. income tax paid- An applicant selected for verification of AGI, income earned from work or U.S. income tax paid to submit:**
  - A copy of the income tax return or an Internal Revenue Service (IRS) form that lists tax account information of the applicant, his or her spouse, or his or her parents, as applicable for the specified year. The copy of the return must include the signature (which need not be an original) of the filer of the return or of one of the filers of a joint return;
  - For a dependent student, a copy of each IRS Form W-2 for the specified year received by the parent whose income is being taken into account if
    - The parents filed a joint return
    - The parents are divorced or separated or one of the parents had died
  - For an independent student, a copy of each IRS Form W-2 for the specified year he or she received if the independent student
    - Filed a joint return
    - Is a widow or widower, or is divorced or separated
  - Verve College may accept, in lieu of an income tax return or an IRS form that lists tax account information, the information reported for an item on the applicant's FAFSA for the specified year if the Secretary has identified that item as having been obtained from the IRS and not having been changed.
  - Verve College must accept, in lieu of an income tax return or an IRS form that lists tax account information, if the individual for the specified year
    - Has not filed and, under IRS rules, or other applicable government agency rules, is not required to file an income tax return
    - Is required to file a U.S. tax return and has been granted a filing extension by the IRS
    - Has requested a copy of the tax return or an IRS form that lists tax account information, and the IRS or a government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide an IRS form that lists tax account information.
  - Verve College must accept for an individual that has not filed and, under IRS rules, or other applicable government agency rules, and is not required to file an income tax return a statement signed by that individual certifying that he or she has not filed and is not required to file an income tax return for the specified year and certifying for that year that individual's:
    - Sources of income earned from work as stated on the FAFSA; and

- Amounts of income from each source. In lieu of a certification of these amounts of income, the applicant may provide a copy of his or her IRS Form W-2 for each source of income earned from work.
  - For an individual required to file a U.S. tax return and has been granted a filing extension by the IRS, the following is required:
    - A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that the individual filed with the IRS for the specified year, or a copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time; and
    - A copy of each IRS Form W-2 that the individual received for the specified year, or for a self-employed individual, a statement signed by the individual certifying the amount of the AGI for the specified year
  - For an individual that has requested a copy of the tax return or an IRS form that lists tax account information, and the IRS or a government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide an IRS form that lists tax account information
    - A copy of each IRS Form W-2 that the individual received for the specified year; or
    - For an individual who is self-employed or has filed an income tax return with a government of a U.S. territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of AGI and taxes paid for the specified year.
  - An institution may require an individual that is required to file a U.S. tax return and has been granted a filing extension by the IRS to provide to it a copy of his or her completed and signed income tax return when filed. If an institution receives the copy of the return, it must re-verify the AGI and taxes paid by the applicant and his or her spouse or parents.
  - If an individual who is required to submit an IRS Form W-2 under Adjusted Gross Income (AGI), income earned from work, or U.S. income tax paid verification is unable to obtain one in a timely manner, the institution may permit that individual to set forth, in a statement signed by the individual, the amount of income earned from work, the source of that income, and the reason that the IRS Form W-2 is not available in a timely manner.
  - Verve College may accept in lieu of a copy of an income tax return signed by the filer of the return or one of the filers of a joint return, a copy of the filer's return that includes the preparer's Social Security Number, Employer Identification Number or the Preparer Tax Identification Number and has been signed, stamped, typed, or printed with the name and address of the preparer of the return.
- **Number of family members in household.** An institution must require an applicant selected for verification of the number of family members in the household to submit to it a statement signed by both the applicant and one of the applicant's parents if the applicant is a dependent student, or only the applicant if the applicant is an independent student, listing the name and age of each family member in the household and the relationship of that household member to the applicant.
- **Number of family household members enrolled in eligible postsecondary institutions.**
  - An institution must require an applicant selected for verification of the number of household members in the applicant's family enrolled on at least a half-time basis in eligible postsecondary institutions to submit a statement signed by both the applicant and one of the applicant's parents, if the applicant is a dependent student, or by only the applicant if the applicant is an independent student, listing:
    - The name of each family member who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the award year;
    - The age of each student; and
    - The name of the institution that each student is or will be attending.
  - If the institution has reason to believe that an applicant's FAFSA information or the statement provided regarding the number of family household members enrolled in eligible postsecondary institutions is inaccurate, the institution must obtain a statement from each institution named by the applicant that the household member in question is or will be attending the institution on at least a half-time basis, unless:
    - The institution the student is attending determines that such a statement is not available because the household member in question has not yet registered at the institution he or she plans to attend; or

- The institution has information indicating that the student will be attending the same institution as the applicant.
- **Other information.** If an applicant is selected to verify other information specified in the annual Federal Register notice, the applicant must provide the documentation specified for that information in the Federal Register notice.

Once the Verve College Financial Aid office receives your documents we will review your FAFSA data. In reviewing the information, we may have additional requests or clarifications that are needed. Be sure to check your UCCS email often, as requests will be sent there. Submit the requested information as soon as possible so we can continue the review of your file. Failure to submit the requested information prevents us from completing your file, you knowing your aid package, and from receiving most disbursements of funds.

**Students will forfeit their right to federal assistance for non-compliance with verification policies.**

## Professional Judgment

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In certain cases involving unusual circumstances or recent documented financial hardship, the institution may exercise its professional judgement to ensure the student's financial aid package meets the family's current financial need.

## Dependency Overrides

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In accordance with Federal regulations, any form of professional judgement is to be determined on case by case basis so there is no "policy" other than that the school discourages the use of dependency overrides except in extremely unusual cases involving documented abuse or parental abandonment.

## Validity of HS Diploma Policy

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### REASON FOR THIS POLICY

Many students applying for a program of study at Verve College Health Care are enrolled in coursework pursuing, or have completed the coursework required to obtain a high school diploma. As required by rule 688.16, the validity of a student's high school diploma or transcript must be ensured by the Offices of Admission and Financial Aid. This policy governs the process of ensuring the validity of a potential student's high school diploma.

### STATEMENT OF POLICY

In the event that a potential student submits a high school diploma with their application for admission into any programs of study at Verve College the Offices of Admissions and Financial Aid are required to ensure the high school diploma is valid. If questions about the validity of a high school diploma arise, the Diploma and Transcript Validation Process is to be followed.

### DIPLOMA AND TRANSCRIPT VALIDATION PROCESS:

- 1) Review the documents (diploma and/or transcripts) provided by the student
- 2) Contact the school or individual listed on the document
- 3) Diploma and Transcript Validation
- 4) Request direct written communication (preferably in the form of an official transcript) from the school validating graduation of the student in question

### I. PROCEDURES

When the Office of Admissions receives an application for admission from a potential student which contains a high school transcript or diploma, the document must be validated. If the validity of the document(s) submitted by the student is in question, the evaluator of the application must follow the Diploma and Transcript Validation Process. After completing the Diploma and Transcript Validation Process, the application evaluator will be able to assess the validity of any documentation provided by the student. Verve College will ensure to verify the high school or program

was approved by the applicable governing or state authority. If the Transcript Validation Process is not sufficient, the office of admissions and/or financial will check the school's website for approval/accreditation status. As needed, the state boards of education in the respective states will be contacted for validation. In the case of students applying for Transfer admission to Verve College, high school transcripts and diplomas are assumed to be previously validated by the previous collegiate institution. In the event a student's proof of high school completion is deemed to be invalid by Verve College, the student may be considered for enrollment upon successfully obtaining a GED.

## Student Academic Progress Policy (SAP) for Title 4 Financial Aid

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### **Process Overview & Responsibilities**

*To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that go into effect on July 1, 2011. The school developed policies determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and qualitative standards. If the student has made acceptable Pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.*

*SAP standards are established by the Financial Aid Office. The relevant SAP policies are summarized below.*

*All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.*

### **Same As or Stricter Than:**

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Academic Affairs Division notifies financial aid office if the school changes its academic policies.

### **Financial Aid Warning:**

The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below an 84% average (3.0 GPA) or if the student is not completing the required amount of hours to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

### **Financial Aid Probation:**

When the student does not make SAP at the end of the next payment period, the student they are being placed on Financial Aid Probation.. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Nursing Administrator explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

**Pace Measure of Satisfactory Academic Progress (SAP)**

The school's satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour schools, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete

**TIMEFRAME – ALL STUDENTS MUST SATISFACTORILY COMPLETE THEIR PROGRAM WITHIN 150% OF THE NORMAL TIMEFRAME.**

Maximum Program	Total Program	Normal	Maximum
Diploma	Hours	Timeframe	Timeframe
Practical Nurse	1080 hrs.	56 weeks Approx. *	84 weeks

\*Including remediation, holidays, and breaks.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's hour requirements. For example: The maximum timeframe for the Practical Nurse program is 84 weeks. The total hours needed for completion of this program is 1080 hours. By the time the student has been in the program for 42 weeks (1/2 of the maximum time frame), they must have earned at least 540 hours. This time frame is applicable for all students including those who did not receive financial aid.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take the PN program with 1080 hours, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 56 weeks. If the student only completed successfully 362 hours we would divide 362 by 450 or 80%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 84 weeks. The student has 28 weeks remaining and could complete the remaining 718 hours within the time frame. So the student is making satisfactory pace progress.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Academic Affairs Division monitors Pace progress.

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, the XYZ follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. The school realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. The financial aid office receives quantitative information about Title IV recipients from the Academic Affairs Division. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept on student file. The office of financial aid notifies students in writing their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

**Grading System.**

Numerical Scale	Letter Grade	GPA
92 – 100%	A	4.0
84 – 91%	B	3.0
76 – 83%	C	2.0
70 – 75%	D	1.0
69% and below	F	0
W	Withdrawn	W
CP	Clinical Pass	
CF	Clinical Fail	

Pass – Satisfactory completion of non-graded skills in the lab and clinical.

Fail – Unsatisfactory completion of non-graded skills in the lab and clinical.



The student must maintain an 84% average at the end of each payment period to maintain Qualitative academic progress. The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Academic Affairs Division monitors qualitative progress. Financial Aid Probation may be for one term or multiple terms based on an academic plan.

**Remediation:****N101**

The student's SAP will be measured at the end of N101. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester. If the student does not meet the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered not making SAP and be placed on "Financial Aid Warning" for the payment period. See citation on Financial Aid Warning above.

Since Verve College offers remediation, to be considered eligible for remediation, students must have achieved a minimum average of 76% but less than 84%.

The student's SAP progress is re-evaluated at the end of N101 remediation. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester and be taken off "Financial Aid Warning."

**Financial Aid Probation**

When the student does not make SAP at the end of the next payment period, the student is now informed that they are being placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

**N102**

The student's SAP will be measured at the end of N102. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester. If the student does not meet the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered not making SAP and be placed on "Financial Aid Warning" for the payment period if this is the student's first payment period not meeting SAP. If this is the second payment period not meeting SAP, the student will be placed on "Financial Aid Probation". See citation on Financial Aid Warning above.

Since Verve College offers remediation, to be considered eligible for remediation, students must have achieved a minimum average of 76% but less than 84%.

The student's SAP progress is re-evaluated at the end of N102 remediation. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester and be taken off "Financial Aid Warning" or "Financial Aid Probation".

**Financial Aid Probation**

When the student does not make SAP at the end of the next payment period, the student is now informed that they are being placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

**N103**

The student's SAP will be measured at the end of N103. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP for the semester. If the student does not meet the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered not making SAP and be placed on "Financial Aid Warning" for the payment



period if this is the student's first payment period not meeting SAP. If this is the second or third payment period not meeting SAP, the student will be placed on "Financial Aid Probation". See citation on Financial Aid Warning above.

Since Verve College offers remediation, to be considered eligible for remediation, students must have achieved a minimum average of 76% but less than 84%.

The student's SAP progress is re-evaluated at the end of N103 remediation. If the student meets the qualitative progress of an 84% or higher and the quantitative pace measurement of attendance, the student will be considered making SAP and be taken off "Financial Aid Warning" or "Financial Aid Probation".

#### Academic Probation

If a student fails to meet the standards of satisfactory academic progress or conduct, the student will be notified by a written academic warning and will be placed on Academic Probation, where the student will be required to attain a minimum of 84% grade average within the probation period of 45 days. During such Academic Probation period, the student's satisfactory Academic progress status will be thoroughly monitored.

In the event the probation period ends before the student meets minimum score requirements, the student may be dismissed from the course. If the student is dismissed, he or she should be eligible for prorated refund as per school refund policy.

#### Transfer Students:

Verve College does accept transfer students. Completed course work must be from an accredited institution only. Please read the transfer policy for students who wish to transfer to Verve College.

#### Withdrawals:

A student who officially withdraws from a semester and receives a "W" in the module will have that semester counted in the Pace component of Academic Progress.

#### Drop Policy:

A student who does not attend class for 14 consecutive calendar days and does not notify the school with the reason of absence will be dropped. The school will automatically drop the student from the program and the student will be responsible for any / all changes as per the refund policy.

#### Repeated Courses:

If a student repeats a module/semester only the highest grade will be counted. The previous grades will be excluded when considering the qualitative progress standard, but the clock hours will be counted when determining the Pace SAP standard.

#### Extended Enrollments

Students that have lost financial aid eligibility due to failure to meet satisfactory academic progress and decides to re-enroll with the institution, are responsible to make financial arrangements for any tuition and fee costs incurred for the extended enrollment period (re-enrollment). Students in extended enrollment cannot exceed 150% of the standard time frame of the program.

#### Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divide the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. The PN program is 1080 clock hours and an increment must not exceed 450 clock hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

#### Attendance Policy

Absences of students enrolled in the PN program must be excused by advance notice to the instructor or coordinator followed by written documentation explaining the absence, which documentation will be evaluated by a nursing administrator and/or the management of the school. Absences cannot exceed the allowable number of hours per semester of combined theory, lab, and/or clinical. Below is number of hours PN students may miss per semester:

N101: 24 hours

N102: 24 hours

**N103: 12 hours**

Verve College requires substantial medical documentation for an absence to be excused for medical reasons. For students exceeding 24 hours for N101 and N102 or 12 hours for N103 of unattended classes for significant medical reasons, an exception may be made as long as substantial documentation is provided and approved by Administration. In this case, unattended hours beyond the allowable hours of absences must be made up with tutoring at \$35 per hour. All minimum required hours must be met. Any students missing more than the allowable hours of absences and have not made up by the end of the semester will not be eligible to start the subsequent semester. Student applications for readmission will be reviewed by a nursing administrator and/or Verve College management. Readmission will be considered on a case by case basis; approval is not guaranteed.

The change in allowable missed hours per semester went into effect 6/22/2015.

**Student Appeal Procedures:**

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Financial Aid Director and Nursing Administrator. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Financial Aid Director and Nursing Administrator will hear any student who disagrees with a disciplinary action and/or SAP decision, on an appointment basis only.

The student will be notified of the Financial Aid Director/ Nursing Administrator's decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made, must submit a typed letter to the Director of Financial aid and Nursing Administrator with supporting documentation explaining the reason why the student is wishing to appeal the decision. The Financial Aid Director and the Nursing Administrator will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The Director of Financial Aid and Nursing Administrator's decision shall be final.

**Reinstatement:**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of School Director/ Nursing Administrator.

## Cancellation & Refund Policy

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**BUYER'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted: and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

Any cancellation by the student should be in writing and must be delivered to school management. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

**Withdrawal from a Class**

If a student wishes to withdraw from a course, the student must fill out and submit an official Withdrawal form. A refund, if applicable, will be calculated and returned within 45 business days from the date of the written notice of the withdrawal. Please refer to the Cancellation and Refund policy, stated in the enrollment agreement and available on [www.vervecollege.edu](http://www.vervecollege.edu).

**Refund and Cancellation Policy**

- A. Written cancellation must be submitted utilizing the Verve College withdrawal form. The school shall, when a student gives notice of cancellation, provide a refund in the amount of at least the following:

- B. When written notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student;
- C. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school will retain/not refund the application-registration fee which may not exceed \$150 and \$75 nonrefundable application fee (applicable to PN only) or 50% of the cost of tuition, whichever is less;
- D. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school will retain/not refund the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less.
- E. When a student has completed in excess of 5% of the course of instruction the school will retain/not refund the application-registration fee but shall refund a part of the tuition and other instructional charges as follows:
  - After 5% of the course of instruction, but within the first 4 weeks of classes the school will refund 80% of the tuition;
  - During the first 25% of the course, the school will refund 55% of the tuition;
  - During the second 25% of the course the school will refund 30% of the tuition;
  - In cases of withdrawal after 50% of the course, there will be no refund of tuition.
- F. The school will only refund any book fees when: (a) the books are returned to the school in original condition, unmarked and accepted by the school; and (b) the student has provided the school with a written notice of cancellation.
- G. The following are non-refundable fees that are charged to the student upon withdrawal after acceptance into the PN program:
  - ATI Learning System (\$1000: N101 semester; \$500: N102 semester; \$500: N103 semester)
  - Supplies (\$80)
  - Books (\$500: N101 semester; \$250: N102 semester; \$250: N103 semester)
- H. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 45 calendar days after the determination of non-acceptance is made. Books are non-refundable, all applicable charges will apply.
- I. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- J. All student refunds shall be made by the school within 45 calendar days from the date of receipt of the student's written cancellation.
- K. The school shall refund all of the investments in any of the following circumstances:
  - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
  - The school cancels or discontinues the course of instruction in which the student has enrolled;
  - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- L. Should a student submit a withdrawal practice after requesting a Leave of Absence, the refund will be calculated based on the number of days attended & policies F, G, H of the refund and cancellation policy will apply.

## Return of Title IV Funds

When a recipient of title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date in accordance with percentage of enrollment period or period of enrollment.

If the total amount of Title IV grant or loan assistance, or both, that the student earned is less than the amount of title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew the difference between these amounts must be returned to the title IV programs in accordance with return of unearned aid, responsibility of institutions and unearned aid, responsibility of the student and no additional disbursements can be made the student for the payment period or period of enrollment.

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds,
- and
- b) who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw. For unofficial withdrawals, the school will make the determination based off the student's last day of attendance, unless the student is on an approved leave of absence as otherwise stated in the institution's policies. The school will make the unofficial withdrawal determination no later than 14 days after the student's last date of attendance. Eligible Title IV federal aid recipients whose last date of attendance is within the first 60% of a payment period or period of enrollment are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period or period of enrollment. Accordingly, a required calculation will be performed to determine if federal aid that has not been earned by the student has been disbursed, in which case the unearned portion must be returned to the U.S. Department of Education, or if federal aid that has been earned by the student has not yet been disbursed, in which case the student may be entitled to a post-withdrawal disbursement of earned federal aid. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, any return of unearned Title IV funds will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. Unearned Title IV, HEA funds that must be returned to the U.S. Department of Education will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

If outstanding charges exist on the student's account, the institution may credit the student's account with all or a portion of the post withdrawal disbursement up to the amount of outstanding charges.

The institution must disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The institution must make the disbursement as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew.

The institution must offer to disburse directly to a student, or parent in the case of a parent PLUS loan, any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account.

The institution must make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, or parent's in the case of a parent PLUS loan, confirmation that the student or parent still wishes to have the loan funds disbursed.

The institution must provide within 30 days of the date of the institution's determination that the student withdrew a written notification to the student, or parent in the case of parent PLUS loan, that:

- Requests confirmation of any post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account identifying the type and amount of those loan funds and explaining that a student, or parent in the

- case of a parent PLUS loan, may accept or decline some or all of those funds;
- Requests confirmation of any post-withdrawal disbursement of loan funds that the student, or parent in the case of a parent PLUS loan, can receive as a direct disbursement, identifying the type and amount of these title IV funds and explaining that the student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds;
- Explains that a student, or parent in the case of a parent PLUS loan, who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless the institution concurs;
- Explains the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed; and
- Advises the student, or parent in the case of a parent PLUS loan, that no post-withdrawal disbursement of loan funds will be made, unless the institution chooses to make a post-withdrawal disbursement based on a late response, if the student or parent in the case of a parent PLUS loan, does not respond within 14 days of the date that the institution sent the notification, or a later deadline set by the institution.

The deadline for a student, or parent in the case of a parent PLUS loan, to accept a post-withdrawal disbursement must be the same for both a confirmation of a direct disbursement of the post-withdrawal disbursement of loan funds and a confirmation of a post-withdrawal disbursement of loan funds to be credited to the student's account.

If the student, or parent in the case of a parent PLUS loan, submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, the institution must disburse the funds in the manner specified by the student, or parent in the case of a parent PLUS loan, as soon as possible, but no later than 180 days after the date of the institution's determination that the student withdrew.

If a student, or parent in the case of a parent PLUS loan, submits a late response to the institution's notice requesting confirmation, the institution may make the post-withdrawal disbursement of loan funds as instructed by the student, or parent in the case of a parent PLUS loan (provided the institution disburses all the funds accepted by the student, or parent in the case of a parent PLUS loan), or decline to do so.

If a student, or parent in the case of a parent PLUS loan, submits a late response to the institution and the institution does not choose to make the post-withdrawal disbursement of loan funds, the institution must inform the student, or parent in the case of a parent PLUS loan, in writing of the outcome of the post-withdrawal disbursement request.

If the student, or parent in the case of a parent PLUS loan, does not respond to the institution's notice, no portion of the post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account, nor any portion of loan funds that would be disbursed directly to the student, or parent in the case of a parent PLUS loan, may be disbursed.

An institution must document in the student's file the result of any notification made of the student's right to cancel all or a portion of loan funds or of the student's right to accept or decline loan funds, and the final determination made concerning the disbursement.

If a credit is caused by a Direct Loan, the institution must notify the student or parent in the case of PLUS loan providing an opportunity for the borrower to cancel all or a portion of the loan.

Should a credit occur from any amount of a post withdrawal disbursement that is not credited to the student's account, the student or parent in the case of PLUS loan must be provided written notification within 30 days of the institution's determination that the student withdrew.

The written notification must include the following:

- Identify the type and amount of Title IV Funds that make up the post withdrawal disbursement that is not credited to the student's account
- Explain the student or parent that they may accept or decline some or all of the post withdrawal disbursement that is not credited to the students account.
- Advise the student or parent that no post withdrawal disbursement will be made to the student or parent if the student or parent does not respond within 14 days of the date that the institution sent the notification unless the institution chooses to make a post withdrawal disbursement for any charges outstanding on the student's account

A post-withdrawal disbursement must be made from available grant funds before available loan funds

#### Calculation of the amount Title IV Assistance Earned by the Student

The amount of title IV grant or loan assistance that is earned by the student is calculated by:

- determining the percentage of title IV grant or loan assistance that has been earned by the student which is based on the percentage equal to the payment period or period of enrollment that the student completed as of the student's withdrawal date, if this date occurs on or before completion of 60% of the enrollment period.
- and
- applying this percentage to the total amount of title IV grant or loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period or period of enrollment as of the student's withdrawal **date**.

#### Example of Return of Unearned Funds Calculation

##### Clock Hour Institutions

Payment Period Length	450 Clock Hours
Title IV Federal Aid Awarded for Payment Period	\$6,000.00
Student's Scheduled Hours of Attendance as of Withdrawal Date	150 Clock Hours

In this brief example \$6,000 of federal financial aid was awarded to a student for a 450 hour period of training. The student withdrew from school after only 150 scheduled hours of attendance (example: the student was scheduled to attend 30 hours per week and withdrew at the end of the 5th week of enrollment). Accordingly, this student was enrolled for 33.3% (150/450) of the 450 hour payment period. Since the student was enrolled for only 33.3% of the payment period, only 33.3% of the federal aid was earned by the student. The remaining 66.7% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case \$4,020 (66.7%) of the original aid awarded must be returned and only the \$1,980 (33.3%) of earned federal aid may be applied to the student's educational costs. A similar calculation is performed for all federal aid recipients who withdraw from school during the first 60% of the period of time for which monies were awarded. Once a student has been enrolled for more than 60% of the payment period, all of the federal aid that has been awarded for that period is considered to be fully earned.

Calculation of amount of Title IV Assistance earned by the student if the student withdrawal occurs after completion of 60% of the clock hours scheduled to be completed for payment period or period of enrollment for the program:

- Percentage Unearned- The percentage of the Title IV Grant or loan assistance that has not been earned by the student is calculated by determining the completion of the percentage of Title IV Grant or loan assistance earned by the student
- Total Amount of Unearned Title IV Assistance to be returned-the unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student which is calculated based on the percentage of title IV grant or loan assistance that has been earned by the student
- Use of payment period or period of enrollment- The treatment of Title IV grant or loan funds if a student withdraws must be determined on payment period basis for a student who attended a standard semester in an educational program

Verve College must consistently use either a payment period or period of enrollment for all purposes of this section for each of the following categories of students who withdraw from the same non-term based or nonstandard term-based educational program:

- Students who have attended an educational program at the institution from the beginning of the payment period or period of enrollment.
- Students who re-enter the institution during a payment period or period of enrollment.
- Students who transfer into the institution during a payment period or period of enrollment

Percentage of payment period or period of enrollment completed

The percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours used must be those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and must be consistent with the published materials describing the institution's programs, unless the schedule was modified prior to the student's withdrawal. The schedule must have been established in accordance with requirements of the accrediting agency and the State licensing agency, if such standards exist.

The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period.

The total number of calendar days in a payment period or period of enrollment does not include days in which the student was on an approved leave of absence or for a payment period or period of enrollment in which any courses in the program are offered in modules, any scheduled breaks of at least five consecutive days when the student is not scheduled to attend a module or other course offered during that period of time.

Return of unearned aid, responsibility of the institution.

The institution must return, in the order specified below the lesser of:

- The total amount of unearned title IV assistance to be returned as calculated based on the total amount of unearned title IV assistance to be returned
- An amount equal to the total institutional charges incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV grant or loan assistance that has not been earned by the student the percentage unearned

Return of unearned aid, responsibility of the student.

The student (or parent in the case of funds due to a PLUS Loan) must return or repay, as appropriate:

- Any title IV loan program in accordance with the terms of the loan; and
- The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed) to the student for the payment period or period of enrollment.

A student who owes an overpayment remains eligible for title IV, HEA program funds through and beyond the earlier of 45 days from the date the institution sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the institution;
- Enters into a repayment agreement with the institution in accordance with repayment arrangements satisfactory to the institution; or
- Signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds.

Within 30 days of the date of the institution's determination that the student withdrew, an institution must send a notice to any student who owes a title IV, HEA grant overpayment as a result of the student's withdrawal from the institution in order to recover the overpayment.

If an institution chooses to enter into a repayment agreement with a student who owes an overpayment of title IV, HEA grant funds, it must:

- Provide the student with terms that permit the student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds; and
- Require repayment of the full amount of the overpayment within two years of the date of the institution's determination that the student withdrew.

An institution must refer to the Secretary, when an overpayment of title IV, HEA grant funds owed by a student occurs as a result of the student's withdrawal from the institution if:



- The student does not repay the overpayment in full to the institution, or enter a repayment agreement with the institution within the earlier of 45 days from the date the institution sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment;
- At any time the student fails to meet the terms of the repayment agreement with the institution; or
- The student chooses to enter into a repayment agreement with the Secretary.

A student who owes an overpayment is ineligible for title IV, HEA program funds:

- If the student does not meet the requirements on the day following the 45-day period; or
- As of the date the student fails to meet the terms of the repayment agreement with the institution or the Secretary

A student who is ineligible regains eligibility if the student and the Secretary enter into a repayment agreement.

The Secretary may waive grant overpayment amounts that students are required to return under this section if the withdrawals on which the returns are based are withdrawals by students—

- Who were residing in, employed in, or attending an institution of higher education that is located in an area in which the President has declared that a major disaster exists, in accordance with section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170);
- Whose attendance was interrupted because of the impact of the disaster on the student or institution; and
- Whose withdrawal occurred within the award year during which the designation occurred or during the next succeeding award year.

Order of return of title IV funds

- Loans.
  - Unearned funds returned by the institution or the student must be credited to outstanding balances on title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:
    - (i) Unsubsidized Federal Stafford loans. (If applicable)
    - (ii) Subsidized Federal Stafford loans. (If applicable)
    - (iii) Unsubsidized Federal Direct Stafford loans.
    - (iv) Subsidized Federal Direct Stafford loans.
    - (v) Federal Perkins loans. (If applicable)
    - (vi) Federal PLUS loans received on behalf of the student.
    - (vii) Federal Direct PLUS received on behalf of the student.
- Remaining funds.
  - If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:
    - (i) Federal Pell Grants.
    - (ii) Federal SEOG Program aid.
    - (iii) Other grant or loan assistance authorized by title IV of the HEA.

Timeframe for the return of title IV funds.

An institution must return the amount of title IV funds for which it is responsible as soon as possible but no later than 30 days after the date of the institution's determination that the student withdrew.



An institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the:

- Payment period or period of enrollment, as appropriate;
- Academic year in which the student withdrew; or
- Educational program from which the student withdrew.

**Determination of Student Withdrawal**

Students may officially withdraw from their training at the institution by submitting a notice of withdrawal to a school administrator. The notice should include your anticipated last date of attendance at the school and may be submitted in hard copy format or by email to a school official. For students who officially withdraw from the institution, your last date of attendance will be your withdrawal date as well as the date that the institution determined you to have withdrawn.

Students may also be considered to have unofficially withdrawn from the institution. An unofficial withdrawal is deemed to have occurred when a student has failed to attend classes as scheduled for 14 consecutive calendar days. The 14-day period does not include periods of leave of absence or scheduled school breaks of 5 or more days. In most cases if a student ceases attending class and does not officially withdraw, the student will be considered to have withdrawn from the institution on the 14th calendar day of absenteeism.

If a student has obtained an approved leave of absence and fails to return to classes as scheduled, the student will be considered to have withdrawn from the institution as of the date that the student was expected to return to classes. In all cases, your “withdrawal date”, which is the date used to determine the percentage of time enrolled, is the student’s last physical date of attendance at the institution.

**Withdrawal Date**

For a student who ceases attendance at an institution that is required to take attendance including a student who does not return from an approved leave of absence or a student who takes a leave of absence that does not meet the requirements, the student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records.

An institution must document a student’s withdrawal date maintain the documentation as of the date of the institution’s determination that the student withdrew.

**Student Responsibilities**

It is the student’s responsibility to notify the Financial Aid Office if he or she is a financial aid recipient and withdraws from all classes at any point during the term. If students withdraw from all classes at any point during the semester, the Financial Aid Office will determine whether they are eligible for a cancellation of charges for tuition and mandatory fees; and, if so, the correct payment of the refund to the various financial aid programs, beginning with federal loans.

It is to a student’s benefit to immediately notify the Registrar and the Financial Aid Office when he or she stops attending classes with the intent to withdraw.

If students or parents received funds under federal or school loan programs, it is their responsibility to notify the lender or holder of loans that they are no longer enrolled on at least a half-time basis. Student borrowers of federal or school loans must also satisfy exit loan counseling requirements.

**Cancellation of Charges**

In addition to the school refund policy, students who are recipients of Title IV federal financial aid are also covered by federal refund policies. The federal refund policy provides for a prorated cancellation of institutional costs proportional to the duration of student enrollment only in cases where the student withdraws from all classes. For example, students who withdraw from all classes 50 percent of the way through the semester may be entitled to a 25 percent cancellation of charges for institutional costs if they are continuing students, or a 50 percent cancellation of charges if they are new students. As Title IV federal financial aid recipients, students are entitled to a cancellation of charges under the policy, school or federal, that provides for the largest refund to the federal financial aid programs from which they received funds.

**Title IV Federal Financial Aid**

Students are considered recipients of Title IV federal financial aid if they have used funds from one or more of the following programs to meet educational expenses for the semester in question: Federal Stafford Loan (Subsidized and Unsubsidized), Federal PLUS Loan, Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Equal Opportunity Grant (FSEOG), and Federal Work Study.

**Institutional Costs**

Institutional costs include charges for tuition and mandatory fees.

**Refunds and Repayment**

If the school cancels charges for tuition and fees and other institutional costs under either the school refund policy or one of the federal refund policies, and students used Title IV federal financial aid funds to help cover those costs, the financial aid office will calculate the amount of the refund to the financial aid programs.

The amount refunded to financial aid programs will be reduced by any unpaid institutional costs remaining on the student account for new students who completely withdraw before or on the 60 percent point in time for the period of enrollment. If students have a large billing balance at the time of withdrawal, it is possible that no refunds will be made to the financial aid programs and they may continue to owe the school for unpaid institutional and non-institutional costs. It is also possible that once the refund payments have been made, they will owe the school for unpaid non-institutional costs, such as health insurance, phone service and other similar charges.

The amount refunded to financial aid programs will not be reduced by any unpaid charges for continuing students who completely withdraw on or before the 50 percent point in time. As a result, if they are carrying a billing balance at the time of withdrawal, they may still be liable for unpaid institutional costs as well as any non-institutional costs.

If students and/or their parents made payments to their account in addition to the financial aid funds, it is possible they and/or their parents may receive a refund after the financial aid programs (including state and university programs) have been duly refunded and if no outstanding charges remain on the student account.

**TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS / IS DROPPED FROM A CLOCK HOUR SCHOOL**

The Financial Aid Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a Leave of Absence the Date of Withdrawal is the last day the student attended class before the Leave began. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

Verve College is required to complete Return of Title IV Funds (R2T4) for any student who fails to earn a passing grade in any semester completed or withdrawn. The institution must determine the amount of title IV grant or loan assistance that the student earned as of the student's last date of attendance in accordance with percentage of enrollment period or period of enrollment.

**Consumer Information.**

An institution must provide students with information about the requirement of Return of Title IV Funds.

**Definitions.**

- A “period of enrollment” is the academic period established by the institution for which institutional charges are generally assessed (i.e. length of the student's program or academic year)
- The “date of the institution's determination that the student withdrew” –
- For a student who provides notification to the institution of his or her withdrawal, the student's withdrawal date as determined under paragraph (c) of this section or the date of notification of withdrawal, whichever is later;
- For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance;

## Title IV and Other Student Credit Balances Policy

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**Paying student credit balances**

The School's policy on paying all Student Credit Balances is modeled after the requirements of Title IV student credit balances. A Title IV credit balance occurs whenever the School credits Title IV program funds to a student's account and those funds exceed the student's allowable charges. The School pays by check the excess Title IV program funds (the credit balance) as well as credit balances not related to Title IV funds directly to the student as soon as possible, but no later than 14 days after:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

If the School determines that PLUS Loan funds created a credit balance, the School pays the credit balance amount to the parent. Although FSA regulations gives the School the latitude to determine which FSA program funds create an FSA credit balance, the order of the sources of funds that are applied by the School may be found on the Financial Aid Office webpage under “Manage Your Financial Aid”, Section titled “Return of Financial Aid When Student Withdraws”.

**Treatment of Title IV credit balances when student withdraws**

This treatment applies only to the handling of Title IV credit balances when a student withdraws. When a student withdraws from the School during a semester, a Title IV credit balance is handled as follows:

1. The School does not release any portion of the Title IV credit balance to the student, and does not return any portion to the Title IV programs prior to the performing of the Return Calculation by the School's Financial Aid Office.
2. Financial Aid Office performs the Return Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
3. Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.
4. Title IV credit balances are then allocated as follows:
  - a. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The School must return such funds to the Title IV grant account within 14 days of the date the School performs the Return calculation. Although not included in a Return Calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when the School determines the amount of any final Title IV credit balance when a student withdraws. Remember, the School must use the final credit balance first to satisfy any current student grant overpayment.
  - b. Within 14 days of the date that the School performs the Return Calculation, the School pays any remaining Title IV funds.

**Holding credit balances**

The School may hold excess FSA funds (credit balances) if it obtains a voluntary authorization from the student or parent. Because FSA funds are awarded to students to pay current year charges, notwithstanding any authorization obtained by the School from a student or parent, the School must pay –

- any remaining balance on loan funds by the end of the loan period, and
- any other remaining FSA funds by the end of the last payment period in the award year for which they were awarded.

**Student Services**

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The services listed in this section are available to all students enrolled at Verve College. To receive assistance in these services, students must submit a written request to Student Services with the following information:

1. Name
2. Class
3. Contact Information
4. Service Requested

Once the request is received, student services will contact the student and communicate the next step to be completed.

Students requesting to receive Career Services must complete the Graduate Placement Packet and submit it to the office of Student Services.

**Student Resource Center**

Students may contact Student Services to check out library resources for 7 days. The student may wish to renew the resource if there is no waiting list. Additional online resources can also be found at Verve College's website at [www.vervecollege.edu](http://www.vervecollege.edu). The Student Resource Center is open during normal business hours. Verve College also has online resources available for students. The online resources can be located at the following address: <https://vervecollege.edu/online-library-resources/>

**Tutoring**

Students wishing to set up tutoring sessions may contact Student Services. The student will be required to fill out a Tutor Request form and a Tutor Agreement form. Once the form is received by student services, an instructor will be scheduled to contact the student to set up a tutoring session. It is the student's responsibility to pay the instructor \$35 per hour of tutoring.

**Career Services**

Assistance from our Career Services department is the final step before employment. As stated earlier, Verve College's Educational Advisors and Career Services Coordinators work diligently to help find affiliations and partnerships with various medical facilities. Verve College staff also works in helping students find employment with these facilities. Websites, newspapers, and magazines are checked regularly for the most recent job openings. Verve College staff contacts those facilities and attempts to work out an agreement to send our students over for employment. Our Career Services Manager sends emails, faxes, and posts jobs on [jobspath.com](http://jobspath.com) for our students. Leads are given on a regular basis. Verve College also sends out resumes of students where seen relevant. Students are encouraged to continue and maintain their job search as well as the school is providing assistance only. However, the school cannot and does not guarantee employment.

**Career Advising**

Career Advising is the first step in aiding a student to attaining their career objectives. Student Advisor and Career Advisors are here to aid students in beginning their path to achieving their employment goals. Career counseling starts the moment an individual enters through the door. Staff is trained to aid the student in making the correct career choices by choosing the correct courses to achieve their career aspiration.

After a student has completed a course he or she receives Career Advising throughout the entire process. Students receive aid in various aspects to make them not simply knowledgeable in the field that they are attempting to enter, but also a well-rounded marketable employee. Verve College provides students with various skills to achieve this. Communications skills and All-Around Presentation skills are taught. Students learn how to behave and speak in an interview setting. They receive mock interviews that prepare them for a real life situation. Students also receive etiquette skills such as the “Do’s” and “Do Not’s” of interview process. Student workshops are held on a regular basis to assist students.

### **Resume Guidance**

Resume Critique and development is the second component to our Career Development Services. Cover letters and resumes are the first impression that employers receive of the student or individual. The resume is the first glimpse into a student’s experiences and background. A resume is a very important part of a student’s presentation. Verve College offers resume development services to ensure that students’ cover letters and resumes are ready to send out to prospective employers.

Educational Advisors and Career Advisors meet with the student to learn their educational and professional background to aid the student in the proper format of the style of the cover letter and resume. Staff also checks for grammatical errors and misspellings. In addition, Verve College staff guides the student in the creation of their resume to assist in their job search.

### **Job Placement Assistance**

Job Placement Assistance is the final step in the Career Development Services before employment. As stated earlier, Verve College’s Student Advisor and Career Advisors work diligently to help find affiliations and partnerships with various medical facilities. Verve College staff also works in helping students find employment with these facilities. Websites, newspapers, and magazines are checked daily to see who is hiring. Verve College staff contacts those facilities and attempt to work an agreement with the facility in sending our students over for employment. Our Career Advisor sends emails, faxes, and posts jobs on Job Boards for our students. Leads are given on a regular basis. However, the school does not guarantee employment.

Mock interviews are also conducted by the Career Services staff to better prepare students for the most important part of the job search. Our staff can ask you typical questions asked in most interviews, or tailor the questions for a specific career field and even specific positions. After the interview and for the remaining time, we will provide feedback designed to help you improve your interviewing approach. The mock interview is an excellent opportunity to see how you present yourself, and to evaluate your strengths and to see areas requiring improvement.

### **Access to Student Information**

#### **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

### **Student Records**

Students must submit a request in writing to the Administrative Office to access copies of their records during business hours. Students may not access other students' records at any time. It takes up to 2 weeks for records to become available.

All student records are kept in a secure location on-site up to three years at the corporate location (2625 Butterfield Rd., Suite 102E, Oak Brook IL 60523) before it is transferred to an off-site storage facility.

Student records will not be released to any promotional or marketing agency without permission of such student unless the request is in the accordance of the Family Education Rights and Privacy Act. For further information please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**Request for Certificate or Transcript**

Transcripts are to be requested online at Verve College's website <https://vervecollege.edu/contact-us/transcript-request/>. The first copy issued is at no cost to the student. For second request and onward, a \$10 fee per copy will be charged. Any student attended 4 years or more from the time of request will be subject to the minimum transcript fees. For expedited transcript/certificate rush fee of \$25 per copy will apply. After the completion of class a minimum of 30 business days is required to prepare and release Transcript & Certificate of Completion. Transcript & Certificate of Completion are held and will not be released for students who have not paid their entire tuition in full and or complied with completion of their enrollment and/or financial aid files. Processing of Certificate and transcript takes up to two weeks.

**Scheduling Appointments**

Students may contact Student Services to schedule appointments to meet with the Dean of Nursing, Director of Education or Administration. The student must first submit a written request including the following information:

1. Their name, class, and contact information
2. Whom they would like to meet with
3. What the requested meeting is regarding.

Once the request is received, student services will contact the student when the meeting is scheduled.

**Accommodations and Services for Students with Disabilities**

To be eligible for accommodations through Verve College, students must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has: (a) a physical or mental impairment that substantially limits one or more major life activities (such as walking, standing, seeing, speaking, hearing, sitting, breathing, reading, learning, thinking, performing manual tasks, taking care of oneself); (b) has a record of such impairment; or (c) is regarded as having such an impairment.

Please contact Verve College (4) weeks before the semester, or immediately following diagnosis of a disability to discuss your accommodation needs. An appointment can be made by calling 630-705-9999 or emailing [inquiry@vervecollege.edu](mailto:inquiry@vervecollege.edu). Students with disabilities are required to provide documentation of their disability and how it may limit their participation in courses, programs, services, activities and facilities of Verve College.

Students wishing to request special accommodations must first fill out a Special Accommodations Inquiry Form. This form can be obtained from your Student Services representative.

Verve College will write an individualized Letter of Accommodation (LOA) which certifies that the student has a disability, and describes the reasonable accommodations approved by Verve College. The LOA will be provided to the student and faculty to contact Verve College if there are concerns or questions about the accommodations. Verve College will work with school personnel and students with disabilities to resolve disagreements regarding recommended academic adjustments/modifications. The student should notify Verve College if their disability changes in any way.

Students with disabilities are encouraged, but not required, to register with state rehabilitation agencies, the Veteran's Administration, or similar agencies in order to obtain the full range of services to which they might be entitled.

Students requesting disability-related accommodations are required to provide current (within the last five years) diagnostic documentation from a licensed clinical professional familiar with the history and functional implications of their respective disabilities. Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests.

All documentation must be submitted on the official letterhead of the professional describing the disability. The report cannot be hand-written. It should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification. In general, it is not acceptable for such documentation to include a

diagnosis or testing performed by a member of the student's family. Additionally, students requesting accommodations for the manifestations of multiple disabilities must provide evidence of all such conditions.

Disability documentation submitted to Verve College should conform to the following criteria:

**Please note that any documentation for testing for the disability and any accommodation to be provided are not acceptable from any other Individual Educational Program or any school.**

**In the event that a student needs a note taker or translator as per the required accommodations, Verve College will allow the student to have a note taker or translator present approved by Verve College, however it is the student's responsibility to fund the note taker or translator. Verve College does not pay for translators or note takers for enrolled students needing such accommodations.**

ALL DOCUMENTATION MUST INCLUDE:

- An identification of the disability(s).
- An assessment of how the disability(s) affect your functioning.
- Suggestions as to how the disability(s) may be best accommodated.

This information will be shared only with the appropriate faculty and staff. All HIPAA regulations will be maintained and the student's privacy and dignity shall be maintained.

Students with Disabilities are entitled to and provided all of the services offered by Verve College to its student body. This includes but is not limited to career and placement services. The transfer credit policy for Students with Disabilities the same as for all students. Please see the Transfer Policy in the Student Handbook.

### **Photo Releases**

Verve College may take photos on occasions. Any students involved in photo sessions will be asked to sign a release and consent form to allow Verve College to post the image for publishing or advertisement purposes.

### **Health Services**

Verve College does not have health services on campus. Should a medical incident or problem occur, the student will be asked to contact their own physician or health care provider, or the paramedics will be called on the student's behalf to be taken to the nearest medical facility as needed.

### **Emergency Preparedness**

An Emergency Planning binder is located at the front reception, in the student resource room and the administrative office. Emergency evacuation maps are located strategically on campus. A first aid kit is also available on premises. In the case of an emergency, students will be asked to evacuate in an efficient and orderly fashion if an alarm goes off.

### **Annual Security Report**

Verve College is required to publish an annual security report. The school's latest annual security reports can be found at <http://vervecollege.edu/resources/campus-security/>.

### **School Violence Zero Tolerance Policy**

#### **ZERO TOLERANCE FOR GUNS AND OTHER DANGEROUS WEAPONS**

It is a violation of the school policy and state law for any person to carry a firearm or dangerous weapon on school premises, or any affiliates of Verve College, such as clinical sites. Dangerous weapons include but are not limited to firearms, sling shots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun chucks sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock.

School facilities post “Gun-Free Zone” signs, and that all violations of this policy will result suspension or dismissal from the program, if the student acts with malice, displays instrument that appears to be a firearm on school on school premises, or areas of facilities while being used exclusively for school activities.

Verve College has zero tolerance for any kind’s threats to other students, faculty, staff and administration.

The security of students, faculty, staff and administration is Verve College’s top priority. Verve College will not tolerate any acts or threats of violence. Any written or verbal comments and or gestures that are deemed threatening in any way to other students, faculty, staff or administration will not be tolerated. The student will be expelled immediately from school.

Such acts or threats of violence will be reported to the local authorities.

### **Student Code of Conduct**

All students are required to act professional and civilized while attending Verve College.

If a student commits or attempts to commit a violation of the Student Code of Conduct on the institution premises, event, function or activity sponsored or supervised by the Institution, discipline and sanctions may be imposed on the student. (See: Degrees of Student Discipline)

Violations of the Student Code of Conduct include, but are not limited to:

1. Offenses involving drugs, controlled & illegal substances, products etc. The abuse or (unauthorized) possession of prescription medication, intoxicants, or materials dangerous to public safety (weapons, explosives, poison etc.)
2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.
3. Violations of the facility rules; including, but not limited to: parking regulations, smoking, and rules of use of the Verve College property
4. Theft of property or service
5. Trespassing on institutional property or other unauthorized use of Institutional property or services such as unauthorized use of Institution's Computer Network
6. Abuse/Misuse or Unauthorized Use of Institution's Documents. Modification, destruction, misuse or fraudulent use of the official Verve College document or allowing use by an unauthorized person. Institution's documents include, but are not limited to: Identification cards, charge slips, student files, office files, grade reports, transcripts, receipts.
7. Actions which negatively affect the institution's interests Actions which violate the student code of conduct or the law or which intentionally and substantially affect the interest of the Verve College even if such actions take place beyond/outside the institution premises or property or at Verve College sponsored events
8. Fines/Reimbursement. Actions which result in destruction, loss or damage of property belonging to Verve College and others, or in elevated maintenance or repair costs for the Institution or others, may result in the mandatory repayment of the costs. In the case of injury inflicted to any person, payment of all emergency, hospital, medical and other services of the injured person may be required. Proof of full payment is required to clear the student's disciplinary record. Failure to make payment may result in further discipline. The penalty may be applied in combination with other type's disciplinary actions at the time of the original decision.
9. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
10. Assault and or battery
11. Sexual assault or sexual harassment of another person.
12. Academic dishonesty including, but not limited to cheating, plagiarizing, or furnishing false information on such forms as transcripts or applications for admission
13. Disrupting the peace, the education process or related activity
14. Failure to comply with the direction of an authorized institution employee or representative who is performing his/her duties
15. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with procedure.
16. Any conduct that constitutes a violation of a Federal or State law, local, ordinance, or institution rule or regulation
17. Disruptive or unprofessional classroom or clinical behavior is not permitted and may result in removal from the class or clinical for the remaining time. Should inappropriate behavior occur, a misconduct report will be submitted by the



- instructor and will remain in the student's permanent file. In case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
18. Verve College reserves the right to terminate any student's enrollment on the basis of misconduct, misbehavior, or refusal to abide by institutional policies. Should a student be dismissed from the program due to unprofessional behavior, Verve College will retain the tuition fee for the percentage of classes attended plus ten percent of the total tuition and will not provide reimbursement for any previous fees (application, registration, books, etc.).
  19. A student who fails to maintain satisfactory progress, misses classes without notice, violates safety regulations, interferes with other students' work, is disruptive, obscene, disrespectful, unprofessional, under the influence of alcohol or drugs, is impolite, offensive, discourteous to any faculty member, staff, or management, or does not make timely tuition payments, is subject to immediate termination and refund if any will apply as per policy stated in the enrollment agreement.
  20. Students are expected to arrive on time for each theory and scheduled clinical session. Students who demonstrate blatant disregard for these standards despite one oral and one written warning will be subject to termination from the program.
  21. Students are expected to neither receive nor give assistance on class assignments or examinations unless previously approved by the professor. Cheating, plagiarism, copying and any other behavior that is contrary to Verve College standards will not be tolerated. Any students found guilty of committing such offenses will be given a warning for the first offense and a misconduct report will be submitted by the instructor and will remain in the student's permanent file. Should a second breach in academic integrity occur, the student will receive an "F" in the course and will be immediately withdrawn from program. It is the student's responsibility to be familiar with the academic integrity policies.
  22. Usage of electronic devices such as mobile phones, pagers, iPods, CD players, etc. is prohibited in all classrooms. Students using electronic devices during class will be asked to leave class for the remaining time. These hours may not be made up and will count towards the student's total number of hours absent and are considered an unexcused absence. A misconduct report regarding the usage of electronic devices will be submitted by the instructor and will remain in the student's permanent file. In the case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
  23. Students are not permitted to use the internet or computers during class time without the explicit permission of instructor. Students are prohibited from using computers for personal purposes (e.g. Face book, Myspace, Twitter, shopping, personal email, etc.) at any time. Students using computers inappropriately will be asked to leave class for the remaining time. These hours may not be made up and will count towards the student's total number of hours absent and are considered an unexcused absence. A misconduct report regarding the inappropriate usage of computers will be submitted by the instructor and will remain in the student's permanent file. In the case of withdrawal, these hours will be counted as completed and the student will not be eligible for tuition reimbursement for any unexcused hours of absence.
  24. Students are not permitted to have food and/or beverages in the classrooms and labs with the exception of bottled water.
  25. Students are required to assist in keeping Verve College neat, orderly, and sanitary. Students are expected to keep all areas clean, dispose of trash properly, and pick up after themselves at all times.
  26. Absolutely no visitors, family members, or friends are permitted in the classrooms, cafeteria, and laboratories. These areas are for students only.
  27. Do not leave personal items unattended. Verve College is not responsible for lost or stolen items. Verve College encourages students to label personal items, such as books, with their name.
  28. Transportation to and from Verve College and clinical locations is the individual responsibility of the student. Problems with transportation are not a valid excuse for missing or being late to class, lab, or clinical. Absences related to transportation issues will be unexcused.
  29. Threats / endangers any other students, faculty or staff, physical or mental will being.
  30. A student who is pregnant or becomes pregnant during the duration of the program must provide written permission from her physician stating that she is medically fit to continue in the program. Information regarding pregnancy must be disclosed to Verve College due to the nature of the training program and internship/externship requirements. The ability to perform strenuous activities during theory, labs, and clinical is required. If a student should become pregnant during enrollment, the physician's approval must be received by Verve College at the earliest point available. The student bears the responsibility of the welfare of herself and her child and cannot hold Verve College, the clinical site, or other affiliates to any liability whatsoever. Verve College, the clinical sites, and other affiliates will not be held liable due to student negligence or nondisclosure regarding pregnancy and/or state of health.

### Violation of Policies

Verve College has Zero tolerance Policy for any Violation of the institution and or programmatic. Violations of any conduct that constitutes a violation of the terms, Student Code of Conduct, Academic Integrity, Federal or State law, local Ordinance, or institution rule or regulation of any discipline are imposed in accordance with procedure stated below.

### Degrees of Student Discipline

Students may be subject to one or more of the following penalties if they are in non-compliance with any of the above student code of conduct.

1. Written Warning: The student will be given a written notice that the student has violated Verve College's rules and/or student code of conduct. Should further violations occur a more severe disciplinary action will be taken.
2. Probation: The student will be given a period of time that if any additional violations occur, the student may be suspended or dismissed from Verve College.
3. Suspension: The student will not be allowed in any classes or clinical during a period of time. During the suspension, the student will be marked as absent from the classes and clinical and will be required to make up the missed hours as per the attendance policy.
4. Dismissal / Expulsion: The student will be permanently terminated from Verve College.

### Drug & Alcohol Abuse Prevention

Verve College has a zero-tolerance policy for drug and alcohol abuse. Unlawful possession, use, distribution of drugs or alcohol, or suspicion (smell) will result in the student in question being drug tested. Students that test positive for drugs or alcohol will be immediately dismissed from the program.

Any costs associated with the drug testing are the student's responsibility.

Unlawful possession, use, distribution of drugs or alcohol will be reported to the local police department. Students will also lose financial aid eligibility should the student be found guilty of drug or alcohol abuse.

### Copyright Policy

- What is a Copyright Infringement?  
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- Criminal Penalties for Violation of Federal Copyright Laws  
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- Exclusive Property  
All equipment, services and technologies provided to students as part of Verve College computer system constitute the exclusive property of Verve College. Similarly, all information composed, transmitted, received or stored via the Verve College computer system is also considered the property of Verve College. As such, all stored information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the student.
- Student Responsibilities  
Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages and other material they wish to download, copy, or transmit. This includes peer-to-peer sharing of files and applications. Proprietary materials belonging to entities other than the student should not be stored or transmitted on the Verve College's e-mail system or via the School's Internet connection. All students obtaining access to any material

prepared or created by another school/company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Verve College's e-mail system or Internet connection should ensure that the sender is the lawful owner or has obtained the necessary license or permission.

- **Policy Violation**

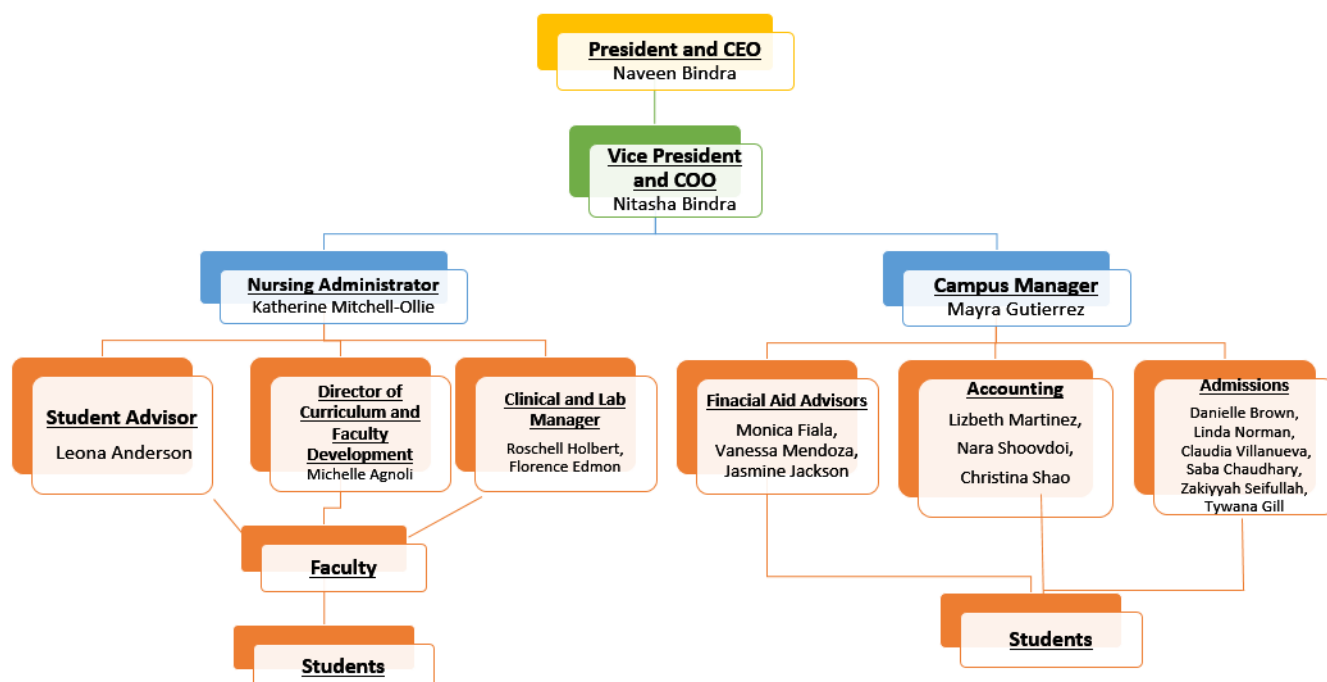
Verve College monitors and filters all internet activity and provides regular reports of internet use to the office of the Vice President for Student Development. Therefore, to avoid disciplinary or criminal consequences, students should be very careful to investigate any material obtained via the Internet to be sure it is legal before copying. Students found to be in violation of any part of the policy will be subject to disciplinary action up to and including dismissal from the University. Any known or suspected violations of copyright infringement should be reported immediately to the office of the Vice President.

### Grievance Policy

Student/faculty/instructor grievances are handled by a clearly written and consistent process according to an established protocol, communicated to affected parties. Grievances must be typed and submitted via email, letter, or using the Verve College Grievance Form.

Grievances could be initiated for any of the following reasons: acts of any physical action; acts of pressure or intimidation; acts of bullying or sexual harassment and acts of discrimination based on color, sex, race, nationality, disability, age, marital status and religious belief. If a student/faculty member needs to report a grievance against the instructor, school or any other member, the student/faculty member should complete the Grievance Report and follow the hierarchy of the organization. The organizational chart is below:

**Verve College Organizational Chart**



Should a grievance report remain unresolved for any reason at the level of organizational hierarchy, the grievance will then proceed to the next level of hierarchy as outlined below:

- Students must address any and all academic related grievance to their instructor. Student must address nonacademic related grievance to the class coordinator or Campus Manager
- Staff or Faculty must address the grievance to the Nursing Administrator, Dean of Instruction, or campus manager.
- The Dean, Director of Education or campus manager must address the grievance with the Vice President.
- The Vice President must address the grievance with the President.

**Complaint****COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGER EDUCATION:**

Illinois Board of Higher Education  
Division of private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Ste., 333  
Springfield, Illinois 62701-1377  
Phone Number: 217-782-2551

Complaints can be registered through the IBHE online complaint system at <http://complaints.ibhe.org/>, accessible through the agency's homepage ([www.ibhe.org](http://www.ibhe.org)).

Complaints can also be reported to Council on Occupational Education (COE):

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Phone Number: 800-917-2081

**Support & Rehabilitation Resources**Depression/Suicidal Thoughts

Your safety and well-being is a priority for Verve College.

Feeling overwhelmed with the balance of family, school, and work are not uncommon for students, their families, and/or significant others. Whether it be in relation to stress related demands or personal/private life issues, these again are not unusual occurrences; however, may cause a student to feel less than their best. Please feel free to make an appointment with the Director of Education or any other member of the Verve College team that you may feel comfortable with and we will more than happy to speak with you and/or assist you with developing a plan that may help you in your current situation or need.

Though Verve College strives to assist our students in any way possible, there are some areas that are out of our realm of expertise. If you become so overwhelmed and/or feel depressed to the point of suicide please do not hesitate to call the National Suicide Prevention Hotline at 1.800.273.8255.

Rehabilitation Resources

Additional resources for other rehabilitation can also be found below:

Alcoholism and Drug Detox Help  
106 West Calendar Ct Suite 142  
LaGrange, IL 60525  
Phone: (708) 393-2994

Gateway Foundation Alcohol & Drug Treatment  
4301 West Grand Ave  
Chicago, IL 60651  
Phone: (877) 321-7326

National Institute on Drug Abuse:  
<http://www.drugabuse.gov/drugs-abuse>  
Finding Treatment for Substance Abuse and Mental Health Services:

<http://findtreatment.samhsa.gov/>

### Sexual Harassment

The courts have determined that sexual harassment is a form of discrimination under Title VII of U.S. Civil Rights Act of 1964 as amended in 1991.

### **Policy Statement**

It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment.

### **Definition of Sexual Harassment**

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term of condition of individual's employment.
2. Submissions to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy - or gender - specific traits, sexual proposition, threats, repeated request for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach.

#### Responsibility of Individual Employees or Program Participants

Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace.

An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.

The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with program policy.

#### Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining the workplace and program environment free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee and program participant misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee or program participant but does business with an organization, such as a contractor, student, client, or speaker).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the coordinator or director acting as an agent of the organization or program. As such, the coordinator/director must act quickly and responsibly not only to minimize their own liability but also that of the agency or program.

Specifically, a coordinator or director must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee or program participant tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, the director must ensure that no retaliation will result against an employee or program participant making a sexual harassment complaint.

#### Procedures for Filing a Complaint

An employee or program participant who either observes or experiences sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor or program coordinator, and offending employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, emails, and telephone messages.

No one making a complaint will be retaliated against even if a complaint made in good faith cannot be substantiated. In addition, any witness will be protected from retaliation.

The process of making a complaint about sexual harassment falls into several stages.

- **Formal Written Complaint.** An employee or program participant may also report incidents of sexual harassment directly to the Vice President of Operations. The Vice President of Operations will counsel the reporting employee or program participant and be available to assist with filing a formal complaint. The Director will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Department.** It is hoped that most sexual harassment complaints and incidents can be resolved within an agency. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days, a complaint with the EEOC must be filed within 300 days.

An employee or program participant who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee or program participant who has been physically harassed or threatened while on the job or while participating in the program may also have grounds for criminal charges of assault and battery.

#### False and Frivolous Complaints

False and Frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense than can itself result in disciplinary action.

#### Sexual Violence Policy Statement

Verve College is committed to preventing sexual violence in all forms, including dating violence, domestic violence, sexual assault, and stalking, and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or Verve College policies requiring separate proceedings.

## General Policies

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### **Classrooms**

Each classroom is equipped with all necessary materials for proper instruction. Each classroom has a computer station for each student, comfortable chairs and ample student workspace for each person, LCD projectors, flip charts, and instructional and dry erase boards. Classrooms can accommodate anywhere from 10 to 40 students in a classroom setting.

### **Medical Laboratories**

Medical labs are fully equipped with hospital beds, examination tables, practice mannequins, wheel chairs, upright scales, medication carts, human skeleton displays, and other necessary medical equipment for effective hands on training. A typical Lab session is usually held with 10 at a time to ensure adequate demonstration of each skill.

## Equal Opportunity Assurance Statement

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It is the policy of Verve College to comply with Section 188 of the Workforce Investment Act of 1988 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States;

Verve College complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the bases of race, color and national origin;

Verve College complies with The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

Verve College complies with Section 188 of the WIA also provides that person with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

Verve College employee only complies with The Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age;

Verve College is an "equal opportunity employer" and "auxiliary aids and services are available upon request to individuals with disabilities".

## The Board & Administrative Officers

### Verve College

#### Executive Officers of the School

Naveen Bindra, President & CEO  
Nitasha Bindra, Vice President & COO

#### Members of the Board

Naveen Bindra, President & CEO  
Nitasha Bindra, Vice President & COO  
Mahomed Oudego, CPA  
Rishi Agrawal, Esq  
Katherine Mitchell-Ollie, MSN, AND

#### Academic Officers

Katherine Mitchell-Ollie, Nursing Administrator  
Michelle Agnoli, Director of Faculty & Curriculum Development  
Roschell Holbert, Clinical and Lab Manager  
Florence Edmon, Clinical and Lab Manager  
Leona Anderson, Student Advisor

#### Campus Manager and Registrar

Mayra Gutierrez, Associate in Business Administration, pursuing Bachelors in Business Administration, Oak Brook

## Faculty

Name	Credential/ Highest Degree Awarded	Part-Time / Full -Time
Lillie Smith	MSN- Grand Canyon University	Part-Time
Leona Anderson	MSN- North Park University	Full-Time
Florence Edmon	MSN- Governors State University	Part-Time
Roschell Holbert	BSN- Saint Xavier University	Full -Time
Akansha Laakso	BSN- Aurora University	Part-Time
Lalane Bernardo	BSN- Las Pinas College	Part-Time
Shari Mendelson	BSN- Rush University	Full-Time
Katherine Mitchell-Ollie	MSN- Saint Xavier University	Full-Time
Rose Loftin-Johnson	MSN- Benedictine University	Full-Time
Adesumbo Anjorin	MSN- Chamberlain College of Nursing	Part-Time
Tonya Woods	MSN- University of Phoenix	Full-Time
Michelle Agnoli	MSN- Benedictine University	Part-Time
Lei Toquero	MSN- Southwestern University	Part-Time
Carol Taylor Lagredelle	MSN- University of Phoenix	Part-Time
Eileen Devlin	MSN- Rush University	Part-Time
Jennifer Parker	BSN- Chamberlain College of Nursing	Part-Time
Jodi Loverme	MSN- Western Governors University	Part-Time
Cynthia Williams	MSN- Northern Illinois University	Part-Time
Ashley Otero	MSN- Benedictine University	Part-Time
Cynthia Williams	BSN – Northern Illinois University	Part-Time
Neelam James	BSN – Grand Canyon University	Part-Time
Reni George	MSN – Grant Canyon University	Part-Time
Jerrika Malabunga	BSN – Chamberlain College of Nursing	Part-Time
Richard Yenkon	MSN – Lewis University	Part-Time
Megan Santiago	MSN – Chamberlain College of Nursing	Part-Time
Rozlyn Walls	MSN- Olivet Nazarene University	Part-Time
Dr. Naseem Hussain	MD- Bangalore University	Part-Time
Dr. Ahuja Tanjot	MD- Bharati Vidyapeeth	Part-Time



## Staff

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Name, Title	Credential/ Highest Education Level	Part-Time / Full-Time
Ash Bindra, Assistant Manager	BS, MS, Pursuing MBA	Full-Time
Jasmine Jackson, Financial Aid Advisor	Bachelor's in Accounting	Full-Time
Monica Fiala, Financial Aid Advisor	Bachelor's in Psychology and pursuing Master's in Psychology	Full-Time
Vanessa Mendoza, Financial Aid Supervisor	Bachelor's in Science	Full-Time
Danielle Brown, Admissions Supervisor	Associates in Childhood Development	Full-Time
Linda Norman, Admission and Student Services	Bachelors in Arts – Psychology	Full-Time
Claudia Villanueva, Admissions and Student Services	Associates in Arts- Education	Full-Time
Saba Chaudhary, Admissions and Student Services	Bachelor's in Business Management and Health Systems Management	Full-Time
Tywana Gill, Admissions and Student Services	Bachelor's in Sociology	Full-Time
Zakiyyah Seifullah, Admissions and Student Services	Associate's in Liberal Arts	Full-Time
Nara Shoovdoi, Staff Accountant	Master's in Accounting	Full-Time
Christina Shao, Staff Accountant	Bachelor's in Accounting	Full-Time

## Institutional Disclosures Reporting Table

Reporting Period: July 1, 2016-June 30, 2017

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Verve College

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Program Name	LPN- Oak Brook	LPN- Chicago	LPN- Verve College Aggregate		
CIP*	51.3901	51.3901	51.3901		
SOC*	29-2061	29-2061	29-2061		
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	102	59	161		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	80	55	135		
b) Re-enrollments	9	3	12		
c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	191	117	308		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the	0	0	0		
b) Completed or graduated from a program or course of instruction	23	17	40		
c) Withdrew from the school	56	35	91		
d) Are still enrolled	112	65	177		
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	15	13	28		
b) Placed in a related field	0	0	0		
c) Placed out of the field	0	0	0		
d) Not available for placement due to personal reasons	3	0	3		
e) Not employed	5	4	9		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	20	16	36		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	20	16	36		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	15	13	28		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$22.27	\$23.10	\$22.69		