

Heritage Consumer Information and Disclosures

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[Heritage Catalog](#)

The Heritage Catalog is available on the Heritage Website and can be obtained in hard copy at the school. The catalog is your primary source of information about the school of you choosing.

[Heritage Catalog Supplement](#)

Each Heritage Catalog includes supplemental information such as the program costs, faculty list, and program start dates.

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PROGRAMS

[Names and Associations, Agencies, and/or Governmental Bodies](#)

The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs can be found on page 2 of the Heritage Catalog.

Students and prospective students who wish to review the licensure, accreditation, or approvals may contact the school director.

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[Educational Programs](#)

The Heritage Catalog provides specific program information for the school of your choice.

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Plans for Improving Programs

There are no current plans for changes to any of programs. Heritage reviews Advisory Board recommendations, student and graduate surveys, and employer surveys to identify and implement improvements on a regular basis. Heritage reserves the right to make certain changes in books, faculty, facilities, program length, scheduled class times and tuition. (This list is not intended to be all inclusive.) Changes in tuition changes will NOT affect students currently in training. State and accrediting agencies will be notified appropriately.

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Faculty

The Heritage Catalog Supplement provides a list of the school staff and faculty. Please contact the school to obtain the most recent update of the supplement.

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Articulation Agreements

All programs at Heritage are not designed to be offered by any other entity, with the exception of Internships as applicable.

Heritage will accept students from other Heritage Colleges or Heritage Institutes. Heritage College in Kansas City, MO and Wichita, KS have articulation agreements with Friends University for transfer of some classes of Heritage graduates into the Friends University adult education program. Heritage does not guarantee acceptance of classes or entry into a Friends University program. Please ask the school director for more information.

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Vaccinations

Students participating in the X-Ray Medical Technician® - Medical Assistant programs are required to have a Hepatitis B vaccination.

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Voter Registration

You are encouraged to register to vote. This web link is provided for your convenience.

http://www.declareyourself.com/voting_faq/state_by_state_info_2.html

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Transfer of Credit

The Heritage Catalog contains statements regarding the acceptance of credits on transfer into Heritage; and regarding the transfer of credits or clock hours to other institutions from Heritage.

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Acceptance of Credits on Transfer into Heritage

Transfer of credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), including military training, will be evaluated prior to enrollment with the following considerations:

It is the responsibility of the student to provide Heritage with official transcripts and a catalog with course descriptions from their previous institution.

Evaluation will be on a case-by-case basis to ensure that the contents of the course and the academic period length are comparable to that of a related Heritage course.

A "C" or better grade was earned in the course.

Students who transfer in credit must complete a minimum of 50% of the course work required for graduation at a Heritage school.

Eligibility for Federal Financial Aid programs can vary for transfer students.

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Transfer of Credits of Clock Hours to Other Institutions from Heritage

Because policies regarding transferability of credits and hours vary considerably from school to school, Heritage cannot make any representation whatsoever regarding transfer or acceptance of Heritage credits or hours to any other institution. You should assume that units you earn in our programs in most cases will not be transferable to any other college or university, nor will it serve as a basis for obtaining a higher level degree at another college or university.

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Athletic Programs - Not available

Heritage College and Heritage Institute do not have athletic programs.

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Graduate/Professional Four Year Programs - Not Available

Heritage College and Heritage Institute do not have graduate or professional four year programs.

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GED Program - Not Available

Heritage does not offer a GED program at this time. Some Heritage schools may provide some GED study assistance. Check with the Admissions Department for availability at your school.

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Advanced Placement - Not Available

Heritage College and Heritage Institute do not provide matriculation for advanced placement.

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ATB Student Enrollment - Not Available

Heritage College and Heritage Institute do not provide matriculation for “ability-to-benefit” students.

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Incarcerated Student Enrollment - Not Available

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Felony Student Enrollment - Not Available

A criminal record will jeopardize a graduate’s eligibility for employment; therefore, Heritage does not accept applicants who have been convicted of a felony. Please see the admissions requirements in the Heritage Catalog.

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FACILITIES

Facilities

A description of the facilities of each Heritage school is available in that school’s catalog.

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Facilities and Services Available to Students with Disabilities

Reasonable accommodations will be made for qualified students with disabilities in compliance with the law. Heritage schools are wheelchair accessible. We encourage prospective students to contact the School Director to inquire about specific accommodations.

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On-Campus Housing - Not Available

Heritage Colleges and Heritage Institutes do not provide on-campus housing. The requirements for an on-campus housing fire log, fire safety report, and missing person notification policy are not applicable.

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DISCLOSURES

College Navigator

The US government provides a website to review information about all schools. You can go to: <http://nces.ed.gov/ipeds/> for more information.

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O'NET Codes

For information about the Career path of your choice you may wish to visit the O*Net website to view the Standard Occupational Classification (SOC) occupational codes provided by the U.S. Department of Labor. The link is provided on the main program pages of the Heritage website and in the Heritage Catalog.

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CIP Codes

For information about the Career path of your choice you may wish to visit the National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS). The link is provided on the main program pages of the Heritage website and in the Heritage Catalog.

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Retention / On-Time Completion

RETENTION

The Retention Rate is a rate of those students who remained in or graduated from a program against the number of students in a program between July 1st of one year and June 30th of the next year. Heritage reports Retention Rates to its accrediting agency annually in October. The rates published on the website are update at that time.

ON-TIME COMPLETION

On-Time Completion Rate of all the students who completed a program between July 1st of one year and June 30th of the next year who completed the program in the normal amount of time. This rate indicates that some students may have transferred into the program, took a leave of absence during the program, changed sessions, or otherwise repeated a course.

You can find the On-Time Completion Rate on the main program pages of the Heritage website and in the Heritage Catalog.

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Placement / Rates and Types

Heritage does not guarantee employment.

The Career Services office assists graduates in obtaining employment in the fields for which they are trained. This placement service is available to all Heritage graduates at no additional charge. Professional assistance is available on interview skills, resume writing and other job search techniques. Heritage assists graduates in networking with employers in their field and provides guidance for those graduates seeking self-employment. Heritage brings graduates and prospective employers together under favorable circumstances. At any time, graduates can utilize job opportunity information at the school, practice interviewing skills with Career Services, update and send out resumes and network with prospective employers and professionals in their field.

PLACEMENT RATES

The Placement Rate is a rate of those graduates from a program who entered employment in the field related to their training against the number of graduates from a program between July 1st of one year and

June 30th of the next year. Heritage reports Placement Rates to its accrediting agency annually in October.

You can find the Placement Rate on the main program pages of the Heritage website.

TYPES OF PLACEMENT

The following list is not all inclusive but provides a sampling of Job Titles our graduates were placed in after graduation. This list represents some of the graduates placed since July 1, 2009.

Esthetician

Cosmetics Consultant, Esthetician, Esthetician/Receptionist, Facial Specialist, Makeup Artist, Reception and waxing

Hospital and Health Services Management

Front Office, Medical Admin

Personal Trainer

Performance Coach, Personal Fitness Trainer, Personal Trainer, Personal Trainer, Class Instructor, Personal Trainer/Office Assistant, Tennis Coach, Trainer

Pharmacy Technician

IV technician, Pharmacy Technician

Therapeutic Massage

Massage Instructor, Massage Therapist, Massage Therapist/ Owner, Massage Therapist/Owner, Chiropractic Assistant

X-Ray Medical Technician® - Medical Assistant

Associate Care Provider, Back Office, Companion Care, Dental Assistant, Dialysis Tech, Emergency Medical Services, Front Desk, Front desk/MA, Healthcare worker II, Independent care taker, Independent contractor/companion, Medical assistant, Medical health aide, Medical Receptionist, Medical Records Clerk, Mobile medical tech, Mobile unit collection specialist, Patient Relations, Phlebotomist, Senior floor tech, Wellness consultant

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School Costs

Costs vary between programs and schools. Please refer to the Heritage Catalog supplement for current program costs. The costs are also provided on the main program pages of the Heritage website.

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Institutional Charges

Institutional charges are the amounts charged to the student for attending school. The Heritage Catalog has the current cost for programs at Heritage. This information includes the cost for Tuition, books, equipment, and supplies for your entire program at Heritage. Heritage does not charge additional fees. Heritage does not have on-campus dormitories and does not charge students for room and board.

Cost of Attending

In addition to the institutional charges, students should plan for their cost of living while attending school. The student would want to consider room and board, transportation, personal expenses, etc. when making their decision to attend school.

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Books

Heritage does not have a bookstore.

Students have the option of purchasing books from Heritage or from another source. Books purchased must be the exact books and same edition as those indicated on the book list. Students must have their books by the first day of class. From time to time to time, new editions of textbooks are issued by the publisher with minor changes. Students will not be required to purchase any new editions during their program.

A list of books is provided on the Heritage Website. The website provides the list price for the book if a student was to purchase it on their own. The Heritage price is also provided to show the amount that Heritage pays for the same book. Schools typically receive volume discounts and educational discounts that may not be available to a single purchaser. In most cases the cost Heritage will pass on the discount or some portion of the discount to the student.

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Net Price Calculator

The Net Price Calculator tool will be made available for use in October 2011.

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FINANCIAL AID

Financial Aid Contact Information

Students, potential students, and parents are encouraged to contact the school's Financial Aid Office during normal business hours for further assistance regarding consumer information as it relates to student financial aid. Information regarding Financial Aid is also available in the school catalog, including the name of the Financial Aid Director and the school phone number.

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Financial Aid Types

This information can also be found in the Heritage Catalog.

The need-based and non-need-based federal financial aid (Title IV Funds) that is available to students is as follows:

Federal Pell Grant Program

The Federal Pell Grant is a program for undergraduate students (those who have not earned a first Bachelor degree), and demonstrate the greatest financial need. Award amounts are based on a student's expected family contribution (EFC), as determined by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

FSEOG is for students who demonstrate the greatest financial need. Preference is given to applicants who are eligible for the Federal Pell Grant.

Federal Direct Subsidized Stafford Loan

Subsidized Stafford loans are made to students who demonstrate financial need. The government pays the interest before repayment begins and during authorized periods of deferment.

Federal Direct Unsubsidized Stafford Loan

An Unsubsidized Stafford loan is not awarded on the basis of financial need, and borrowers are responsible for all interest. Interest payments are usually deferred while the borrower is in school, but is added to the principal of the loan (capitalized) when repayment begins. Borrowers can choose to pay interest while in school, or periods of deferment, to avoid capitalization. These loans are also available to dependent students whose parent is unable to borrow the Federal PLUS loan.

Federal Parent Loan for Undergraduate Student (FPLUS) Loan

FPLUS loans are available for parents borrowing for the education of dependent students. Parents can borrow up to the total Cost of Attendance, minus any other aid received by the student. Unlike Stafford loans, PLUS borrowers are generally required to pass a credit check.

State and Local Programs

The need-based and non-need based state and local aid programs, school aid programs, and other private aid programs that are available are the following: Colorado State Grant (only offered at our Denver, Colorado campus)

VA Programs (vary by campus). Questions regarding eligibility should be directed to the Veterans Administration by calling 1-888-GIBILL1. Study Abroad programs are not available.

Study Abroad programs are not available

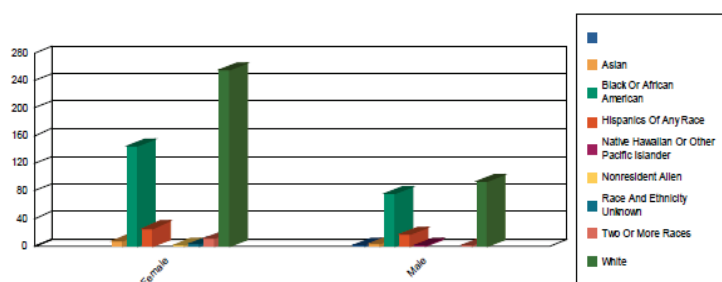
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Demographics / FA Usage / Enrollment Diversity

Student Demographic Report
Heritage Institute, Jacksonville
Printed: 9/12/11

Note: The information pulled on this report is demographic data from data several sources. There is a possibility that a student might be missed or counted more than once (for example: if they are listed as "dependent" for one enrollment and "independent" for another).

JAX All in Range 7/1/10 - 6/30/11	Female							Male							Total	
	Asian	Black Or African American	Hispanics Of Any Race	Nonresident Alien	Race And Ethnicity Unknown	Two Or More Races	White	Asian	Black Or African American	Hispanics Of Any Race	Native Hawaiian Or Other Pacific Islander	Two Or More Races	White			
Gender																
Ethnicity																
Esthetics	1	23	7	1	1	5	40	79					3	3	82	
Hospital and Health Services Man		7	1				16	24		1				1	25	
Personal Trainer	1	10	3				18	32	2	27	3	1	35	68	100	
Pharmacy Technician		21	2		1	12	36		12				1	6	19	55
Therapeutic Massage OAD	2	26	8		1	65	105		1	5	1		25	32	137	
Therapeutic Massage OAD (SL)		5	2	1	1	16	25			4				2	6	31
X-Ray Medical Technician	3	49	4	2	1	3	91	153	1	1	28	13	1	27	71	224
Total	7	145	26	2	3	11	256	450	1	4	77	17	1	2	94	196



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Financial Aid Application

At the time of enrollment, students are asked to meet with a Financial Aid Advisor. This meeting is to determine the eligibility for financial aid options and to create a financial aid package for funding the student's education. The Heritage Financial Aid Office is prepared to assist with the various grant and loan forms; and to guide the student through the entire process of funding his/her education.

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Student Financial Aid Eligibility

A participant in federal financial aid programs must:

- Be enrolled as a full-time student in an eligible program of study;
- Have a high school diploma or equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen with a valid Social Security Number. Non-citizens are required to verify eligibility by providing documentation to the Financial Aid Office;
- Have financial need (except for some loan programs) as determined by the need-analysis system approved by the Department of Education;
- Not be in default on a student loan;

- Not be in an overpayment status with the Department of Education;
- Maintain Satisfactory Academic Progress;
- Provide the necessary documentation to complete the verification process, if necessary;
- Be registered for the Selective Service if a male 18 years or older, or provide written documentation of mitigating circumstances.

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Determining Student Need

Financial need equals the difference between the stated costs of attending school, less the resources available to the student.

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Loan Repayment / Entrance Counseling / Exit Counseling

Students that receive federal loans are required to complete Exit Counseling within 30 days of their last date of attendance.

Loan repayment is scheduled to begin 6 months following the student's last date of attendance.

Scheduled payments are determined by the lender. Following notification by the school that the student is no longer in attendance, the lender will notify the student of the scheduled payments at the last address of record.

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Distribution of Aid among Students

Federal Pell Grants and Direct Loans are available to all students who complete the Free Application for Federal Student Aid (FAFSA) in a timely manner, and meet the eligibility requirements as determined by the Department of Education.

FSEOG Grants are limited to students with the greatest need, which is determined by the school. Priority is given to those students eligible to receive the Federal Pell Grant as determined by the Department of Education.

State Grants are also based on need. Students must be eligible for the Federal Pell Grant and meet additional State Residency requirements.

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Student Rights / Responsibilities

Each student borrower of federal funds has the following rights:

To written information on loan obligations;

To a grace period, and an explanation of what this means;

To a disclosure statement, received before the beginning of the repayment of loans, that includes information about interest rates, fees, the balance owed and number of payments;

To deferment of repayment for certain defined periods, if the borrower qualifies and requests this from the lender;

To forbearance, if the borrower qualifies and requests this from the lender;

To repayment of their loan, in whole or in part, any time without penalty;
To a copy of the promissory note, either before, or at the time of disbursement;
To documentation that the loan(s) are paid in full.

Each student borrower of federal funds has the following responsibilities:

To complete Exit Counseling before leaving school, or dropping below half-time enrollment;
To repay loan(s) even if they do not complete the program, is dissatisfied with the education received, or unable to find employment after graduation;
To notify the school and lender of any change of address, name change, or change in enrollment status;
To make scheduled payments on their loan(s) unless a deferment or a forbearance has been approved by the lender.

Consequences of Defaulting on a Student Loan:

Tax refunds may be used to repay your defaulted loan
Wages could be garnished
You may be obligated for incurred legal fees and collection costs
Your default will be reported to all credit bureaus
You may no longer be eligible for Federal Student Aid

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Loan Terms, Fees, and Limits

Direct Subsidized Loans for undergraduates with a first disbursement date between July 1, 2011 and June 30, 2012: 3.4%
Direct Unsubsidized Loans for undergraduates with a first disbursement date between July 1, 2011 and June 30, 2012: 6.8%
Direct PLUS Loans: 7.9%

The Department of Education establishes annual and aggregate limits for the federal loans. Stafford loan limits vary depending on whether you are determine dependent or independent by the U.S. Department of Education.

The total amount of Stafford loans, including both subsidized and unsubsidized, that undergraduates can borrow is \$31,000 for dependent students and \$57,500 for independent students. Subsidized loans can be no more than \$23,000 of this aggregate amount. The limits vary for each academic year, and are dependent on the length of the program.

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Median Loan Debt

Heritage provides a Program completer's Median Debt disclosure. These are available on the main program pages of the Heritage website and in the Heritage Catalog.

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Disbursement of Aid

Federal Direct Stafford Loans are normally disbursed in two equal disbursements for the loan period. Disbursements are made based upon each student's start date, the successful completion of courses, and the student's satisfactory academic progress. Loan funds are paid directly to your student account. You will be notified in writing of each disbursement, and will have 14 days to contact the Financial Aid office if you would like to cancel all or part of the loan disbursement. If the funds create a credit balance,

the excess funds will be refunded within 14 days.

Note: You must complete Entrance Counseling prior to the disbursement of any loans.

Satisfactory Academic Progress for Receipt of Funds

The Heritage Catalog provides information regarding the criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal aid.

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Refund Policy

The Heritage Catalog provides information regarding the return of Federal Student Aid funds when a student withdraws from school, information about the refund policy to which the school must comply, and the requirements for officially withdrawing from the school. Refund Policies are specific to your selected school. Please see your school catalog.

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Financial Aid Code of Conduct

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities.

- Gifts from lenders and other entities in the student loan industry to financial aid administrators or other institution employees that deal with student loans are prohibited. The gift ban allows the provision of standard information related to loans or financial literacy, food, refreshments, training or informational material furnished as part of training, favorable terms, conditions, and borrower benefits on an educational loan, exit counseling services to meet an institution's requirements, and philanthropic contributions that are unrelated to educational loans, provided that the contribution is disclosed.
- An employee of the financial aid office cannot accept from any lender or affiliate of a lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for consulting.
- Revenue sharing arrangements are banned.
- A lender shall not provide any assistance with call center staffing or financial aid staffing, except for providing professional development training for financial aid administrators, providing educational counseling materials, providing financial literacy materials, or providing debt management materials to borrowers if the identification of the lender is given. Staffing may be provided on a short-term, non-recurring basis to assist the institutions during emergencies, including natural disasters.
- The school shall not request or accept from any lender any offer of funds, including opportunity pools, to be used for private educational loans to students in exchange for the school providing concessions or promises to the lender with respect to a specified number of loans or loan volume.
- An officer, employee or agent employed in the financial aid office shall not serve on advisory councils. Lenders may seek advice in order to improve products or services for borrowers, including through telephone or electronic means or a meeting, provided there are no gifts or compensation. Exceptions are made for an officer, employee or agent who is not employed in the financial aid office and does not otherwise have responsibilities with respect to educational loans.

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Preferred Lender List / Preferred Lender Arrangements / Preferred Lender Arrangement Report

Heritage College and Heritage Institute participate in the US Direct Loan program. There are no lender arrangements made or preferred lender list requirements for schools participating in the Direct Loan program.

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Private Education Loans

Students may take out private education loans from a lender of their choosing. Heritage does not provide any information or suggestions for lenders.

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SECURITY REPORT AND POLICIES

Crime Statistics

Campus Security Statistics for the past three years are provided separately on the Heritage Website.

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Timely Warning Policy

Policy for Making Timely Warning Reports to Members of the Campus Community Regarding the Occurrence of Crimes

The school director will warn members of the campus community regarding the occurrence of a crime in a timely manner. Warnings may be in writing, electronically, or in person by the School Director or a designated employee.

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Annual Disclosures Policy

Policy for Preparing the Annual Disclosure of Crime Statistics

The School Director will collect the crime statistics for the year for annual reporting of crime statistics. The School Director may appoint an employee to maintain crime statistic information. The Heritage corporate office will facilitate the annual disclosure of Crime Statistics.

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Titles of Persons to Report Crimes

List of Titles Of Each Person to whom Students and Employees Should Report Criminal Offenses for the Purpose of Making Timely Warning Reports and the Annual Statistical Disclosure

Students and employees should report criminal offenses to School Director. The Director of Education or senior education manager in the building can accept crime reports on behalf of the School Director. The school does not have a specific procedure to allow victims or witnesses to report crimes on a voluntary, confidential basis.

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Security and Access

POLICY CONCERNING SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Students will be allowed access to the school during normal class hours and during prearranged facility use times. A school employee will be responsible for opening and securing facilities daily.

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Law Enforcement

POLICY CONCERNING CAMPUS LAW ENFORCEMENT

Enforcement Authority The school director and senior school staff members will work with State and local police agencies to enforce the law. School staff members do not have the authority to arrest individuals.
Crime Reporting All students and employees are encouraged to accurately and promptly all crimes to the appropriate police agencies and to the School Director or senior education staff member.
Pastoral Counseling The school does not provide pastoral counseling.

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Monitoring of Criminal Activity

The monitoring and recording of criminal activity will be accomplished through local police agencies.

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Informing Students and Employees

INFORMING STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES, AND ABOUT THE PREVENTION OF CRIMES

Students and employees are notified of the annual security report. Employees receive employee guidelines which defines school security procedures and practices. Students are informed in the school catalog of the security information that is available to them upon request. Students and employees are encouraged to be responsible for their own security and the security of others

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Crime Log

The school's Director of Education or designated appointee will maintain a log of crimes committed on campus for inclusion in the annual security report. The log may be viewed by perspective students upon request.

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Drug and Alcohol Abuse Prevention Policy

Drug and Alcohol Policy Heritage wishes to provide a safe and secure learning and working environment. Heritage cannot and will not condone drug or alcohol abuse on the part of its employees or students. Drug or alcohol related advising, testing, or counseling will be maintained as confidential. The School Director can assist in finding outside agencies, assistance, or counseling, to which an employee or student can be referred. The purpose of this policy: a. To establish and maintain a safe, healthy working and learning environment for all employees and students; b. To encourage counseling and rehabilitation assistance for those employees and students who seek help; c. To ensure the reputation of Heritage, its employees and students within the community at large; d. To reduce the number of accidental injuries to persons or property; e. To reduce absenteeism and tardiness; and f. To improve productivity and performance

Definitions

a. "Alcohol" means ethanol, isopropanol, or methanol. b. "Drug" means any substance considered unlawful under the Controlled Substances Act, or the metabolite of the substance. c. "Property" and "Heritage Property" means all land, buildings, structures, parking lots, equipment and means of transportation owned, possessed or leased by Heritage and also means any and all student housing.

Standard of Conduct

a. All employees and students are prohibited from being under the influence of Alcohol, illegal Drugs or non-prescribed Drugs during working or school hours. b. The manufacture, use, sale, possession, transfer or purchase of Drugs, including, but not limited to, a non-prescribed controlled substance or alcohol on Heritage Property, while performing Heritage business or while engaged in any officially sponsored off-campus activity is strictly prohibited. This includes field trips and student-sponsored social activities if they are considered sponsored by the school. c. No prescription Drugs may be brought on Heritage Property by any person other than the person for whom it is prescribed. Such Drugs may be used only in the manner, combination and quantity prescribed. If the use of such Drugs or over-the-counter Drugs may affect behavior or performance, employees and students must advise Heritage of the use of such Drugs.

Reporting Abuse

a. Each employee and student has a responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize safety, including any violation of this policy. Any employee or student who fails to report such a violation will be subject to discipline, up to and including termination. b. Employees and students must notify Heritage of any criminal Drug statute conviction for a violation occurring in the workplace within five calendar days after the conviction. Violation of Standards

a. May result in disciplinary action b. Specific disciplinary action taken is dependent upon the circumstances of each particular violation, and the nature and severity of the conduct involved c. Action taken in response to violations of this policy may include any or all of the following, in addition to all methods of discipline ordinarily available to Heritage for violations of Heritage policy: (1) Suspension of the student or employee for a designated period of time, with return contingent upon satisfactory completion of a substance abuse assistance or rehabilitation program (Employees may be suspended with or without pay) (Student financial aid eligibility will be adversely affected); (2) Termination; (3) Referral to appropriate state, local, or federal law enforcement agencies; or (4) Probation for a specified amount of time (Student attendance probation definitions will be in effect)

Drug and Alcohol Testing Policy

a. Drug and Alcohol testing may be conducted on a random basis b. Drug and Alcohol testing may be conducted if Heritage believes that an employee or student has been observed possessing or using a prohibited substance on the job or during school c. Drug and Alcohol testing may be conducted when Heritage reasonably believes that an employee or student may be affected by the use of Drugs or Alcohol and that the use may adversely affect performance or the environment d. Drug and Alcohol testing may be conducted when Heritage reasonably believes that an employee or student is impaired during working or school hours or while engaged in Heritage business, or school-sponsored activity e. Any employee or student who has had a positive Drug or Alcohol impairment test may be subjected to periodic, random testing, for a period of one year from a positive Drug or Alcohol impairment test f. Refusal to participate in Drug or Alcohol impairment testing when requested to do so, or refusal to accept the terms and conditions of testing as specified in this policy, may result in disciplinary action, up to and including termination. Prospective employees or students who refuse to undergo Drug or Alcohol impairment testing are not eligible for hire or admission g. Employees and students have the right, upon written request, to obtain a copy of the written test results h. Heritage will not release information relating to testing, including test results, to any third parties except upon written authorization of the employee or student, or when legally compelled to do so

2. Testing Procedures Certified third party testers will be contracted to perform any drug tests. Heritage will pay the testing costs.

Employees with substance abuse problems are encouraged to contact their direct supervisor or any other manager for assistance. Students should contact their admissions representative. It is in the employee's or student's best interest to seek assistance for a substance abuse problem because continued performance problems, attendance problems or behavioral problems will jeopardize an employee's job and a student's satisfactory progress. At the employee or student's request, Heritage will refer him or her to an agency or clinic for professional help. Anyone requesting assistance must do so prior to any testing. Requests for assistance at the time of testing will not be honored.

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Sex Offenses

Students and employees are made aware of rape, acquaintance rape, and other forcible and nonforcible sex offenses through the annual security report. Students and employees should contact the School Director and the local law enforcement agency if a sex offense occurs. It is important to preserve evidence for proof of a criminal offense. Students have the option to notify appropriate law enforcement authorities. School staff will assist students in notifying these authorities, if the student requests assistance. The School Director will assist with locating existing off-campus counseling, mental health, or other student services for victims of sex offenses. A victim's academic situation can be changed if requested by the victim and are reasonably available. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused; and sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses. The campus community is advised that information concerning registered sex offenders may be obtained at <http://www.familywatchdog.us/>

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Sexual Harassment

Policy

Sexual harassment will not be tolerated at Heritage. Sexual harassment creates an unacceptable working or educational environment. Consensual amorous relationships between supervisors and employees they supervise, or between faculty and students are forbidden.

Definition

Definition of Sexual Harassment includes:

1. Unwelcome sexual advances
2. Requests for sexual favors
3. Verbal or physical conduct of a sexual nature when submission to such is made explicitly or implicitly a term or condition of individual's employment, grade or status in a course, program or activity
4. Verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting and the individual
5. Verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work
6. Offensive, sexually explicit language, jokes, gestures, writing, or graphics
7. Unwelcome sexual flirtation.

Action

Allegations of sexual harassment will be reported to the School Director. Such allegations will be investigated and recommendations made by the School Director. Persons conducting the investigation will take steps to insure confidentiality. The investigation will afford the accused a full opportunity to respond to the allegations.

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Emergency Response Procedure

An Emergency Management Guide is available at all Heritage locations. These guides include important emergency phone numbers; members of the school's emergency response team; evacuation procedures; actions to take in various emergency situations including: Armed Subject or Hostage; Bomb Threat; Chemical Accident; Explosion; Death on School Site; Fire/Arson; Medical Emergency; Sever Weather; When Students Present a Potential Threat to Others or Themselves; Weapons on School Property; and Utility Failure. Contact the School Director for the school's fire safety report.

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Information Security Policy

The Gramm-Leach-Bliley Act requires that financial institutions take steps to ensure the security and confidentiality of customer personal information. This includes: names, addresses, phone numbers, bank and credit card account numbers, income, credit history, and Social Security numbers. The Heritage Information Security Policy is provided to define the steps taken by Heritage to ensure this and other student information is secure. (The Gramm-Leach-Bliley Act can be accessed at <http://www.ftc.gov/privacy/glbact/glbsub.htm>)

Information Security Admissions Risks and Responsibilities

Admissions coordinators collect personal information on potential students and school applicants. This information is contained in admissions folders. Risks: Unauthorized access to files, unsecured files, and unauthorized use of files. Responsibilities: Information may be shared between admissions representatives and school personnel for the performance of duties. Files and forms will be turned over to the school registrar when students start school or if the enrollment is cancelled. Admissions coordinators may maintain inquiry and applicant information indefinitely for performance of duties. Third party requests for information must be referred to the Financial Aid office or the school registrar. Admissions coordinator should secure files when unattended. Computer systems will be used only as directed. Programs should be shut down when not in use. No program that transfers personal information will be used without consent of the student. Admissions Folders: Admissions folders will eventually become the student's academic folder. Insure all forms are professional in appearance.

Information Security Financial Aid Risks and Responsibilities

The Financial Aid office controls most of the personal information on students and therefore has the greatest responsibility to safeguard this information. Personal Information is collect on forms and copies of personal documents are provided by the student. Personal information is also entered into several automated systems. Risks: Unauthorized access to files, unsecured files, and unauthorized use of files. Responsibilities: FA files must remain in control of the FA office. Other school departments do not have authority to remove files from the FA office. Requests must be made of the FA staff to get information from an FA file. FA file information can be provided in the performance of school duties only. Responses to third party requests must have approval of the student. (Note: Students signature on an Award Letter or other document authorizing use of the third party is approval for the FA office to communicate and transfer information with the third party without additional approval.) The Financial Aid Office must be secured when unattended. Computer systems will be used only as directed. Programs should be shut down when not in use. No program that transfers personal information will be used without consent of the student.(Note: Students signature on an Award Letter or other document authorizing use of fund is approval for the FA office to transfer information via fax, e-mail, website, file transfer, or other electronic

means, without further approval.). Items that may be required for Financial Aid: Copy of Driver License or State ID; Copy of Social Security Card; Copy of High School Diploma, GED, or Transcript; Tax documentation to including, but not limited to, 1040, 1040a, 1040EZ, Tele-File, W-2s for student, spouse and/or parents; DD 214; INS documentation; Birth certificate; Marriage and/or divorce certificate.

Information Security Education Risks and Responsibilities

Educational staff have access to personal information in student files and in the database. Risks: Unsecured information, and unauthorized use of information. Responsibilities: Information may be shared with educational staff and school personnel for the performance of duties. Files and forms will not be removed from their secure location. Third party requests for information will be turned over to the school registrar. Information collected from students will be turned in to the Registrar for inclusion in the students file. Instructors may maintain information on their students for performance of duties. This information must be secured. This information must be destroyed when the instructor is no longer responsible for that student. Personal information collected on forms will not be distributed or posted. Students wishing to share personal information with other students may do so only on their own volition. Computer systems will be used only as directed. Programs should be shut down when not in use. No program that transfers personal information will be used without consent of the student.

Information Security Career Services Risks and Responsibilities

Career Services staff collect personal information on students. This information is contained by career services in files and electronically. Risks: Unauthorized access to files, unsecured files, and unauthorized use of files. Responsibilities: Information may be shared between career services staff and school personnel for the performance of duties. Academic internship files will be turned over to the school registrar when students complete internship for inclusion with the academic file. Career services is required to track graduates and withdrawn students and must maintain information indefinitely for performance of duties. Third party requests for information regarding information that will further the student's occupational goals may be released (i.e. Resume, cover letter, contact information, etc.). Other third party requests for information must be referred to the Financial Aid office or the school registrar. Career services staff should secure files when unattended. Computer systems will be used only as directed. Programs should be shut down when not in use. No program that transfers personal information will be used without consent of the student. (Note: Transfer of information via e-mail, fax, or website for the purpose of completing internship requirements or the furthering the student's occupational goals is excepted.)

Information Security Student Records Risks and Responsibilities

The school Registrar and administrative assistants control much of the personal information on students and therefore has a great responsibility to safeguard this information. Personal Information is collect on forms and copies of personal documents are provided by the student. Personal information is also entered into the Heritage database. Risks: Unauthorized access to files, unsecured files, and unauthorized use of files. Responsibilities: Academic files must remain in control of the Registrar. Other school departments may borrow academic files for the purpose of performing their duties, but must return them as soon as the immediate task is completed. Responses to third party requests must have approval of the student. (Note: See subsequent policies for additional information.) File cabinets must be secured when unattended. Computer systems will be used only as directed. Programs should be shut down when not in use. No program that transfers personal information will be used without consent of the student.(Note: Fax and e-mail may be used for electronic transfer of information with the corporate office without additional approval.)

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Student Rights / FERPA

Student personal information will not be published or distributed without written consent of the student or guardian of a dependent minor student. Confidentiality is maintained according to the Family Education Rights and Privacy Act of 1974, otherwise known as the Buckley Amendments. Under FERPA, at its discretion, Heritage Institute is legally permitted to disclose directory information without student's written prior consent. Heritage Institute designates the following items as directory information: Student's name; Date of birth; Dates of attendance; Location of attendance; Address: local, email and website; Telephone

number; Program of study; Participation in officially recognized activities; Degrees, diplomas and certificates awarded; Photograph of student (if available); Enrollment status (i.e., enrolled, active, future enrolled student, reentry, leave of absence, etc.). The School may disclose any of these items without the student's prior written consent. Students may request that Heritage Institute not disclose any or all of their directory information. Requests for non disclosure must be filed in writing with the School Registrar.

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Student Records

All students attending Heritage have the right to review their financial aid and academic records, including grades and attendance. A student may request, in person or in writing, a print out of their current attendance record, unofficial transcript, or student schedule. Information will not be passed on via another student. Other information must be requested through the Director of Education in writing. Students may request a record review by writing the school director at the address at the front of the catalog. Such review will be allowed at regular hours under appropriate supervision. Students may also obtain copies of their records at a charge of \$1.50 per page. Challenging any of the records must be done in writing, clearly stating the concerns. A meeting may be held, if required, to go over concerns involving the records. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Sec 252 of the Internal Revenue Regulations. Written consent from a student, or guardian of a dependent minor student, is required before records are released to third parties unless otherwise required by law. Student record information will be used to accomplish reporting and administrative requirements specified by authoritative agencies.

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Copyright and Electronic Usage Policies

INTERNET AND ELECTRONIC USE POLICY

The Heritage Resource Center provides computers and internet access to students in support of their educational success. In order to ensure the continued availability of these resources, certain policy guidelines need to be established for students and staff.

POLICY GUIDELINES

Certain web-sites may be blocked to prevent unauthorized activities. Heritage may monitor any computer activity or traffic to insure compliance with these policies. Violation of any of these guidelines may result in disciplinary action up to and including termination from school.

Resources are provided for educational purposes only.

Please do not use these resources for personal entertainment (games, social networking, videos, etc.).

Please do not use these resources for managing personal enterprises.

Please do not use these resources for chatting or transferring files through programs such as Windows Messenger, Net Meeting, IRC, ICQ, etc.

Printers are to be used for educational purposes only.

Personal integrity is expected of those who use these resources.

Visiting internet sites that contain obscene, hateful, pornographic, illegal, hostile, or any material deemed inappropriate by Heritage is not permitted.

Legal responsibility must be maintained.

Do not use these resources to commit software, film, or music piracy – or any other form of fraud.

Do not use these resources to offend or harass others.

Peer-to-peer file sharing is prohibited (using such programs as Gnutella, Gnutella2, eDonkey2000, Kazaa, BitTorrent, limewire, or the like).

Everyone is expected to follow all copyright regulations.

Failure to comply with copyright regulations is considered a violation of the school's student conduct policy.

A well maintained and secure computer system requires restrictions.

Food and drink are not allowed in computer rooms or areas.

Users are expected to use computer equipment responsibly to prevent damage. Students should contact school staff in the event of malfunction, jams, or other issues with the equipment.

Only the School Director can authorize the installation of software on any Heritage computer. All software must be legally purchased and licensed to be installed.

Access or attempting to access unauthorized areas within the Heritage network is considered a violation of the school's student conduct policy.

Introducing or attempting to introduce any form of malicious software into the Heritage network (intentionally or unintentionally) is considered a violation of the school's student conduct policy.

COPYRIGHT POLICY

It is the intent of Heritage Colleges and Heritage Institutes that all members of the College community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). This policy is for Heritage employees who wish to reproduce or alter works that are protected by copyright. The following was cited from <http://home.earthlink.net/~cnew/research.htm#Princeton>. Please visit this webpage to view the entire content. Another link that contains more information regarding copyright laws and fair use is: <http://www.wellesley.edu/Library/copyright.html>.

Fair Use and Teachers

Fair use explicitly allows use of copyrighted materials for educational purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Rather than listing exact limits of fair use, copyright law provides four standards for determination of the fair use exemption:

Purpose of use: Copying and using selected parts of copyrighted works for specific educational purposes qualifies as fair use, especially if the copies are made spontaneously, are used temporarily, and are not part of an anthology.

Nature of the work: For copying paragraphs from a copyrighted source, fair use easily applies. For copying a chapter, fair use may be questionable.

Proportion/extent of the material used: Duplicating excerpts that are short in relation to the entire copyrighted work or segments that do not reflect the "essence" of the work is usually considered fair use.

The effect on marketability: If there will be no reduction in sales because of copying or distribution, the fair use exemption is likely to apply. This is the most important of the four tests for fair use.

None of these factors alone constitutes fair use. Even though materials may be copied for educational purposes, the other standards must be met. Unfortunately, these are not exactly crisp and clear guidelines. Nevertheless, ignorance of the law is no excuse. Teachers should consider the following:

Before using or copying materials for educational purposes, a teacher should consider three questions:

- Will the expression by the author/creator be used? Will the particular way words are sequenced or a concept is expressed be used? If the answer is without a doubt "no," then the work may be used. Keep in mind, however, that duplicating or photocopying someone else's work is the same as using the author's expression. If the answer to this question is "yes" or "maybe," the next question must be considered.
- Is the expression/rendering protected by copyright? If the answer is "no," then the work may be used. For example, a work might be old enough to be part of the public domain or perhaps unprotected for another reason. If the answer is "yes" or "maybe," the third question must be considered.
- Will the use go beyond the fair use? If the application falls within one of the exceptions listed for fair use, then the material or work may be used. However, certain limitations still apply.

If the answer to these all the above questions is "yes," then permission from the author is needed. If the answer to any of these questions is "no," the fair use provision might apply.

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