

**Medical Career & Technical College**  
**CONSUMER INFORMATION AND DISCLOSURES**

In order to help Consumers, make well-informed decisions about postsecondary education, Federal regulations require higher education institutions to disclose certain information. This document includes those disclosures as well as important consumer information regarding institutional and financial aid information.

Consumer information can also be found on the College Navigator Website at:

<https://nces.ed.gov/collegenavigator/?q=Medical+Career&s=KY&zc=40475&zd=0&of=3&id=488217>

From the College Navigator Website: “College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about over 7,000 postsecondary institutions in the United States - such as programs offered, retention and graduation rates, prices, aid available, degrees awarded, campus safety, and accreditation.”

## GENERAL SCHOOL AND STUDENT INFORMATION

Topic	Compliance
<p><b>Accreditation and License Request to Review</b></p>	<p>Medical Career &amp; Technical College is INSTITUTIONALLY accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Medical Assistant Program has met program specific standards with the Accrediting Bureau of Health Education Schools.</p> <p>Accrediting Bureau of Health Education Schools            ABHES            7777 Leesburg Pike, Suite 314 North            Falls Church, Virginia 22043            703-917-9503  <a href="http://www.abhes.org">www.abhes.org</a></p> <p>Medical Career &amp; Technical College is licensed by the Kentucky Commission on Proprietary Education.</p> <p>Kentucky Commission on Proprietary Education            300 Sower Boulevard            Frankfort, KY 40601            502-564-4185  <a href="http://kcpe.ky.gov">kcpe.ky.gov</a></p> <p>At any time, a current or prospective, student requests to review the college’s accreditation certificate, state license, or other approvals the individual may request from the Administrative Offices. Current copies are posted and available on campus.</p>
<p><b>Contact Information for Assistance in Obtaining Institutional or Financial Aid Information</b></p>	<p>Medical Career &amp; Technical College currently participates in Federal Financial Aid. Please contact the business office to obtain further information on applying for this benefit through FAFSA, how to apply for non-federal scholarships, or to discuss payment alternatives.</p> <p>Campus and Regional Manager            Jennifer Lyon            630 Eastern ByPass</p>

	<p>Richmond, KY 40475  (859) 624-1988  <a href="mailto:ilyon@medicalcareerandtechnicalcollege.edu">ilyon@medicalcareerandtechnicalcollege.edu</a></p> <p>Financial Aid Director  Anabelle Bertrand  630 Eastern Bypass  Richmond, KY 40475  (859) 624-1988  <a href="mailto:abertrand@medicalcareerandtechnicalcollege.edu">abertrand@medicalcareerandtechnicalcollege.edu</a></p> <p>Admissions  Victoria Floyd  630 Eastern Bypass  Richmond, KY 40475  (859) 624-1988  <a href="mailto:vfloyd@medicalcareerandtechnicalcollege.edu">vfloyd@medicalcareerandtechnicalcollege.edu</a></p>
<p><b>Facilities and Services Available to Students with Disabilities</b></p>	<p>Medical Career &amp; Technical College works to make programs and facilities available in a non-arbitrary and beneficial manner. Any student who feels he/she may need an accommodation based on the impact of a disability, including intellectual disabilities, should contact the instructor privately to discuss those specific needs. Accommodations for students with documented disabilities are coordinated with administration.</p> <p>Campus and Regional Manager  Jennifer Lyon, AS, CMA (AAMA)  630 Eastern Bypass  Richmond, KY 40475  (859) 624-1988</p> <p>The school catalog contains the following information regarding students with disabilities. The school catalog can be found at <a href="http://medicalcareerandtechnicalcollege.edu">http://medicalcareerandtechnicalcollege.edu</a>:</p> <p>“The Medical Career &amp; Technical College provides, upon request, reasonable accommodations to participate in the programs. Students requiring accommodations must first provide professional verification by a licensed healthcare provider of the condition(s) that necessitate the accommodations with recommendation for accommodation. The college strives to attempt to identify reasonable accommodations. These accommodations do not include measures which fundamentally may place an undue financial burden on the school, or which may endanger the student or others at the college. A review of the document with a personal interview will be conducted to explore the needs of the student.”</p> <p>Students with learning disabilities must provide professional testing and evaluation results that reflect students’ level of achievement and information processing. A review of documents with a personal interview to review previous academic adjustments and accommodations will be conducted to explore the needs of the student. If accommodations are granted, the student will meet upon request with administration to evaluate effectiveness of accommodations.</p>

	Academic accommodations may include alternative testing formats or environments or an extended time for tests and assignments. The facilities are fully accessible to students with physical disabilities. Use the contact information above to confirm any necessary arrangements.
<b>Price of Attendance</b>	The price of attendance is based on program of choice. Programs and the price of attendance can be found at <a href="http://medicalcareerandtechnicalcollege.edu">http://medicalcareerandtechnicalcollege.edu</a> and also found in the attached current College Catalog. Programs with their prices can also be found at this same website located under each programs tab.
<b>Requirement for Official Withdrawal, Refund Policy, Return of Title IV Financial Aid, and Leave of Absence</b>	<p>Medical Career &amp; Technical College requirements for official withdrawal from school is stated in the college catalog that can be found at <a href="http://www.medicalcareerandtechnicalcollege.edu">www.medicalcareerandtechnicalcollege.edu</a> and is stated below:</p> <p><b>Withdrawal/Drop</b>  If a student chooses to withdraw from their course after the course has already begun or withdraw from the school, the student must sign a withdrawal form with administration. See tuition refund policy regarding dates of withdrawal and policy.</p> <p>If student misses more than 2 days during an individual module; the instructor is required to drop the student and will report as an F on the student’s transcript.”</p> <p>The Tuition Refund policy affected by the withdrawal is stated in the college catalog that can also be found on the school’s website is stated below:</p> <p><b>Tuition Refund</b>  Tuition is assessed per program with the following tuition refund policy:</p> <ul style="list-style-type: none"> <li>• Withdrawal prior to the start of class, the student is entitled to all monies minus non-refundable fees.</li> <li>• Withdrawal during 1<sup>st</sup> two (2) weeks of course (term), 50% refund of the individual course.</li> <li>• Withdrawal after 2<sup>nd</sup> week of instruction, no refund. The full course amount is still owed.</li> <li>• If tuition refunds are owed, refunds are made within 45 days after the date the school determines that the student has withdrawn.</li> </ul> <p>Official withdrawal includes completing a withdrawal form with Administration within the timeframes of the above for tuition refund approval. The dated form will determine an official date of withdrawal; and/or a student’s last day of attendance is the day a student last sat in class or the date the student had any academically related activity such as externship or clinical experience, or examination. If tuition refunds are owed, refunds are made within 45 days after the date the school determines that the student has withdrawn.</p> <p><b><u>Pro-Rata Refund Policy for Veterans and other Eligible Students:</u></b> Per CFR 21.4255 Medical Career and Technical College has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.”</p> <p>The Financial Aid Refund affected by the withdrawal is stated in the college catalog that can also be found on the school’s website is stated below:</p> <p><b>Financial Aid Refund</b>  The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The recalculation is based on the percentage of earned aid. If a student is the recipient of federal financial aid, the Federal Return of Title IV funds formula is required to be performed. This calculation may result in a portion of aid being returned to the U.S. Department of Education. This oftentimes results in a balance being owed by the student to the school. Any balance that results from this calculation is the student’s responsibility to repay.”</p>

	<p><b>Leave of Absence</b>  Students who need to interrupt their program of study because of a medical condition, active military service, or other severe or unanticipated personal circumstance may make an application for a Leave of Absence (LOA) and make request in advance. Students experiencing these types of circumstances should meet with the Campus Manager or the Campus President to discuss the need to temporarily interrupt their education.</p> <p>The applicant for the LOA should have successfully completed at least one grading period and have a minimum GPA of a 2.0 and making Satisfactory Academic Progress and be current in his or her tuition obligation. The college policy allows for a two term (12 week), or 90-day leave of absence only. Except for approval of extreme circumstance approved by the Campus Manager, an additional 90-day leave of absence may be granted to total 180 days. If the student does not return, enrollment is terminated, and the student must then follow the school’s readmission policies if he or she pursues to return. The students’ federal student loans will have entered their federal loan “grace period” as of the applicant’s actual last day of class attendance. Further, repayment of the student’s loans will begin six months after his or her last day of class attendance.</p>
<p><b>Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA)</b></p>	<p>Medical Career &amp; Technical College has a commitment to protect the confidentiality of student records. The College makes every effort to release information only to those individuals who have established a legitimate educational need for the information. Documents submitted to the College by the student or other authorized person or agency for the purpose of admission to the College become the property of Medical Career &amp; Technical College and cannot be released to another party by request.</p> <p>The Family Education Rights and Privacy Act (FERPA) permits students certain rights with respect to their educational records. These rights include:</p> <ol style="list-style-type: none"> <li>1. <u><i>The right to inspect and review the student’s education records within 45 days of the day the College receives a written request for access.</i></u>  Students should make written request to the Registrar or the Director of Education that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and placed where the records may be inspected.</li> <li>2. <u><i>The right to request the amendment of the student’s education records that the student believes in inaccurate.</i></u>  The student needs to make written request to the College official and clearly identify the part of the records they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student with the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.</li> <li>3. <u><i>The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent.</i></u>  One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic role; a person the College has contracted such as attorney, auditor, or collector. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may disclose information without consent to government agencies and accreditation bodies as necessary to the administration of Title IV Financial Aid, Veteran Benefits, and/or compliance with government or accreditation reporting requirements. In case of disaster or emergency, school officials may disclose information to appropriate parties, without consent, if necessary, to protect the health and safety of the student or other individuals.</li> <li>4. <u><i>The right to file a complaint with the U.S. Department of Education concerning alleged failures by Medical Career &amp; Technical College to comply with the requirements of FERPA.</i></u></li> </ol>

	<p>The name and office that administrates FERPA is:  Family Compliance Policy Office  U.S. Department of Education  400 Maryland Ave, SW  Washington, DC, 20202-4605</p> <p>FERPA request that the College obtains written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the College may disclose designated information, such as that found in graduation programs, or student’s testimony for website or social media publication, without written consent, unless the student has advised the College to the contrary in accordance with the above procedures. This permission is obtained during school orientation and the student has the right to request differently anytime throughout their program.</p> <p>The College may disclose education records to the parents and/or guardian of a dependent student, as defined in Title 26 USCSS 152 of the Internal Revenue Code. Proof of dependency must be on record with the College or provided to the office responsible for maintaining records prior to disclosure of the records. Students may also sign authorization to disclose education records to parents and/or third parties to release grades and other necessary information to insurance agencies, scholarship providers, etc.</p>
<b>Retention Rates</b>	<p>Medical Career &amp; Technical College annually reports retention rates of each program to the institutions accrediting body, Accrediting Bureau of Health Education Schools (ABHES). ABHES requires a minimum of a 70% retention rate for each program on an annual basis.</p> <p>For the most recent reporting year:  Dental Assistant – 76%  Medical Administration – 80%  Medical Assistant – 85%  Medical Massage Therapy – 81%  Veterinary Assistant – 84%</p>

## ACADEMIC INFORMATION

<b>Educational Program, Instructional Facilities, and Faculty</b>	<p>Information on the school’s various educational programs may be found on the college’s website and in the most recent college catalog available at <a href="http://medicalcareerandtechnicalcollege.edu">http://medicalcareerandtechnicalcollege.edu</a>.</p> <p>Information on the instructional and laboratory facilities can be found in the college catalog available on the college’s website.</p> <p>A faculty list that includes the instructor’s credentials and educational background can be found in the Medical Career &amp; Technical College student catalog. The catalog can be accessed at <a href="http://www.medicalcareerandtechnicalcollege.edu">www.medicalcareerandtechnicalcollege.edu</a>.</p>
<b>Transfer of Credit Policies and</b>	<p>The following is the school’s policy on transfer of credit and is taken from the current college catalog found at <a href="http://medicalcareerandtechnicalcollege.edu">http://medicalcareerandtechnicalcollege.edu</a>.</p>

<b>Articulation Agreements</b>	<p>For consideration of transfer credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), it is the students' responsibility for obtaining their specific transcripts of previous college credit for the school to review. Courses for consideration must be within the previous 5 years and have received a minimum grade of a B. Students must complete 75% of their courses from Medical Career &amp; Technical College and courses with clinical competencies are not approved due to the nature of the profession and the professions standards. No credit is given for on the job or experiential learning.</p> <p>The school does not have articulation agreements with other schools at this time.</p>																																	
<b>Copyright Infringement</b>	<p>Downloading or distributing whole copies of copyrighted material for personal use or entertainment without explicit permission from the copyright owner is against the law and may result in civil and criminal liabilities. The Copyright law and its penalties can be found at <a href="http://www.copyright.gov/title17">www.copyright.gov/title17</a>. Disciplinary actions are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials when used for school purposes or in use of the school Learning Resource Center (LRC). Disciplinary action may include school expulsion if deemed necessary by school administration.</p>																																	
<b>School and Program Accreditation, Approval, or Licensure</b>	<p>A list of all agencies that accredit or provide approval can be found in the current college catalog found at <a href="http://medicalcareerandtechnicalcollege.edu">http://medicalcareerandtechnicalcollege.edu</a>.</p>																																	
<b>Federal Student Financial Aid Penalties for Drug Law Violations</b>	<p>A conviction for any offense, during a period of enrollment for which a student was receiving Title IV, HEA Program (Federal) funds, under any federal law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, or loan. A student will be notified if loss of eligibility occurs with advice as to ways to regain eligibility.</p> <p>In addition, the school has a Drug Free School policy that is found in these disclosures and the current school catalog found at <a href="http://medicalcareerandtechnicalcollege.edu">http://medicalcareerandtechnicalcollege.edu</a>. Use of illegal or illicit drugs, prescribed or not, and intoxication is a violation of school regulations. Students must be physically free of any substance that may impair their intellectual, physical, and emotional functions. Students found in possession of such substances or found in violation of this policy will be terminated.</p>																																	
<b>Student Body Diversity</b>	<p>Medical Career &amp; Technical College annually calculates information related to the diversity of its students. The most current calculations are below.</p> <table border="1" data-bbox="424 1032 2053 1383"> <thead> <tr> <th></th> <th><u>% Enrolled</u></th> <th><u>% Enrolled Full-Time</u></th> </tr> </thead> <tbody> <tr> <td><u>Gender</u></td> <td></td> <td></td> </tr> <tr> <td>Male</td> <td>2%</td> <td>100%</td> </tr> <tr> <td>Female</td> <td>98%</td> <td>100%</td> </tr> <tr> <td><u>Race</u></td> <td></td> <td></td> </tr> <tr> <td>Caucasian</td> <td>95%</td> <td>100%</td> </tr> <tr> <td>American Indian/Alaska Native</td> <td>0%</td> <td>100%</td> </tr> <tr> <td>African-American</td> <td>3%</td> <td>100%</td> </tr> <tr> <td>Hispanic/Latino</td> <td>1%</td> <td>100%</td> </tr> <tr> <td>Self-Identified Asian</td> <td>1%</td> <td>100%</td> </tr> <tr> <td>Nonresident alien</td> <td>0%</td> <td>100%</td> </tr> </tbody> </table>		<u>% Enrolled</u>	<u>% Enrolled Full-Time</u>	<u>Gender</u>			Male	2%	100%	Female	98%	100%	<u>Race</u>			Caucasian	95%	100%	American Indian/Alaska Native	0%	100%	African-American	3%	100%	Hispanic/Latino	1%	100%	Self-Identified Asian	1%	100%	Nonresident alien	0%	100%
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<b>Textbook Information Course Schedule</b>	<p>At registration, students are given their perspective program textbook list to include textbook names and the corresponding ISBN number with information on bookstores available to rent or purchase those textbooks. The school also posts textbooks required with</p>																																	

	<p>the ISBNs with each terms schedule in various locations throughout the school and is also posted on the college's website at <a href="http://www.medicalcareerandtechnicalcollege.edu">www.medicalcareerandtechnicalcollege.edu</a>.</p> <p>Medical Career and Technical College has an agreement with Campus Bookstore, located on the lower level in the same building as the campus, to maintain an inventory of currently used textbooks for purchase or for rent. Students with federal financial aid may choose to bundle textbooks for their entire program. That request is made per each individual student with arrangements made through the school financial aid office. Students may also choose to purchase via amazon or other online textbook vendors. Students may also choose to purchase e-books directly through the textbook publisher.</p> <p>At registration, students are given their perspective program schedule to include term start and end dates. The college also posts the schedule each term in various locations throughout the school as is also posted on the college's website at <a href="http://www.medicalcareerandtechnicalcollege.edu">www.medicalcareerandtechnicalcollege.edu</a>. If at any time a request is made for the number of students enrolled and the maximum student enrollment of each course, this request may be made with the administrative offices.</p>
<b>Accountability for Programs that Prepare Teachers</b>	Not applicable. Medical Career & Technical College does not prepare teachers for state certification or licensure.
<b>Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics in Disclosure Act)</b>	Not applicable. Medical Career & Technical College does not have an athletic program and has no plan for granting athletically related student aid.
<b>Types of Graduate and Professional Education in Which the School's Graduates Enroll</b>	Not applicable. Medical Career & Technical College does not offer 4-year degree programs.
<b>Voter Registration Forms</b>	<p>Medical Career &amp; Technical College is required to advise you that voter registration forms for Kentucky are available at <a href="http://www.elect.ky.gov">www.elect.ky.gov</a> or the State Board of Elections Office, and are also kept in the administrative office for your convenience. In addition, the college will provide voter registration forms on campus prior to the deadline for registering to vote.</p> <p>State Board of Elections  140 Walnut Street  Frankfort, KY 40601  (502) 573-7100</p>
<b>Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members</b>	<p>Executive Order 13607, signed April 27, 2012 by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order.</p> <p>Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military associated students about the financial cost and quality of the institution; to assist those students in making choices about how to use</p>

their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that the institution provides high-quality academic and student support services to the respective group of students.

Medical Career & Technical College complies with the Principles of Excellence. Demonstration of compliance is provided as follows:

<b>Principles of Excellence</b>	<b>How we Comply</b>
<p>Prior to enrollment, provide prospective students who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions</p>	<p>A Financial Aid Shopping Sheet to veterans and service members before they decide to attend the institution. The College will provide the Shopping Sheet to students who are eligible to receive Federal military or veterans' education benefits.</p> <p>The Financial Aid Shopping Sheet is a consumer tool that participating institutions use to notify students about their financial aid package. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school.</p> <p>Upon request, the College will provide a completed Shopping Sheet to any accepted student.</p>
<p>Inform students who are eligible to receive Federal military and veterans' educational benefits of the availability of Federal financial aid and have in place policies to alert those students of their potential eligibility for that aid before packaging or arranging private student loans or alternative financing programs.</p>	<p>The College will email all identified prospective student's information regarding the availability of federal and state financial aid and VA benefits. Upon receipt of admission application, additional information will be provided detailing the steps to apply for financial aid or VA benefits at the College to those applicants who declare their intent to utilize those benefits.</p>
<p>End fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9).</p>	<p>The College does not conduct fraudulent or aggressive recruiting on or off military installations or in any other venue, nor do we misrepresent ourselves, our programs, or our mission. We do not pay incentive compensation to anyone for recruiting actions. We meet all State authorization requirements consistent with those issued by the Department of Education.</p>
<p>Obtain the approval of the institution's accrediting agency for new course or program offerings before enrolling students in such courses or programs, provided that such</p>	<p>The College obtains approval from the Accrediting Bureau of Health Education Schools (ABHES) and the Kentucky Commission on Proprietary Education for new course or</p>

	<p>approval is appropriate under the substantive change requirements of the accrediting agency.</p>	<p>program offerings before enrolling students in such courses or programs.</p>	
<p>Allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.</p>	<p>The College allows service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements. If necessary, the College takes additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists.</p>		
<p>Agree to an institutional refund policy that is aligned with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion.</p>	<p>The College's institutional refund policy aligns with the Title IV refund policies. In the event that veterans or their eligible persons, sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program, withdraw or are discontinued from their program at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate prorated portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.</p>		
<p>Provide educational plans for all individuals using Federal military and veteran's educational benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of completion.</p>	<p>If request is made for the transfer of credit from previous coursework from other accredited institutions the plan will indicate how many, if any after review by the Director of Education, transfer credits the College intends to award and how these transfer credits will be applied toward the student's educational program. The evaluated educational plan will be provided within 60 days after the individual has selected a degree program and all required official transcripts have been received.</p>		
<p>Designate a point of contact for academic and financial advising (including access to disability counseling) to assist service member and veteran students and their families with the successful completion of their studies and with their job searches.</p>	<p>Financial Aid Officer Anabelle Bertrand 630 Eastern Bypass Richmond, KY 40475 (859) 624-1988</p>	<p>Campus/Regional Manager Jennifer Lyon 630 Eastern Bypass Richmond, KY 40475 (859) 624-1988</p>	

## HEALTH & SAFETY

Topic	Compliance
<p><b>Vaccinations Policy</b></p>	<p>Medical Career &amp; Technical College recommends all students have up to date immunizations as recommended by the CDC and the state of Kentucky for Public Health. Of most concern is the Hepatitis B (HBV) series. Students are referred to their local health department for further inquiry and updates. Students receive at school orientation information on Hepatitis B and other blood-borne pathogens and the potential risks to healthcare staff during new student orientation. The following is taken from the HBV Recommendation Form signed by students at orientation.</p> <p>“I understand that due to my clinical exposure to blood or other potentially infectious materials (OPIM) during my training program, I may be at risk of acquiring hepatitis B virus (HBV) infection. Infection with HBV may be asymptomatic (no obvious symptoms) in the people who have the virus however, it is still transferable to others. The best protection in preventing Hepatitis B infection is immunization (vaccination) and always using standard/universal precautions during labs at the school and clinical rotations.</p> <p>I have been informed that if I have not had the HBV vaccination series, it is recommended I begin it prior to entering clinical training. I understand that by declining this recommendation I may be at risk of acquiring hepatitis B, a serious disease.</p> <p>I understand that if, in the future, I want to be vaccinated I can take the vaccine series at any time. I also understand that the school is not responsible for paying for the vaccination.”</p>
<p><b>Drug and Alcohol Abuse Prevention Program</b></p>	<p>The information on Drug and Alcohol Abuse Prevention applies to the entire campus community including students, faculty, and staff, and visitors to campus. Medical Career and Technical College reserves the right to perform random drug screenings at the expense of the school.</p> <p><b>STANDARDS OF CONDUCT</b></p> <p>The College has a zero-tolerance policy for drug and alcohol abuse. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on Medical Career &amp; Technical College’s property or as a part of any College function is prohibited. Reporting to work, class, or any College function under the influence of alcohol or illicit drugs is prohibited.</p> <p><b>DISCIPLINARY ACTIONS</b></p> <p>Reporting to work, class, externship, or other College function under the influence of drugs and/or alcohol is prohibited and a violation of the standards of conduct. Consistent disciplinary sanctions include immediate request for screening at the expense of the student and expulsion if the request is denied. A positive drug screen will require the student to meet with the school’s administration to determine appropriate action. Violations may result in expulsion, termination, and possible referral for prosecution. Students will be offered available drug and alcohol prevention and treatment resources and encouraged to seek assistance. Students are told to call a friend, relative, or taxi for transportation.</p> <p>For further information on State and Federal Penalties and Sanctions visit <a href="http://www.lrc.ky.gov/statutes/index.aspx">http://www.lrc.ky.gov/statutes/index.aspx</a>.  <u>Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance</u>  <i>21 U.S.C. 844 (a) First conviction: Up to one (1) year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both. After one (1) prior drug conviction: At least fifteen (15) days in prison, not to exceed two (2) years, and fine of at least \$2,500 but not more than \$250,000, or both. After two (2) or more prior drug convictions: At least ninety (90) days in prison, not to exceed three (3) years, and fine of at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory sentence of at least five (5) years in prison, not to exceed twenty (20) years, and fine of up to \$250,000, or both, if:</i>  <i>a. first conviction and the amount of crack possessed exceeds five (5) grams.</i></p>

*b. second crack conviction and the amount of crack possessed exceeds three (3) grams.*  
*c. third or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram. 21 U.S.C. 853 (a) (2) and 881 (a) (7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provision re: crack.)21 U.S.C. 881 (a) (4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations). 21 U.S.C. 853a Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five (5) years for second and subsequent offenses. 18 U.S.C. 922 (g) Ineligible to receive or purchase a firearm.*

#### HEALTH RISKS

Substance abuse and drug dependency are problems of staggering size in our society today. They are the leading causes of preventable illness and injury in the United States, and are estimated to afflict over 25 million Americans. While alcoholism may develop in anyone, it tends to appear first between the ages of 20 and 40, and is more prevalent when a family history of alcohol abuse exists. Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking and intoxication. The disorder is progressive, and is usually fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends, or loved ones, *please seek help as outlined below in the “Counseling and other assistance” section.*

Health risks of drugs include:

*Narcotics* (including opium, hydrocodone, morphine, codeine, Fentanyl, heroin and others).

Physical addiction, loss of awareness, respiratory restriction, and possible death.

*Depressants* (including alcohol, barbiturates, tranquilizers, sedatives, hypnotics, and others).

Slurred speech, disorientation, shallow and depressed respirations, coma likely with overdose, possible death.

*Stimulants* (including cocaine, Adderall, Ritalin, amphetamines, and others). Increased heart rate and blood pressure, increased excitation, and loss of appetite, possible heart attack, stroke, and death.

*Hallucinogens* (including LSD, “mushrooms,” PCP, mescaline, and others). Illusions and hallucinations, poor perception of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear any time after use.

*Cannabis* (marijuana, hashish, THC, others). Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

#### COUNSELING

Help is available off-campus through various organizations such as Alcoholics Anonymous, Narcotic Anonymous, and other Community agencies. Community resources can be accessed through the College’s Student Services Office. The College will maintain confidentiality.

Admissions  
Victoria Floyd  
630 Eastern Bypass  
Richmond, KY 40475  
(859) 624-1988

<b>Biennial Review of Drug Prevention Program</b>	Medical Career & Technical College administration performs a review of the Drug Prevention Program at minimum every two years. The review of these results will be distributed to those upon request. The most recent review re-assessed the Standards of Conduct and found the college will maintain the same mission of that being a zero-tolerance policy. The most recent review also assessed the college's disciplinary actions of those found not in compliance with the zero-tolerance policy, and determined its disciplinary actions will remain the same. In addition, the college assessed the counseling provided on campus and determined this is better handled in the college's administrative offices with referral service available with strict confidentiality being maintained.
<b>Emergency Response and Evacuation Procedures</b>	<p>Medical Career &amp; Technical College maintains an Annual Campus Security Report located in the administrative offices. This report may be requested at any time by enrolled students, prospective students, employees, or others who inquire about employment at the school. The college performs, at minimum, annual drills for fire, tornado, earthquake, and lock down for faculty, staff, and students. Drill logs are available in administration with the dates of each drill.</p> <p>Campus and Regional Manager Jennifer Lyon 630 Eastern ByPass Richmond, KY 40475 (859) 624-1988</p>
<b>Timely Warnings</b>	<p>If the Administration or other campus security authority determines that a situation exists either on or off campus that constitutes a serious or continuing threat to students and employees, Medical Career &amp; Technical College will issue a campus-wide timely warning notice.</p> <p>The timely warning notice will then be disseminated to the college community. When a serious crime is reported and poses a threat to the campus community, the administrative designee will typically develop the content and will issue a timely warning using some or all of the systems listed below. It is our policy to disseminate these notices via Medical Career &amp; Technical College website at <a href="http://www.medicalcareerandtechnicalcollege.edu">www.medicalcareerandtechnicalcollege.edu</a>, by e-mail, campus posting notices on bulletin boards, exterior doors of campus buildings, and notifying the local media (if necessary). Once all relevant information is received, these notices will be posted as soon as possible. When deciding whether to issue a timely warning, the campus security authority uses a case-by-case basis in light of all the facts surrounding a crime including but not limited to the following factors: the nature of the crime, the continuing danger to the campus community, and the possible rise of compromising law enforcement efforts.</p>
<b>Fire Safety Report</b>	Not applicable as the College does not maintain on-campus student housing facilities. No fires have been reported on campus.
<b>Fire Log</b>	Not applicable as the College does not maintain on-campus student housing facilities. No fires have been reported on campus.

## STUDENT OUTCOMES

<b>Topic</b>	<b>Compliance</b>
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**STUDENT RIGHT-TO-KNOW ACT  
Completion/Graduation Rates  
and Transfer-out Rates  
(Including Disaggregated  
Completion/Graduation Rates)**

Medical Career & Technical College annually calculates the completion/graduation rates for all students. The calculation rate is calculated based on the federal standard of 150% of the normal completion time. Medical Career & Technical College reports this information to IPEDS (Integrated Postsecondary Education Data) to include disaggregation by gender, major racial and ethnic subgroup, recipients of Federal Pell Grant, recipients of a subsidized Stafford Loan who did not receive a Pell Grant, and students who did not receive either a Pell Grant or subsidized Stafford Loan.

Medical Career & Technical College also tracks a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Graduation Rates for the most recent reporting year: 94.8% (98% female/2% male, 97% White/3% African American of total %)

Student Right to Know Act

The Admissions Office, financial aid office, and all administrative offices work together to assure the necessary information provided in the policy is communicated to current and perspective students. These offices are responsible for reviewing and updating the information listed in this policy.

Student Requests

The above-mentioned offices are designated to provide students with requested information concerning financial assistance, general questions regarding the school, graduation and completion rates, crime statistics and policies/procedures regarding security. All offices work together to assure there is at least one capable individual available on campus, Monday-Thursday from 9am–5pm and Friday 9am-1pm to provide this information to students when requested.

Distribution of Disclosure

Medical Career & Technical College agrees to annually send pertinent disclosures to enrolled students regarding consumer information and how it may be accessed. The College agrees to send the required information via U.S. Postal mail and/or via electronic mail and/or notice to enrolled students to access via the school's website. Below is an outline of topics which may be found in disclosure statements sent to current students requesting information:

- Annual reports and statements regarding campus security and fire safety
- General disclosures for enrolled and prospective students
- Information regarding the Family Educational Rights and Privacy Act of 1974

To satisfy the reporting of general disclosures to the student body at Medical Career & Technical College, the College agrees to utilize the internet/school's website to send reports and disclosures to students annually. When communicating by electronic means, the College will include in the annual notice, pertinent information and a specific electronic address in which the actual disclosure is found.

Graduation Rates

	<p>Medical Career &amp; Technical College prepares annual graduation rates of its first- time and full-time undergraduate students. When calculating the graduation rates, the College includes calculations for students who have graduated by the end of the 12-month period ending in June 30 during which 150 percent of the normal time for graduation from their perspective program has lapsed. Information regarding the calculation of completion graduation rates can be found in federal regulation 668.45. At this time the graduation rates match those of retention rates as the college does not allow students to surpass 150% of normal time to completion.</p> <p><u>Transfer Rates</u></p> <p>Medical Career &amp; Technical College will calculate the transfer rates of all first- time and full-time undergraduate students by calculating the number of students that have transferred out of the College by the end of the 12-month period ending June 30 during which 150 percent of the normal time for graduation from their perspective program has lapsed. Transfer students are students who have not actually graduated from a perspective program at the College; however, they have chosen to enroll in another eligible program at another institution of higher education. As long as a student enrolls by the end of the drop/add period, they can be considered in the reporting data as outlined in federal regulation 668.41(a). At current this rate remains not applicable.</p> <p><u>Job Placement Rates</u></p> <p>Not applicable. Medical Career &amp; Technical College does not advertise job placement rates as a means of recruiting students. If at any time current or prospective student requests information regarding the placement of employment or types of employment obtained by program graduates, the school will make that information available. Information on the placement of and the types of employment obtained by the graduates is readily available with administration.</p> <p><u>Retention Rates</u></p> <p>Medical Career &amp; Technical College annually calculates the retention rates for new students. Schools must make available to current and prospective students the retention rate of first-time, undergraduate students as reported to IPEDS. If at any time a prospective student has an inquiry regarding the school’s retention rate, the information must be made available prior to their enrollment and/or entering into a financial agreement with the school as defined in federal regulation 668.41(d)(4). Furthermore, requested information must be made available to all prospective and current students within a reasonable timeframe.</p> <p>President  Kristi Bertrand, MPH, CMA (AAMA), PBT (ASCP)  630 Eastern Bypass  Richmond, KY 40475  (859) 624-1988</p>
<b>Completion/Graduation and Transfer-out Rates for Student Receiving Athletically Related Student Aid</b>	<p>Not applicable. Medical Career &amp; Technical College does not have an athletic program and has no plan for granting athletically related student aid.</p>

# STUDENT FINANCIAL ASSISTANCE

Topic	Compliance										
<p><b>Notice of Availability of Institutional and Financial Aid Information</b></p>	<p>As provided by the Higher Education Opportunity Act, Medical Career &amp; Technical College students are entitled to access information related to the College, financial aid available, and the Family Education Rights and Privacy Act of 1974 (FERPA). The information is accessible through the links provided in the Consumer Information and Disclosures and further information can be found in the College Catalog, the Student Handbook, and Medical Career &amp; Technical College website. Students may request paper copies of any of this information by contacting the administrative offices.</p> <p>Jeannie Martin, Admissions            Jennifer Lyon, Campus Manager            Anabelle Bertrand, Financial Aid Director            630 Eastern Bypass            Richmond, KY 40475            (859) 624-1988</p>										
<p><b>Student Financial Aid Information</b></p>	<p>Medical Career &amp; Technical College believes that the cost of high-quality education should not be a deterrent to prospective applicants. We expect the primary or maximum effort to pay for college to come from students and their families. The system used to determine the family’s ability to pay contains the following assumptions:</p> <ul style="list-style-type: none"> <li>• To the extent able, parents have the primary responsibility to pay for their children’s education.</li> <li>• Students as well as their parents, have a responsibility to help pay for their education.</li> <li>• The family must be considered in its present financial conditions.</li> <li>• The family financial situation must be evaluated in a consistent and equitable manner recognizing, however, that special circumstances can and do alter a family’s ability to contribute.</li> <li>• Most family will need to pay for educational expenses over an extended period of time.</li> </ul> <p>In the administration of need-based financial aid programs, “demonstrated financial need” is considered to be the difference between the cost of attending a college and the total family contribution toward that cost as shown in the following formula.</p> <p style="text-align: center;">Cost of Attendance (COA) minus Expected Family Contribution (EFC) equals financial need.</p> <p><u>Cost of Attendance</u>: A student’s estimated cost of attendance at Medical Career &amp; Technical College is based on enrollment status (i.e., part-time) and housing status (i.e., off-campus).</p> <p style="text-align: center;">For the 2021-2022 Academic year of the Medical Assistant program based on independent status</p> <table border="1" data-bbox="869 1333 1724 1515" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Budget Item</th> <th>Estimated Cost Per Academic Year</th> </tr> </thead> <tbody> <tr> <td>Tuition</td> <td>\$12900</td> </tr> <tr> <td>Fees</td> <td>\$1625</td> </tr> <tr> <td>Books &amp; Supplies</td> <td>\$0</td> </tr> <tr> <td>Transportation</td> <td>\$1056</td> </tr> </tbody> </table>	Budget Item	Estimated Cost Per Academic Year	Tuition	\$12900	Fees	\$1625	Books & Supplies	\$0	Transportation	\$1056
Budget Item	Estimated Cost Per Academic Year										
Tuition	\$12900										
Fees	\$1625										
Books & Supplies	\$0										
Transportation	\$1056										

Room & Board	\$3246
Other Expenses	\$3408
Total	\$22,235

\*See College Catalog for more details.

For the 2021-2022 Academic year of the Dental Assistant program based on independent status

Budget Item	Estimated Cost Per Academic Year
Tuition	\$11,600
Fees	\$1625
Books & Supplies	\$0
Transportation	\$880
Room & Board	\$3246
Other Expenses	\$2840
Total	\$20,191

\*See College Catalog for more details.

For the 2021-2022 Academic year of the Medical Administration program based on independent status

Budget Item	Estimated Cost Per Academic Year
Tuition	\$10,500
Fees	\$1625
Books & Supplies	\$0
Transportation	\$880
Room & Board	\$3246
Other Expenses	\$2840
Total	\$19,091

\*See College Catalog for more details.

For the 2021-2021 Academic year of the Medical Massage Therapy program based on independent status

Budget Item	Estimated Cost Per Academic Year
Tuition	\$12,700
Fees	\$1875
Books & Supplies	\$0
Transportation	\$1056
Room & Board	\$3246
Other Expenses	\$3408
Total	\$22,285

\*See College Catalog for more details.

For the 2021-2022 Academic year of the Veterinary Assistant program based on independent status

Budget Item	Estimated Cost Per Academic Year
Tuition	\$8900
Fees	\$1625
Books & Supplies	\$0
Transportation	\$880
Room & Board	\$3246
Other Expenses	\$2840
Total	\$17,491

\*See College Catalog for more details.

Family Contribution: As indicated above, the parents of a student are expected to make a maximum effort to assist the student with college expenses. Additionally, students have a responsibility to help pay for their own educational expenses. The information provided by families on the Free Application for Federal Student Aid (FAFSA) is used to assist the financial aid office in determining an expected family contribution according to standard federal formulas and institutional policies. In general, the family income and assets are considered to produce a comprehensive index of family financial strength and capacity to absorb the costs of the college education.

If the full cost of attendance at Medical Career & Technical College is beyond reach, students are first expected to take advantage of assistance available through federal government payers, in addition to scholarships and grants available from private organizations. The school participates with the local Workforce Office, who provides a WIOA scholarship available for certain programs and to those individuals that pass their guidelines.

Financial Aid Director  
Anabelle Bertrand  
630 Eastern Bypass  
Richmond, KY 40475  
(859) 624-1988

#### Federal Aid Processing

- FAFSA <https://fafsa.ed.gov/>  
Students must complete the Free Application for Federal Student Aid to be eligible for and receive Federal student aid funds.
- Federal Financial Aid [www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
This website provides information from the U.S. Department of Education on preparing for and funding education beyond high school.
- Federal Personal Identification Number (PIN) [www.pin.ed.gov](http://www.pin.ed.gov)  
This website provides information for your federal PIN and allows you to file your renewal FAFSA, sign your FAFSA electronically and access the National Student Loan Data System (NSLDS) website to view your federal financial aid history.

- Federal Student Loan Servicing [www.studentloans.gov](http://www.studentloans.gov)  
This website is your source for information from the United States of Education on how to manage your student loans.
- Tax Benefits-Parents and Student Guide to Federal Tax Benefits for Tuition and Fees  
<http://www.irs.gov/uac/Tax-Benefits-for-Education:-Information-Center>

#### Financial Aid Programs

Title IV Federal Financial Aid:

Grants:

- Pell-Grant-maximum award for 2021-2022 \$6495

Loans:

- Direct Subsidized Loan-maximum subsidized annual award for a first-year independent student \$3500. Maximum total subsidized undergraduate borrowing limit \$23,000. Maximum eligibility time limit for the government interest subsidized 150% of the published length of the student program of study. For dependent and other than first-year independent annual award limits contact the Office of Student Financial Assistance.
- Direct Unsubsidized Loan-Maximum annual award for a first-year independent student (subsidized and unsubsidized) \$9,500. Maximum total undergraduate degree borrowing limit (subsidized and unsubsidized) \$57,500 for independent student. For dependent students the maximum is \$31,000. For total undergraduate award limits contact the Financial Aid Office or go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
- Direct PLUS Loan—Direct PLUS Loans are funds borrowed by the parent for the parent's dependent student's educational expenses. The annual amount borrowed cannot exceed the student's cost of attendance minus the student's other aid.
- Private Educational Loans (Non-Federal Loans)-Provided by banks, credit unions, etc.—Maximum amount up to the student's cost of attendance (includes actual tuition and fees and standard allowances for room and board, books and supplies, transportation, and personal expenses). Not recommended by Medical Career & Technical College unless the student cannot fund his or her education through a combination of personal funds, Title IV financial aid, and scholarships. Most students will need a credit worthy co-signor. Borrowing in excess of the amount allowed by the government will have a substantial impact on the student's ability to purchase a home, a car, and provide for his or her family once the student graduates and repayment begins.
- Loans will be submitted to the National Student Loan Data System (NSLDS) by the school.

#### FINANCIAL AID APPLICATION PROCEDURES

- Apply using the free application at [fafsa.gov](http://fafsa.gov). Since the school is in continuous terms, applications are accepted throughout the year. The college catalog outlines specifics to warnings and probations, appeals and satisfactory academic progress (SAP).

#### Selection of Award Recipients and Determination of Financial Aid Packages

Applicants for financial aid are evaluated on the basis of demonstrated financial need, potential for academic success and standards of satisfactory academic progress. Financial need is defined as the difference between the cost of attending Medical Career & Technical College and the amount you and your parents are expected to contribute from income and assets. A student's cost of education is determined based on enrollment status, grade level and housing status. Student

expense budgets have been established which include actual charges for tuition, fees and room as well as standard allowances for books and supplies, meal services, transportation and personal/miscellaneous expenses. The expected family contribution toward educational cost is determined using the information provided by you and your family on the Free Application for Federal Student Aid (FAFSA).

At the time your application was evaluated, you were automatically considered for all types of Federal Title IV and institutional assistance, including grants, loans, employment, and scholarships. The Financial Aid Office determined your eligibility for each type of aid and assigned a combination of assistance in accordance with your eligibility. The specific components of your aid package depend upon the availability of funds and your demonstrated financial need. Non-institutional scholarships obtained from a provider (i.e., WIOA, etc.) are awarded towards the student's account. A student awarded a non-institutional scholarship should immediately inform the Financial Aid Office so that the student's aid package reflects the non-institutional aid and does not exceed the student's COA.

Your aid package has been constructed using all resources known at the time of the award. If the Financial Aid Office is aware that you are eligible for financial aid from an outside source, an estimate has been provided on the Financial Aid Award Notification. If you receive additional assistance not indicated on your Financial Aid Award Notification, you can usually expect an adjustment in your financial aid package.

The Financial Aid Office reserves the right to request documentation to verify any information used to determine eligibility for financial assistance. Changes required as a result of the verification process may require an adjustment in the total expected family contribution and the student's financial need.

#### Financial Aid Award Notification and Acknowledgment of Financial Aid Package

Based on your choice of aid types, your enrollment status, and the aid for which the processed results of your FAFSA known as the Student Aid Report (SAR) indicate you are eligible, your aid will be awarded and an Award Notice will be sent to you. Unless you notify the Financial Aid Office in writing that you do not wish to receive one or more of the aid types which you have been awarded, it is assumed that you wish to receive all aid awarded to you on the Award Notice. Please note that the loans on your Award Notice will not disburse unless/until you complete **Loan Entrance Counseling** and the **Loan Master Promissory Note (MPN)** on the Department of Education's website [www.studentloans.gov](http://www.studentloans.gov). However, Entrance Counseling and the MPN are only required to be completed once prior to the first time a student receives a loan. Indicate whether you wish to accept or decline each type of aid offered on the Financial Aid Award Notice. If it becomes necessary to adjust your financial aid package for any reason during the academic year (e.g., receipt of outside sources of aid, changes in enrollment or housing status, or changes required as a result of the verification process), you will be sent a revised Financial Aid Award Notification.

Direct Parent Loans to Undergraduate Students (PLUS) loans will not be awarded unless the parent applies for a PLUS loan. PLUS loan applications and Master Promissory Notes are available on the same website the student uses to apply for Direct Subsidized and Unsubsidized Loans [www.studentloans.gov](http://www.studentloans.gov).

Title IV Financial Aid and cannot be reserved beyond the response deadline given on your Financial Aid Award Notification. Non-institutional aid types such as scholarships have their own deadlines and are the responsibility of the student.

Student Loan **Exit Counseling** is required at completion for those students that obtained a direct student loan. Students must go to [www.studentloans.gov](http://www.studentloans.gov) to complete this counseling.

#### Responsibilities of Financial Aid Recipients

You are required to notify the Financial Aid Office of any additional financial aid you receive from sources outside of Medical Career & Technical College. Receipt of additional financial aid may result in an adjustment of the financial aid offered on the Award Notice.

You are required to notify the Financial Aid Office of any change in your name, address, enrollment status, anticipated graduation date, housing status (on-campus, off-campus), or other changes related to your attendance at Medical Career & Technical College.

#### Disbursement Procedures

The total dollar amounts listed on the Financial Aid Award Notification are yearly awards which are divided in equal amounts (unless specified otherwise) between the payment periods. All financial aid is credited to your student account as soon as it is determined that you have a) registered for the required number of contact hours and weeks and b) completed all processes and procedures as required by each financial aid program.

Federal Title IV funds disburse to the school and are applied to each student's account. Funds not needed to complete payment of the College charges will be refunded by check within the later of 14 days after the first payment period or 14 days after the creation of a credit balance on the student's account by the application of the deposited financial aid funds to the student's account. Students should be aware that the different financial aid fund types generally disburse on different dates so the first deposit of financial aid funds to a student's account may not create a credit balance. Please note that the amount of funds necessary to create a credit balance depend on the aid types, the aid amounts, and the student's eligibility for them so it is possible that a particular student's aid may not cover his or her balance or may not result in a credit balance.

The proceeds from student loans are credited to a student's account after the College receives confirmation that an electronic master promissory note for each program has been completed and signed. New Federal Direct Stafford Loan borrowers must complete "Entrance Counseling" before loan proceeds can be credited.

Students who accept loans must complete the loan application, the loan master promissory note(s), loan entrance counseling, and truth-in-lending acknowledgement documents that are associated with each loan program. Access information for these items will be provided by the Financial Aid Office.

When a student withdraws from Medical Career & Technical College and is due a refund under the College's refund policy and has received financial assistance from federal student aid programs, a portion of the refund will be returned to the programs from which the student was funded. The federal student aid portion of the refund will be determined according to the Return of Title IV procedures specified by the U.S. Department of Education. Examples of R2T4, a return of Title IV funds, is available with the Financial Aid Director.

The first disbursement of federal student loans is delayed for 30 days for first-time, first-year undergraduate borrowers.

#### Satisfactory Academic Progress and Renewal of Awards

Although individual programs may set different minimum enrollment standards that are necessary to qualify for the award, in order to receive the maximum award, you must be continuously enrolled for 24 hours per week. You must notify the Office of Financial Aid if you fail to register for the required number of contact hours for any term in which you are receiving aid. If you are considering withdrawing from a course, you should first contact the Office of Financial Aid to determine what effect such action may have on your financial aid award and on your compliance with the Satisfactory Academic Progress standards.

Federal regulations require that a student receiving federal financial aid make Satisfactory Academic Progress (SAP) in accordance with standards set by the College. See the most current Student Catalog.

Financial aid based on federal and institutional eligibility formulas is granted for one academic year only. The Free Application for Federal Student Aid (FAFSA) must be submitted each year you are applying for financial aid. Renewal awards are based on continued demonstrated financial need and satisfactory academic progress.

Under the Federal Higher Education Opportunity Act (HEOA), students who are convicted for any offense related to any federal or state law involving the possession or sale of illegal drugs will lose eligibility for any type of Title IV, HEA grant or loan assistance. See the College's policy on Drug and Alcohol Abuse Prevention Program.

#### Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

\* Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

\* Aid to be returned. Add the disbursed aid to any aid that could have been disbursed for the payment period and *multiply* the total by the percentage of earned aid (see above). If the amount of aid the student earned is less than the amount of aid disbursed, a return of aid is necessary. Additional calculations will be necessary to determine the amount to be returned.

If a student earned less aid than was disbursed, the institution will be required to return a portion of the funds and the student may also be required to return a portion of the funds. Keep in mind that when Title IV funds are returned by the

institution, the student borrower will generally owe a debit balance to the institution.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. Medical Career & Technical College has 30 days from the date of determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan). The student (or parent) has 14 days from the date Medical Career & Technical College sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Medical Career & Technical College will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to Medical Career & Technical College's notification.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Federal Subsidized Loans
- Federal Unsubsidized Loans
- Federal Plus Loans
- Pell Grants

#### Student and Parent Educational Loan Programs

All students who demonstrate financial aid eligibility based on financial need are expected to meet their first level of need through the federal grant programs and then by borrowing through federal student loan programs. The maximum annual amount students are allowed to borrow through a combination of federal and institutional student loan programs is determined on an annual basis.

Students who do not demonstrate need based on the federal need analysis formula may consider borrowing funds through the unsubsidized versions of the federal and private alternative student loan programs. Interest begins to accrue immediately after the first disbursement on unsubsidized student loans.

Parents of undergraduate students may borrow up to the full cost of attendance minus other forms of financial aid

	<p>through the Federal Direct Parent Loans for Undergraduate Students (PLUS) Program. This loan program is unsubsidized and not need-based.</p> <p>Please note: students should always utilize the grant programs for which they are eligible, then the subsidized and unsubsidized loan programs before turning to PLUS loans and should only use private educational loans as a last resource after all other forms of aid have been awarded.</p> <p><u>Term and Conditions Under Which Students Deferments</u></p> <p>Students who have received federal student loans from previous institutions must contact their loan servicer regarding any loan deferments.</p> <p>Financial Aid Director Anabelle Bertrand 630 Eastern Bypass Richmond, KY 40475 (859) 624-1988</p>
<p><b>Refund Policy</b></p>	<p>Medical Career &amp; Technical College offers a refund policy that can be found in the college catalog located at <a href="http://www.medicalcareerandtechnicalcollege.edu">www.medicalcareerandtechnicalcollege.edu</a>. Tuition is divided into first and second halves. The first half includes fees and book bundle, if applicable. The second half is tuition only.</p> <ul style="list-style-type: none"> <li>• If a student withdraws prior to the start of classes, the student is entitled to all monies owed minus the registration fee (\$100).</li> <li>• If the student withdraws anytime during the first two weeks of class, a 50% refund of the course is apportioned. Fees paid are not refundable once the student sits in class for the first time.</li> <li>• If the student has paid for the class, reimbursement will be within 45 days of the withdrawal date. If the student has paid for the class with financial aid, the funds will be returned to the Department of Education as required.</li> <li>• If the student has not paid for the class, 50% of the course fee will be credited to the student's account and the balance will be invoiced to the student via U.S. mail. When appropriate, the statement may also be emailed to the student.</li> <li>• No refund is given for students who withdraw after the first two weeks of class and the full cost of the class will be assessed.</li> </ul> <p>Examples based on the refund policy:</p> <p>A. Medical Assistant program has a total of nine courses in the program Tuition is \$11,900 (each course = \$1,322.22) If a student completes 4 classes, tuition refund would be based on the number of classes not taken multiplied by the cost per course: <math>\\$1322.22 \times 5 = \\$6,611.10</math>.</p> <p>B. Dental Assistant program has a total of six courses in the program Tuition is \$10,900 (each course = \$1816.66) If a student completes only 3 classes, tuition refund would be based on the number of classes not taken multiplied by the cost per course: <math>\\$1816.66 \times 3 = \\$5,449.98</math>.</p> <p>C. Veterinary Assistant program has total of six courses in the program Tuition is \$8,200 (each course = \$1366.66)</p>

	<p>If a student completes only 2 classes, tuition refund would be based on the number of classes not taken multiplied by the cost per course: <math>\\$1366.66 \times 4 = \\$5,466.66</math>.</p>
<b>Disbursement of Books and Supplies</b>	<p>All Pell eligible students who have been awarded financial aid, and whose awarded aid is in excess of charges billed by the institution for those courses may use their projected excess funds to purchase books and supplies. Students should also be aware that changes in their enrollment status after the disbursement of funds may result in lowered or no eligibility for financial aid funds and thus the student may owe the institution a return of some or all of the funds disbursed for books and supplies.</p> <ul style="list-style-type: none"> <li>• If the projected excess aid amount is less than the amount estimated by the institution for books and supplies for the term, the amount disbursed to the student will be the amount of the projected excess aid.</li> <li>• If the projected excess aid amount is greater than the amount estimated by the institution for books and supplies for the semester, the amount disbursed to the student will be the amount estimated by the institution for books and supplies for the term.</li> </ul> <p>The amount estimated by the institution for books and supplies per semester is the amount used by the institution to determine its students' Title IV Cost of Attendance budgets. Non-Title IV financial aid will not be considered in the projected excess aid calculation unless it has been disbursed to the institution at least 10 days before the beginning of the payment period.</p> <p>Pell eligible students who meet the above requirements and do not wish to have funds disbursed to them for books and supplies must notify the Financial Aid Office in writing by the first day of school. Pell eligible students who do not decline the funds for books and supplies who meet the above requirements will have funds disbursed to them in the form of a check by the seventh day of the payment period. Pell eligible students projected to have aid funds in excess of the charges billed by the institution for their enrollment after the books and supplies disbursement will have their actual excess funds disbursed to them based on the regular Title IV disbursement policy.</p> <p>Financial Aid Director Anabelle Bertrand 630 Eastern Bypass Richmond, KY 40475 (859) 624-1988</p>
<b>State Grant Assistance</b>	Medical Career & Technical College is not an eligible institution for Kentucky State Grant Assistance.
<b>TEACH Grant Counseling</b>	This is not applicable to Medical Career & Technical College.
<b>College Navigator Website</b>	The URL for Medical Career & Technical College website is reported to NCES in IPEDS for posting on College Navigator Website.
<b>Student Loan Information Published by the U.S. Department of Education</b>	<p>Medical Career &amp; Technical College is required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.</p> <p>For student loan information published by the U.S. Department of Education, go to: <a href="http://studentaid.ed.gov/types/loans">http://studentaid.ed.gov/types/loans</a></p>

	<p><b><i>Your Federal Student Loans: Learn the Basics and Manage your Debt</i></b>  <a href="https://studentaid.ed.gov/sites/default/files/your-federal-student-loans.pdf">https://studentaid.ed.gov/sites/default/files/your-federal-student-loans.pdf</a></p> <p><b><i>Entrance Counseling Guide</i></b>  <a href="http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/entrancelguide.pdf">http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/entrancelguide.pdf</a></p> <p><b><i>Exit Counseling Guide</i></b>  <a href="http://www.direct.ed.gov/pubs/exitcounselguide.pdf">http://www.direct.ed.gov/pubs/exitcounselguide.pdf</a></p>
<p><b>National Student Loan Data System (NSLDS)</b></p>	<p><b>Loan Reporting</b>  General student loans obtained by a student or parent are reported to and tracked on the National Student Loan Data System (NSLDS). NSLDS loan records are accessible to all authorized NSLDS users, including schools, student loan guaranty agencies, lenders, federal agencies, and other authorized users. Alternative and private education loan information is not reported to NSLDS.</p>
<p><b>Entrance Counseling for Student Loan Borrowers</b></p>	<p><b><i>Entrance and Exit Counseling for Student Borrowers</i></b>  <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a></p> <p><b><i>Entrance Counseling Guide</i></b>  <a href="http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/entrancelguide.pdf">http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/entrancelguide.pdf</a></p> <p><b><i>Terms and Conditions of Aid Awards</i></b>  Prior to requesting loan funds, Medical Career &amp; Technical College provides first-time borrowers of a Federal Direct Loan information regarding the terms and conditions of the loan and the borrower’s rights and responsibilities. The terms and conditions of the loan program are defined in the Master Promissory Note. The Master Promissory Note is the contract that connects the Direct Loan borrower to the loan. Information regarding the master Promissory Note as well as the rights and responsibilities of the borrower is outlined during Entrance Counseling. Entrance Counseling identifies the seriousness and importance of a students’ repayment obligation, interest information, key terms and concepts regarding the Federal Direct Loan program, payment information, etc. Entrance Counseling tutorials and Master Promissory Notes can be found by visiting <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a>.</p> <p>Financial Aid Director  Anabelle Bertrand  630 Eastern Bypass  Richmond, KY 40475  (859) 624-1988</p>
<p><b>Exit Counseling for Student Loan Borrowers</b></p>	<p><b><i>Exit Counseling Guide</i></b>  <a href="http://www.direct.ed.gov/pubs/exitcounselguide.pdf">http://www.direct.ed.gov/pubs/exitcounselguide.pdf</a></p> <p>Medical Career &amp; Technical College provides exit counseling services to borrowers of loans under the Federal Direct Loan program. Exit counseling provides information on repayment terms, debt management strategies, borrower’s rights and responsibilities, tax benefits available to borrowers, etc. Information regarding exit counseling can be found at <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a>.</p> <p>Financial Aid Director</p>

	<p>Anabelle Bertrand 630 Eastern Bypass Richmond, KY 40475 (859) 624-1988</p>
<p><b>Private Education Loan Disclosures (Including Self-Certification Form)</b></p>	<p>Medical Career &amp; Technical College is pleased to provide the Private Education Loan Applicant Self-Certification Form to the student who finds it necessary to obtain a private/alternative student loan in order to finance a “gap” between the total of the student’s personal funds, family funds, Federal and State financial aid, and scholarships and the student’s Cost of Attendance (COA). However, the decision to borrow funds through a private/alternative student loan should only be made after all other sources of funds have been exhausted and after careful consideration of the effect of borrowing those funds will have on the budget of the student and/or the student’s family when the student graduates and begins repaying the loans.</p> <p>In addition to the strain on the student’s resources caused by the increase in the student’s debt, the student should be aware that private/alternative student loans will require a co-signer and will have a much higher interest rate, accruing interest as soon as the funds are borrowed, rather than after graduation, and will have less favorable repayment terms. Please also note that a student cannot receive aid in excess of the student’s COA so a private/alternative student loan should never be obtained prior to Federal Financial Aid, State aid, institutional aid, and private scholarship aid. Additional information concerning private/alternative student loans is available from the Financial Aid Office.</p> <p>If after careful consideration of the above the student wishes to obtain a private/alternative student loan, the student should print out the Private Education Loan Applicant Self-Certification Form by clicking on the link: <a href="http://www.ifap.ed.gov/dpccletters/attachments/GEN1001A-AppSelfCert.pdf">http://www.ifap.ed.gov/dpccletters/attachments/GEN1001A-AppSelfCert.pdf</a>. Once the student has printed out the form, the student should contact the Financial Aid Office to obtain the information necessary for the student to complete Section Two. The student may also contact the Financial Aid Office and request that the form be sent to the student with Section Two already completed.</p> <p>Financial Aid Director Anabelle Bertrand 630 Eastern Bypass Richmond, KY 40475 (859) 624-1988</p>
<p><b>Self-Certification Form</b></p>	<p>If after careful consideration of the above the student wishes to obtain a private/alternative student loan, the student should print out the Private Education Loan Applicant Self-Certification Form by clicking on the link: <a href="http://www.ifap.ed.gov/dpccletters/attachments/GEN1001A-AppSelfCert.pdf">http://www.ifap.ed.gov/dpccletters/attachments/GEN1001A-AppSelfCert.pdf</a>. Once the student has printed out the form, the student should contact the Financial Aid Office to obtain the information necessary for the student to complete Section Two. The student may also contact the Financial Aid Office and request that the form be sent to the student with Section Two already completed.</p> <p>Financial Aid Director Anabelle Bertrand 630 Eastern Bypass Richmond, KY 40475</p>

<p><b>Code of Conduct for Education Loans</b></p>	<p>(859) 624-1988</p> <p>The Higher Education Opportunity Act (HEOA) of 2008 requires institutions of higher education to develop and enforce a code of conduct that prohibits conflicts of interest for financial aid personnel. Medical Career &amp; Technical College Code of Conduct includes policies prohibiting the conflict of interest with responsibilities of an agent of the school and students. Medical Career &amp; Technical College faculty and staff are expected to uphold high standards of personal integrity in instances such as but not limited to revenue-sharing with any lender, accepting gifts from a lender, guarantor or loan servicer, contracting with lender or lender affiliate for financial gain, directing borrowers to particular lenders or refusing or delaying loan certifications, offers of funds for private loans, call center or financial aid office staffing assistance, or advisory board compensation.</p> <p><u>Conflict of Interest</u> No employee shall have a conflict of interest with respect to any education loan program or other student financial aid program for which the employee has responsibility.</p> <p><u>Ban on Revenue Sharing Arrangements</u> The College shall not enter into any revenue-sharing arrangement with any lender or other vendor working with its financial aid office. The College shall not accept any fee or other material benefit in exchange for recommending a lender to its students.</p> <p><u>Gift Ban</u> No College officer or employee with financial aid responsibilities shall solicit or accept a gift from a lender, a guarantor, or a loan service provider.</p> <p><u>Contracting Arrangements Prohibited</u> No College officer or employee with financial aid responsibilities shall accept from any lender or lender affiliate any payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender.</p> <p><u>Interaction with Borrowers</u> The College shall not automatically assign a particular lender to any borrower, and shall not refuse to certify or delay certification of any loan based on the lender or guarantee agency selected.</p> <p><u>Prohibition on Offers of Funds for Private Loans</u> The College shall not request or accept from any lender an offer of funds to be used for private education loans in exchange for the College providing the lender with a specified number or volume of federal loans made or in exchange for placement on a preferred lender list.</p> <p><u>Ban on Staffing Assistance</u> The College shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.</p> <p><u>Advisory Board Assistance</u> Employees with financial aid responsibilities shall be prohibited from receiving anything of value from a lender or guarantor in return for service to assist on its' advisory board. Reimbursement for reasonable expenses incurred in connection with such service, however, is permitted.</p>
<p><b>Preferred Lender Lists</b></p>	<p>Not applicable. Medical Career &amp; Technical College does not participate in a preferred lender arrangement.</p>
<p><b>Preferred Lender Arrangements</b></p>	<p>Not applicable. Medical Career &amp; Technical College does not participate in a preferred lender arrangement.</p>

<b>Private Education Loans</b>	Not applicable. Medical Career & Technical College does not participate with private education loans.	
<b>Annual Report on Preferred Lender Arrangements</b>	Not applicable. Medical Career & Technical College does not participate in a preferred lender arrangement.	
<b>Study Abroad</b>	Not applicable. Medical Career & Technical College does not offer study abroad courses.	
<b>Direct Loan Disclosure Form</b>	Not applicable at this time. The Department of Education will advise when made available.	
<b>Term and Conditions of Any Employment in the Financial Aid Package</b>	Not applicable. Medical Career & Technical College does not participate.	
<b>T1 Arrangement</b>	<p><b><u>INSTITUTION</u></b>  Medical Career &amp; Technical College  630 Eastern Bypass  Richmond, KY 40475</p>	<p><b><u>FAME</u></b>  Financial Aid Management for Education, Inc.  6451 N. Federal Hwy, Suite 501  Ft. Lauderdale, FL 33308</p> <p>In a T1 arrangement, a third-party servicer (FAME) contracts with Medical Career and Technical College to perform one or more of the functions associated with processing direct payments of Title IV funds; and making payments directly into the College's Pell Grant Account and the Federal Student Loan Account. The financial office of Medical Career and Technical College transfers the appropriate funds from these accounts into the student's school account to pay for tuition, books, and fees. Any remaining amount is given as a disbursement to the student for educational expenses. There are approximately 100 student accounts that are involved with this process.</p> <p>The Contract between Medical Career and Technical College and FAME began on 7-1-17 and remains in effect with automatic renewal each year for one year unless either party terminates providing a 60-day notice.</p> <p><b><u>FEES</u></b>  <b>Standard Package</b> \$820 per month for 100 students in the award year. \$60 for each student over this annual cap. \$37/student with Direct Loans in an award year.  <b>Consulting Services</b> for compliance support \$175/hour billed in 10- minute increments, sample student file review \$50/student award year plus \$15 reprocess for cure or additional disbursements in the same award year.  <b>Training</b> provided is an initial online training for 8 hours at no charge, subsequent training online \$150/hour billed in 10-minute increments. Tutorial videos on line at no charge. Monthly training @ FAME \$150/person. Trainer on site at Medical Career and Technical College \$1,250/day plus expenses.  <b>Veri-Tax</b> charges 1<sup>st</sup> tax year \$10/order, 2<sup>nd</sup> tax year \$12/order, 3<sup>rd</sup> tax year \$14/order, 4<sup>th</sup> tax year \$16/order</p>

# DISCLOSURES AS REQUIRED BY THE KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

## Located in College Catalog

Topic	Compliance
<b>Filing a Complaint with the Kentucky Commission on Proprietary Education</b>	To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to 500 Mero Street, 4 <sup>th</sup> Floor, Frankfort, Kentucky 40601. This form can be found on the website at <a href="http://www.kcpe.ky.gov">www.kcpe.ky.gov</a> .
<b>Student Protection Fund</b>	KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at <a href="http://www.kcpe.ky.gov">www.kcpe.ky.gov</a> .