



**FLORIDA INTERNATIONAL
TRAINING INSTITUTE**

**Consumer Information
2018**

About Florida International Training Institute

Mission

Florida International Training Institute, Inc., is committed to providing you, the student, with career options in the medical and technical fields.

Our goal is to encourage the student in obtaining an education by concentrating on specialized careers. Our programs will emphasize the education and training needed to acquire an entry level position in today's job market.

Our school will provide a comfortable and pleasant environment, by maintaining a highly qualified faculty and staff, and by using a multi-disciplinary approach to learning. This will assist the student in developing the professional career skills needed in order to succeed in today's world.

Congratulations and good luck in one of the most important decisions of your life.

Accreditation and State Authorization

Florida International Training Institute is accredited by Accrediting Council for Continuing Education and Training # 1429. For more information regarding accreditation contact:

Accrediting Council for Continuing Education & Training

1722 N St NW

Washington, DC 20036

Phone: 1-202-955-1113

E-mail: complaints@accet.org

Florida International Training Institute, Inc., is Licensed by the Commission for Independent Education, License # 4094

For more Information regarding licensure and availability contact:

Commission for Independent Education

325 W. Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

Toll Free Number: 888-224-6684

Admissions Policy

Florida International Training Institute, Inc. is an equal opportunity institution in compliance with federal, state, and local regulations with established procedures for technical, vocational, and training programs. An applicant for admission must be a minimum of 18 years of age, must be a high school graduate, or must have a general equivalency diploma or its equivalent.

The admissions Office Representative will ascertain that each applicant for enrollment is fully informed of the nature and benefits or the training to be provided. Each applicant is advised of the responsibilities and demands of the program(s) of interests. The Admissions Office Representative will ensure that all criteria and conditions required are met during the admissions process. The Admission Office Representative will validate each one of the steps in order to prevent and or minimize any adverse impact reflecting on the school. The Admission Office Director will ascertain that all steps are fulfilled with the mandated level of compliance and in accordance with the school policies and procedures. During the pre-admission conference, the Admission Office

Representative shall establish that the applicant has potential for the successful completion of the training program of interest. At this step, the interviewing representative will ascertain that the applicant is in possession of a High School Diploma (HSD) or a General Education Diploma (GED). During the oral interview with the applicant, the Admission Office Representative will provide complete information of the programs and a copy of the school catalogue including, but not limited to, length of programs, contents of courses, class schedules, admission criteria, tuition costs, and services. The school catalog will be provided to the student prior to enrolling. FITI publicizes its programs by different media using contents that comply with established standards.

Financial

Federal Pell Grant, FSEOG, FWS, and Direct Loan (Click)

Federal Pell Grant

The Pell Grant is an entitlement program available for those who need it to attend a post-secondary educational institution. The amount of the Pell Grant entitlement is determined on the basis of the cost of education at the institution attended and the actual number of credits for which the student is enrolled. Students can reapply annually for Pell consideration. All students receive a copy of The Student Guide for Financial Aid which is distributed by the U.S Department of Education.

Federal Pell Grant does not have to be repaid. Federal Pell Grants are awarded only

to undergraduate students who have not earned a bachelor's or professional degree. Awards can range up to \$6,095.00 per academic year and are based on the financial need of the family or individual and the cost of education.

Federal SEOG

A Federal Supplement Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, which means students with the lowest Expected Family Contributions (EFC). This program gives priority to students who receive Federal Pell Grants. Students can receive between \$100 and \$4,000 a year depending on when they apply their level of need, and the funding level of the school. An FSEOG does not have to be repaid.

Federal Work Study Program

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need by allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Employment is part-time only. An application can be made through the Institute's Financial Aid Department. Eligibility is based on financial need and the availability of funds.

Federal Direct Loan Program

Student loans, unlike grants and work-study are borrowed money that must be repaid, with interest. You cannot have these loans canceled because you did not like the education you received, did not get a job in

your field of study or because you are having financial difficulty. Loans are legal obligations, so before you take out a student loan, think about the amount you need and do not request more than you need for your education. Your Federal Student Loans: Learn the Basics and Manage Your Debt can help you learn more about federal student loan debt. You can find this publication at <https://studentaid.ed.gov/sa/sites/default/files/your-federal-student-loans.pdf>

Interest Rate for Direct Loan

Current interest rates for subsidized and unsubsidized loans first disbursed on or after July 1, 2018, and prior to July 1, 2019:

	Under Graduate Student	Graduate Student
Direct Loan Subsidized	5.05%	N/A
Direct Loan Unsubsidized	5.05%	6.06%

Financial Aid Eligibility

THE STUDENT MUST HAVE:

1. High school diploma or GED diploma.
2. Be enrolled as a regular student in an eligible program of study.
3. Be a U.S. citizen or eligible non-citizen or the correct G-845.
4. Make satisfactory academic progress toward completion of the program.
5. Not to be in default or owe a refund to any Title IV program.
6. Have the applicable financial aid forms filled and signed.
7. Register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25.
8. Demonstrate financial need.

Application Procedures

It is your responsibility to submit all the required material by the announced deadlines (June 30, 2019).

Prospective students are encouraged to apply early for priority consideration. Applicants should not wait for an admission decision before applying for financial aid. Admission decisions are made independent of financial aid decisions.

Free Application for Federal Student Aid (FAFSA)

For financial aid consideration, applicants need to complete the Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA.

The Department of Education has issued a FSA ID to all continuing financial aid recipients who filed a FAFSA for 2015-16 academic year. The FSA ID is used to access, complete and electronically sign the Renewal FAFSA on the web at www.fafsa.ed.gov as well as to view your federal loan history at www.nslds.ed.gov. Instructions on filing the Renewal FAFSA on the web will be included with your FSA ID mailer. Please be sure to save your FSA

ID number since it can be used to view the status and results of your processed FAFSA as well as to make corrections to your Student Aid Report.

If you have not received your FSA ID, but want to for 2018-2019, you can either request a FSA ID at www.fsa.ed.gov, file a new FAFSA online at www.fafsa.ed.gov, or file a paper FAFSA. Paper FAFSA's are available at the Financial Aid Office.

The student responsibility include to complete the Entrance Interview and the Master Promissory Note before start class and the Exit Interview before last day of attendance advised by the Financial Aid Department

Notification of Financial Aid Awards

Students are notified of their Federal Pell Grant eligibility through an Institutional Student Information Record (ISIR). This report is electronically transmitted directly to the Institute by the federal processor. The U.S. Department of Education employs a uniform formula to evaluate the information contained on the student aid application and to determine the index of need. In order to receive an award, the ISIR must be reviewed and eligibility confirmed by the Financial Aid Office. If the student feels that the awards do not cover his or her needs, the student should consult with FITI's Financial Aid Officer.

Disbursement Procedures

Awards will be made in accordance with the award letters issued by the Office of

Financial Aid. Federal Pell Grant or campus base checks will be made payable directly to FITI in a separate check for each student's account. Financial Aid awards will be disbursed electronically and will be applied to each student's account.

General Financial Aid Information

If you would like information about filling out the FAFSA, or other information related to financial aid, please visit one of the web sites below.

Filling out the FAFSA U.S. Department of Education

www.fafsa.ed.gov: Fast Web: A Free Scholarship Service

www.pin.ed.gov : U.S. Department of Education PIN registration

www.nsls.ed.gov : National Student Loan Data System

www.studentloan.gov

- o Free Application for Federal Student Aid (FAFSA) (<https://fafsa.ed.gov/>) All incoming and returning students must complete the FAFSA each academic year to be considered for financial aid (regardless of whether you borrow loans).
- o Financial Aid Path (<http://www.financialaidpath.com/>) This website will give you all the information you need to make an informed decision about financial aid. Here you will learn about

where to find financial aid, the different options available, the application process, and some tips to help you maximize the amount of money you can receive for your education.

- Federal Student Aid (FSA) - www.studentaid.ed.gov
- U.S. Department of Education - www.ed.gov
- FinAid! The SmartStudent Guide to Financial Aid - www.finaid.org
- Students.gov Student Gateway to the U.S. Government - <http://studentaid.ed.gov/redirects/students-gov>

Loan Information

- National Student Loan Clearinghouse - www.studentclearinghouse.org
Check your loan history for prior years and current academic year
- National Student Loan Data Systems for Students - www.nsls.ed.gov
Check your loan history for prior years and current academic year

Early Stages of Enrollment

Entrance Counseling

DCL-GEN-05-14 Guidance: Regulations require that first time borrowers of Federal Family Education Loan Program (FFELP) loans receive entrance counseling. During entrance counseling, schools must explain how the master promissory note works, emphasize the importance of repaying the

loan, describe the consequences of default, and show borrowers sample monthly repayment amounts based on their program of study at your school. Schools may enhance entrance counseling to include financial literacy and ensure that borrowers thoroughly understand all information. In addition, schools should collect as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed. These activities will ensure more knowledgeable, responsible borrowers, and result in fewer defaulters as well.

- **FITI Measures**

We use the following entrance counseling tools:

- Mapping Your Future website:

This tool, available at mapping-your-future.org, provides borrowers with information on obtaining student loans and money management skills and contains an entrance counseling module. It also captures demographic information for the borrower.

- My Student Loans Folder

This entrance and exit counseling tool gives students a place to store all of their loan paperwork. It also provides them with information on repaying student loans, managing money, and protecting credit.

- **Financial Literacy for Borrowers**

DCL-GEN-05-14 Guidance: The U.S. Department of Education (ED) recommends that schools provide borrowers with information concerning the income potential of occupations relevant their course of study, counseling at various stages of enrollment, interactive tools to manage debt, repayment options, and school contact information. Schools can offer this information through a variety of media such as counseling, classes, publications, e-tutorials, electronic newsletters to email accounts, adding the information to award letters, or using a combination of methods. To help students manage their debt, some schools are limiting access of credit card companies to their campuses. Schools should also provide borrowers with entrance counseling material and the following resources, at minimum, at enrollment and following graduation or withdrawal:

- Estimate of required monthly payments on the borrower's loan balance
- Calculators to help estimate and manage debt
- Loan servicer contact information
- Contact information for delinquency and default prevention assistance on campus
- **Lorain County Adult Career Center Measures**

We provide the following financial literacy tools and services for our students:

- We introduce our students to the National Student Loan Data System (NSLDS) to help

them determine their loan servicer and/or loan balance. The tools we use to educate students about financial literacy include:

- **Great Lakes' Financial IQ: located in borrower section of mygreatlakes.org**

This online resource offers students information about money management, banking, credit scoring, and identity protection.

- **Great Lakes' Repaying Your Student Loans: Making Good on Your Promise:**

This guide reminds borrowers of their obligations, explaining the basics of repayment, and advising them on how to manage their money and establish a budget.

- **Great Lakes' Education Tax Benefits: Getting a Return on Your Investment:**

This guide provides an overview of the generous education tax benefits available to student loan borrowers. It describes the Hope and lifetime learning tax credits, as well as the student loan interest deduction. It also provides an overview on education tax benefit eligibility and lists resources where borrowers can obtain additional information.

- **Mapping Your Future's personal financial management resources:**

These tools, available at mapping-your-future.org, provide borrowers with information on obtaining student loans, budget calculators and 'Ten Steps to Financial Fitness' to educate borrowers in money management.

Early Identification and Counseling for Students at-Risk

DCL-GEN-05-14 Guidance: 'Students at-risk' generally refers to borrowers who withdraw prematurely from their educational programs, borrowers who do not meet standards of satisfactory academic progress or both. Counseling at-risk borrowers should focus on the causes of withdrawal or unsatisfactory academic progress and solutions to resolve these matters. The end result of working with at-risk students will be more borrowers completing their educational programs, equating to a higher retention rate for the school and lower numbers of defaulted borrowers.

• **FITI Measures**

We offer the following forms of academic assistance to help retain students, especially those at-risk:

- Standards of Academic Progress provide students who are having difficulties with a framework for knowing what assistance and specific support services are needed to ensure success in meeting their educational goals. We maintain an intervention system to alert students to their academic weaknesses so that corrective measures can be implemented.
- Our Student Services Department is available to advise students who present with concerns relating to academic or personal barriers affecting their ability to succeed.
- A certified counselor is available in the school that will assess educational readiness,

advise new students, and help with career decisions.

- Academic remediation is available to provide support and intervention services to assist students in achieving scholastic success.

Communication

DCL-GEN-05-14 Guidance: Communication of information relevant to the prevention and management of defaults must be a school-wide effort and should not be the responsibility of only a single office. While communicating certain information across campus is mandatory, communicating additional information is highly recommended. To promote success, school officials should examine their communication procedures for effectiveness and inclusiveness.

Information regarding borrowers' academic progress and enrollment status should be components of the information received by all relevant offices across campus including the offices that disburse funds and authorize payments. Accurate and timely communication among school entities and ED not only ensures the right aid is getting to the right student, but such communication will help schools comply with regulations regarding the school's standards of administrative capabilities, accurate and timely reporting of borrowers' enrollment status, and satisfactory academic progress.

• **FITI Measures:**

Our school utilizes the following methods to ensure effective communication:

- Our policies relating to Satisfactory Academic Progress can be found in both FITI instructor and student handbooks.

- Program Instructors and Student Services communicate regularly to ensure students are complying with attendance and academic policies.

- The Director of the school is informed of any students who are failing to comply, who are placed on probation, or who are eligible for administrative withdrawal.

Default Prevention and Retention Staff

DCL-GEN-05-14 Guidance: Having dedicated default prevention and management staff has proven invaluable for many schools. ED recommends dedicated staff because they are in an excellent position to establish working relationships with borrowers from early in the students' experience through repayment. Many schools are also dedicating staff to student retention activities, a key to school and student success as well as default reduction. Where resources are limited, ED recommends combining these two functions, as they are similar in nature. An emphasis on both will particularly benefit at-risk borrowers.

• FITI Measures

Our Financial Aid Officer is responsible for developing, maintaining, and implementing our school's default prevention and management plan.

Our default prevention and management effort is led by:

- Berta R. Bello, School Director

Additional members of our default prevention and management team include:

- Dayami De Arriba, Job Placement Director of Florida International Training Institute

Our default prevention and management team meets annually.

Our team evaluates its progress based on the results of our cohort default rate calculation in relation to underlying economic conditions, student body makeup, and other factors that affect the calculation of our cohort default rate.

Late Stages of Enrollment

Exit Counseling

DCL-GEN-05-14 Guidance: Regulations require that schools provide exit counseling. Exit counseling is an effective way to prevent defaults and is often the last opportunity that borrowers have to work with someone at school regarding their loans. In-depth counseling that focuses on fully explaining repayment plans and choices that fit the borrowers' needs is essential. Exit counseling is the opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasize the consequences of default. Schools should take full advantage of this opportunity to work with their students. A large percentage of borrowers in delinquency either did not have the benefit of receiving this information or did not

receive it timely. Thorough exit counseling is a cornerstone of default prevention and is mandatory.

- **FITI Measures**

We use the following exit counseling tools

- **Mapping Your Future website:**

This tool, available at mapping-your-future.org, provides an exit counseling module that captures updated demographic and reference data and passes the information to schools.

- **Great Lakes' Repaying Your Student Loans: Making Good on Your Promise:**

This guide supplements exit counseling by reminding borrowers of their obligations, explaining the basics of repayment, and advising them how to manage their money and establish a budget.

- **Withdrawals**

DCL-GEN-05-14 Guidance: Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. These borrowers, at the highest risk of default, can often be identified while still on campus. Early identification and timely intervention can improve student retention and reduce the number of defaulted loans. In addition to fulfilling the regulatory requirement to provide exit counseling to students, schools should attempt to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their

withdrawal. Consider offering job placement services for a limited timeframe to students who have withdrawn. In addition to providing a valuable service, schools can take advantage of the borrower's return to campus to provide counseling.

- **FITI Measures**

The steps we take to recognize instances in which borrowers withdraw without notice include:

- Our policies detailing withdrawn student financial responsibilities are clearly defined in the FITI student handbook.

- We provide students with our schools' withdrawal policy, during new student orientation, and when students register for classes.

- We have record-keeping and reporting processes that alert us when students present with excessive absenteeism or academic failure.

The steps we take to provide exit counseling and other services to students who withdraw include:

- We contact these students by phone, and if necessary by letter, to set up an I person exit interview. During the exit interview, the counselor determines why the student left school and attempts to get the student to re-enroll. If the individual is a student borrower, the counselor discusses repayment options and responsibilities.

- We inform students who drop of school of their obligation to complete *Mapping Your Future* exit counseling. This tool helps

borrowers understand their repayment obligations.

✚ Timely and Accurate Enrollment Reporting

DCL-GEN-05-14 Guidance: Timely and accurate enrollment reporting to the Secretary of Education or the guarantor as appropriate is required by regulation and promotes school and student success. There is a direct correlation between late or inaccurate enrollment reporting and loan defaults. This school activity ensures that borrowers receive their full grace period, and further ensures that contacts from the loan servicer such as correspondence and telephone calls occur in the appropriate timing and sequence. The servicer's contacts are designed to increase the likelihood that borrowers will satisfy loan obligations. Timely and accurate reporting of changes in enrollment status is required of all schools. Adhering to a monthly schedule of reporting changes in enrollment status will help with data accuracy and is recommended.

- **FITI Measures**

The steps we take to ensure timely and accurate enrollment reporting include:

- Bi-Monthly enrollment status reporting to NSLDS.
- We have record-keeping and reporting processes that alert us when students present excessive absenteeism or academic failure. We also ask instructors to inform the School Director when students stop attending classes Section 3: After Students Leave School

✚ Maintain Contact with Former Students

DCL-GEN-05-14 Guidance: Schools find that all of the practices and strategies mentioned previously are much easier to employ if they are able to reach and keep in contact with their former students after they have left campus. By collecting ample reference information including cell phone numbers, e-mail addresses, and numbers and names of a variety of family members such as grandparents and cousins, schools have the resources to maintain contact with former students. Allowing borrowers to continue to use school e-mail accounts after they have left campus is not only a convenience to borrowers, but also a quick, easy, and effective method of contacting them after they have left school. One of the best methods schools can employ to avert defaults is to work with borrowers during every stage of repayment. Work with lenders, guaranty agencies, and servicers to identify delinquent and hard to reach borrowers, or those who have not been contacted at all to assist them with their repayment options and obligations. Contacting borrowers is an essential activity upon which successful default prevention and management can be built. Contact from the school may be the only effective technique to save a borrower from the negative consequences of default.

- **FITI Measures:**

- We obtain information from these sources to maintain up-to-date contact information:
- Our Job Placement Officer

- Reference information collected from the student at the time of registration and entrance and exit counseling

- Updated contact information gathered before the release of copies of transcripts or diplomas

- Free web services designed to help us locate borrowers, such as:

- whitepages.com
- metacrawler.com/index.html
- people.yahoo.com

- "Forwarding and Address Correction Requested" Service of the United States Postal Service

CANCELLATION & REFUND POLICY

The student should notify the school in person or in writing if he/she decides to cancel or terminate his/her attendance. Although students who begin classes and subsequently wish to withdraw are requested to provide notice of such withdrawal, refunds will be made in accordance with this refund policy regardless of whether written notice of withdrawal is provided.

Tuitions are charged for the entire length of the programs. All refund will be made according to the following refund schedule:

1. All monies will be refunded if the applicant is not accepted by the school or if the applicant cancels within three (3) business days after signing the enrollment agreement and making initial payment (including the registration fee).
2. Cancellation after the third (3rd) business day, but before the first

class, will result in a refund of all monies paid, with the exception of the registration fee not exceeding \$150.00.

3. If any applicant is accepted by Florida International Training Institute, but cancels prior to start of the scheduled program or never attends (no-show), will result in all monies refunded with the exception of the registration fee. All refunds due will be made within thirty (30) calendar days of the first scheduled day of the program or the date of cancellation, whichever is the earliest.
4. Cancellation after attendance has begun, but prior to 60% completion of the payment period*, will result in a pro rate refund computed on the number of hours completed to the total of that payment period*.
5. The institution is allowed to retain 100% of the payment period* once the student has completed over 60% of that payment period*. Student has to pay their student balance (if applicable) within 30 calendar days after drop date, otherwise their case will be sent to a debt collection attorney.
6. Termination Date: The termination date for refund computation purposes is the last date (LDA) of actual attendance by the student unless earlier written notice was received.
7. Refunds will be made within 30 calendar days of termination or receipt of Cancellation Notice.
8. In the event a course is cancelled and not offered, the applicant/ student will receive a full refund within 10 business days. In the event a course is postponed, the applicant/ student will receive a full credit for any and all modifications.

- ❖ **Payment Period:** Payment periods are divided into two periods. The first period is from the first starting date until the 50% program completion; and the second period starts at 51% of the program until the 100% program completion. During the first payment period charges are applied such as registration, books, uniform and lab fee if applicable.

RETURN OF TITLE IV FUNDS

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process

If a student wishes to withdraw from the institute, they must notify the School Director of the institute. The notification may be in writing or orally. The date the notification is received is the date of determination. The School Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance (LDA).

The school's determination that a student is no longer in school for unofficial

withdrawals is determined after 10 days of non-physical attendance.

Effective July 1, 2011 all schools that are required to take attendance are attendance taking Institutions, a student's withdrawal date is always the last date of academic attendance as determined by the institution from its attendance records.

For attendance taking schools aid received post LDA and prior to DOD is aid that could have been disbursed. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal

disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If an overpayment exists a PWD must be used to eliminate the Over Payment within 14 days prior to offering to a student or crediting their account, Pell, if loans are part of the PWD, the school must request and receive authorization from the student for direct loan funds.

The student is obligated to return any Title IV overpayment in the same order that is required for schools. Grant overpayments must be resolved through full and immediate repayment to the institution, repayment arrangements satisfactory to the school or overpayment collection procedures negotiated with Debt Resolution Services.

Two years is the maximum time a school may allow for repayment.

The following Title IV return distribution is used for all FSA students due a return:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Price of attendance

Program Name	Medical Assistant	Patient Care Technician	Medical Billing and Coding Specialist	Refrigeration and A/C Program	Electricity Technician	Home Health Aide (HHA)
Tuition	\$ 8,495.00	\$ 7,410.00	\$ 9,215.00	\$ 7,200.00	\$ 7,520.00	\$ 300.00
Registration fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Books and Supplies	\$ 230.00	\$ 130.00	\$ 480.00	\$ 350.00	\$ 650.00	\$ 75.00
Uniforms and Lab fees	\$ 75.00	\$ 75.00	\$ 130.00	\$ 30.00	N/A	N/A
Total Program Cost	\$ 8,950.00	\$ 7,765.00	\$ 9,975.00	\$ 7,730.00	\$ 8,320.00	\$ 525.00

Credit Balances

Title IV credit balances will be refunded to students after all aid has disbursed to the student account and a \$0.00 balance is owed to the school.

Disbursements

Of financial aid are typically made in two installments at the beginning of each term. For second term and students on academic

probation, disbursements are held until grades are posted.

Institution's cohort default rate

1 at this time

Financial Aid Code of Conduct

As active institutional members of the National Association of Student Financial Aid Professionals (NASFAA), the Financial Aid employees at Florida International

Training Institute have historically adhered to the NASFAA Code of Conduct. The Code is intended to help guide financial aid professionals in carrying out their duties, particularly with regard to ensuring transparency in the administration of the student financial aid programs, and to avoid the harm that may arise from actual, potential, or perceived conflicts of interest.

General Information about FITI School

Discrimination Policy

Florida International Training Institute, Inc. offers training to all applicants on an equal basis regardless of race, color, sex, national origin, religion, age, or disability. The school facilities accommodate disabled persons and include wide doorways and a restroom.

Applicant with Disabilities

Applicants with disabilities, as established in the American with Disabilities Act, will be assessed to the extent that is required to ensure that the knowledge, skills, and abilities to be developed by the training program would benefit the applicant and allow their successful utilization in the job market. The institute will provide a fair and supportive learning environment, to the extent possible, for students with special needs whom will benefit from the programs offered at Florida International Training Institute. While the institute wishes to assist all students with special needs to the greatest

extent possible, it cannot guarantee that such assistance will be available. Students with special needs should contact the institute in advance before attending the institute and the institute will do its best to accommodate those needs where possible. Admission and denial records of applicants will be maintained by the school in accordance to established school policies and procedures which is for a period of 3 years.

Transfer of Course Credits

An institution may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. Although Florida International Training Institute cannot guarantee that credit will be granted by another school for any of the hours earned by students at Florida International Training Institute, upon request from the student, we will assist the student in obtaining such credit for work completed at Florida International Training Institute. This assistance will be in the form of sending a letter from the School Director to the school into which the student hopes to transfer. The letter will contain a copy of the student's transcript of grades, as well as other information regarding Florida International Training Institute licensure and accreditation status, and will include any faculty or outside recommendations received by the student.

Family Education Rights and Privacy Act (FERPA)

The (FERPA) is a federal law which is designed to protect the privacy of & limit access to the educational records of students. It gives parents certain rights with respect to their children's education records. The (FERPA) affords a student & parents of dependent students the right to:

- Access to inspect & review educational records
- Request a correction to the records which are believed to be inaccurate or misleading
- A formal hearing, if the request to correct records is denied, to challenge the contents of the educational record
- Place a statement with the record setting forth the student's view about the contested information

Florida International Training Institute must have written permission from the parent or eligible student in order to release any educational records. However, Florida International Training Institute may disclose those records, without consent, to a third-party, with a written consent of the parent or under the following conditions:

- Other school officials with legitimate educational interest
- To school in which the student is seeking to enroll in
- Specified officials for audit or evaluation means
- To accrediting organizations
- State & local authorities if required by state statutes
- Officials in cases of health & safety emergencies

- Appropriate parties in connection with financial aid to a student
- To comply with a judicial order or a lawfully issued subpoena
- Organizations conducting certain studies for or on behalf of the school

Florida International Training Institute may disclose, without consent, which is designated as "directory" information. This information includes student's name, address, telephone number, date & place of birth, honors & awards, & dates of attendance

Emergency Procedures

Emergency Operations Plan

I. **PURPOSE:** Any situation arising from natural disasters and/or the operations of the School facilities, which results in a threat to the safety of the students, staff, and public requires response by the Florida International Training Institute. School resources will be committed to reducing the impact on the expected level of safety and property. To accomplish this mission, state laws, county ordinances, and existing School policy and procedures will be applied.

This standard operating procedure is established and provides guidelines and responsibilities for the proper utilization and administration of the FITI Emergency Operations Plan.

II. **POLICY:** To ensure the efficient operation and restoration of services in the event of an emergency, all FITI personnel are mandated to perform the responsibilities assigned and delineated in this procedure.

FITI personnel shall comply with the general guidelines, operational phases, notification procedures, logistics, and duties and responsibilities required to provide the appropriate response and level of service to the School.

I. **GENERAL**

A. **Provisions**

This plan provides for:

1. Protection of students, staff, and public.
2. Protection of property from damage and destruction.

B. Implementation: Implementation of any portion of this plan will depend upon the seriousness of a situation and notification to those concerned to execute any of the operational phases in the plan.

C. Emergency Alert and Emergency Standby: During the early stages of any possible emergency or condition, FITI personnel must be informed and kept aware of the developing situation. Inherent in the FITI function is a stated employee responsibility to protect School properties at all times. Therefore, every FITI employee must be prepared and ready to report for duty whenever a condition develops that threatens the safety of the students, staff, and public, or a School property is exposed to possible damage and destruction.

1. FITI is aware of and concerned to not imposing unnecessary restrictions on an employee's off-duty time; however, the contingencies of a potential emergency condition that indicates that FITI resources may be committed to reduce the condition demands that measures be taken to facilitate the implementation of the plan.

2. Should circumstances warrant, FITI personnel may be notified of a potential or developing emergency condition and placed on emergency alert or emergency stand by. Circumstances other than natural disasters require specific procedures for immediate response to correct the developing or existing condition and restore the level of service for the School to provide the appropriate level of learning process in its mission statement.

a. **Emergency Alert:** Off-duty employees are notified that a potential emergency condition exists or is developing that may require reporting for duty, subject to later notification. Employees will provide contact capability via residence and alternate telephone number, another person, or by periodically consulting the alternate contact source every four hours. Personnel on approved vacation, sick, or extended leave will not be placed on emergency alert.

b. **Emergency Standby:** Off-duty employees are notified that a potential emergency exists or is developing and that a requirement to report for duty is imminent, subject to later notification. Employees will be personally available via residence or alternate telephone number. Personnel on approved vacation, sick, or extended leave

will not be placed on emergency standby. The FITI School Director will announce the readiness condition for this type of emergency prior to the implementation of any operational phase.

3. FITI will maintain an emergency contact roster reflecting classification, name, telephone number, pager number, address of residence, and assignment for each employee. The roster will be prepared from a confidential database under the custody of the School Director Office and updated yearly. FITI supervisory personnel assigned to main organizational elements will be issued a copy of the roster for the purpose of this plan.

4. Only the School President and/or the School Director may initiate an emergency alert or emergency standby prior to the implementation of any operational phase. Neither emergency alert nor emergency standby readiness condition will extend beyond eight hours without the approval of the President or the School Director.

5. Employees who are notified and have been placed on emergency alert or standby will maintain a state of readiness appropriate for the nature of the emergency. When called to report for duty, employees will report as expeditiously as possible, no later than two hours after personal notification. Compensation entitlement shall be in accordance with School policy and procedures.

II. OPERATIONS

In the event of any developing or existing emergency condition, the School Director

may designate a center of operations at any other School location.

A. Operational Phases: FITI has designed its operational phases to cope with situations in a manner befitting the seriousness and urgency. Upon implementation of any operational phase, affected departmental sections will ensure the appropriate logistics for which they are responsible.

B. Alert Notification: The School Director Office will maintain a current listing of all personnel by name, home or alternate telephone, and paging device. Employees shall report to their immediate supervisors any changes in the contact information immediately. The changes will be notified to the School Director Office and updates entered as received.

Updates to the emergency contact roster will be printed in hard copy and disseminated to the FITI supervisory personnel and/or concerned sections. Each FITI element is responsible for maintaining a current emergency contact roster.

Upon the implementation of any operational phase, the FITI School Director will notify the affected supervisors, who will notify employees under his chain of command as required to have coverage during the operational phase under implementation.

C. After-Action Report: FITI administrative and academic organizational elements participating in the operational phases will prepare and submit an after-action report to the FITI School Director within 48 hours after the operational phases have been terminated. The FITI School Director may, however, choose to prepare a

comprehensive after action report covering the actions of each school branch and sections participating in the operational phases. When appropriate, the School Director Office will collect the individual reports and submit the School's report to the President within 48 hours after the operational phases have been terminated.

D. Training: The administrative and academic organizational elements shall identify training requirements as they relate to the plan. All training needs will be immediately forwarded to the FITI School Director.

E. Plan Revisions: The FITI School Director maintains liaison, and coordinates preparation and contents of the plan, with the School management and is responsible for plans for response to unusual occurrences and emergencies each year.

The School Management Team shall be responsible for conducting annual review of the plan each December and revising as necessary. Proposed changes to the plan will be submitted to the School Director no later than the first week of November each year. Any proposed revision to the plan will be staffed to the School Management Team. Plan revisions will be disseminated to all FITI personnel.

Duties and Responsibilities

The FITI School Director upon notification of an emergency affecting all or any of the School facilities will activate the appropriate operational phase and will notify the supervisory personnel responsible for the completion of the activation of the

operational phase as previously shown in the Alert Notification section of this plan.

Emergency Procedures

I. GENERAL

These procedures establish responsibilities for all FITI personnel to safeguard their lives as well as the lives and property of others and to provide protection for the School equipment and property.

A. Post Occurrence Duties

After the immediate emergency/natural disaster, many safety problems may still exist. Post occurrence duties include, but are not limited to:

1. Inspect all affected areas to ascertain conditions.
2. Contact responsible persons for areas which have been damaged.
3. Initiate property damage assessment.
4. Restore service to appropriate areas affected by the emergency/natural disaster.
5. Begin procedures established in the operational phases.
6. Prepare after-action report.
7. Any action deemed necessary by the FITI School Director.

II. TORNADO ADVISORIES

A. Severe Weather Warning:

A formal National Weather Service message advising the possibility of severe weather in a specified area of School facilities, including severe thunderstorms, high winds, heavy rainfall, and the possibility of tornadoes.

B. Tornado Watch:

National Weather Service announces that atmospheric conditions might be conducive to tornado development during a specified period of time in the surroundings of any School branches.

C. Tornado Warnings:

Warnings issued when a tornado has actually been sighted in the area of School facilities or is indicated on radar.

III. RADIOLOGICAL INCIDENTS

During the imminent or actual radiation release from the Florida Power and Light Company, Turkey Point Nuclear Power Plant, appropriate response is necessary to safeguard life and property. FITI must establish control to avoid confusion, which could result in injury or property damage. Coordination with the local Emergency Management authorities will serve to facilitate appropriate preparedness.

Upon the declaration of any unusual event or alert related to a radiological incident, including accidents that may occur in connection with the transportation or use of radioactive material, FITI will make the necessary notifications according to established procedures. Contingent upon circumstances, FITI will implement the required operational phase.

When the School determines that evacuation of designated areas is mandatory, supervisors shall ensure that all systems are shut down and FITI personnel are aware and prepared to evacuate the designated School facilities. The objective is to provide maximum protection to FITI personnel,

which will permit the most effective performance consistent with the situation. Warnings and alert procedures received will be properly disseminated. During an evacuation, FITI personnel will exercise care to prevent panic.

IV. HURRICANE OPERATIONS PLAN

A. Purpose

To establish procedures and areas of responsibility for the Florida International Training Institute in the event that a hurricane is approaching or hurricane conditions are considered imminent. The plan establishes operating status during these conditions and provides basic information to FITI personnel for actions to be taken before and after a hurricane.

B. General

During hurricane conditions, appropriate response is necessary to safeguard the lives of students and personnel, as well as the School properties. Coordination with local Emergency Management authorities will serve to facilitate the appropriate hurricane preparedness.

The objective is to ensure the effective and efficient operation and restoration of services by the Florida International Training Institute to students.

1. Definitions

a. Advisory: Weather advisory messages are issued by the National Hurricane Center concerning tropical storms and hurricanes. An advisory states details relative to the

location, intensity, direction of travel, and speed of a tropical storm or hurricane.

b. **Bulletin:** A bulletin is a public release from the National Hurricane Center during periods between advisories, announcing the latest details on the tropical storm or hurricane.

c. **Gale Warning:** A warning of winds within the range of 39-54 mph (34-47 knots). Gale warnings may precede or accompany a hurricane watch.

d. **Tropical Disturbance:** A moving area of thunderstorms in the Tropics that maintains its identity for 24 hours or more.

e. **Tropical Depression:** A rotary circulation at surface with highest wind speeds of 38 mph (33 knots).

f. **Tropical Storm:** A distinct rotary circulation with constant wind speed within the range of 39-73 mph (34-63 knots).

g. **Hurricane Watch:** Advance statement issued by the National Hurricane Center. The Hurricane Watch is not a warning, but does indicate a hurricane is near and that attention should be given to subsequent advisories. It implies possibility of dangerous conditions within 24 to 48 hours. Precautionary action should be taken in case hurricane warnings are forthcoming.

h. **Hurricane Warning:** A warning that indicates that hurricane winds of 74 mph (64 knots) and higher or a combination of high water and rough seas are expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions

are considered imminent and may begin immediately or at least within the next 12 to 24 hours. When a warning is announced it is of utmost importance that all precautionary measures and actions be instituted for protection of life and property.

i. **Storm Surge:** The increase in water level due to the action of the wind on the ocean surface and the low barometric pressure of the storm system.

j. **Hurricane:** A violent storm originating over tropical waters, with winds near its center reaching 74 mph and higher. In size, the storm may range from 50 to 1,000 miles in diameter.

k. **Hurricane Classifications:** The Saffir-Simpson Hurricane Scale based on the hurricane's present intensity. This is used to provide an estimate of the potential property damage and flooding expected along coastal areas from a hurricane landfall. Wind speed is the determining factor in the scale.

Category One Hurricane: No serious damages to building structures. Damages primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Some coastal road flooding and minor pier damage.

Category Two Hurricane: Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blow down. Considerable damage to mobile homes, poorly constructed signs, and piers. Coastal and low-lying escape routes flood 2-4 hours before the arrival of the hurricane center.

Category Three Hurricane: Some structural damage to small residences and utility buildings with a minor amount of curtain-wall failures. Damage to shrubbery and trees with foliage blown off trees and large trees blow down. Mobile homes and poorly constructed signs are destroyed. Low-lying escape routes are cut by rising water 3-5 hours before the arrival of the hurricane center. Flooding near the coast destroys smaller structures with larger structures damaged by battering of floating debris. Terrain continuously lower than five feet above mean sea level may be flooded inland eight miles or more. Evacuation of low-lying residences within several blocks of the shoreline may be required.

Category Four Hurricane: More extensive curtain-wall failures with some complete roof structure failures on small residences. Shrubs, trees, and all signs is blow down. Complete destruction of mobile homes. Extensive damage to doors and windows. Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential as far inland as six miles.

Category Five Hurricane: Complete roof failures on many residences and commercial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees, and signs are blown down. Complete destruction of mobile homes. Severe and extensive door and window damage. Low-lying escape routes are cut by rising water 3-5 hours before

arrival of the hurricane center. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of areas on low ground within 5-10 miles of the shoreline may be required.

C. Hurricane Watch

1. General Instructions

When a hurricane watch is announced the following will be accomplished:

- a. Personnel who are off duty will be placed on standby.
- b. Existing conditions within a specific area of School facilities may require unilateral action by the concerned School Director.
- c. The School President or designee will announce when personnel without hurricane assignments will be excused from duty. On-duty employees will be relieved to secure homes and families.
- d. The FITI School Director will activate hurricane operations

2. Computer System Procedures

Prior to personnel leaving their workplace because of a pending hurricane, the following will be accomplished:

- a. Ensure that all data in the Shared Files server is backed up on a compact disc and stored in a cool, dry place. A duplicate copy of data is made for off-site storage.
- b. Remove diskettes from floppy drives and compact discs from the CD-ROM disk drives.

c. Turn off personal computer (PC) system, including the central processing unit, monitor, printer and any uninterruptible power supply. Remove all electrical cables and plugs from electrical outlets. Disconnect and remove cables from all PC components.

d. Move all components away from windows and doors, or any location susceptible to wind and rain. Wrap heavy gauge plastic around all PC equipment.

e. All equipment should be picked up off the floor and placed on tables, chairs or cabinets, in case of flooding.

f. Upon returning to work, inspect all components for signs of wind or water damage. Contact the FITI Network Services Section to report damage and for assistance to connect equipment.

g. Prior to powering up the equipment, make sure that all cables, plugs, and sockets are dry and clear of debris. Do not power up any equipment which has sustained water immersion or intrusion.

D. Hurricane Warning

Issuance of a hurricane warning indicates that a hurricane is imminent and precautionary measures should be completed. The following are placed in effect:

1. The School President or designee will make the decision when the School is to close.

2. All FITI personnel and students are to report to work and classes unless ordered by the School Director not to report. Every

employee is to contact his immediate supervisor for instructions.

3. Advance hurricane warning from the National Hurricane Center is the basis to allow sufficient lead time to install protective hurricane shutters in designated School buildings, if applicable. Shutters will be installed upon instructions received from the FITI School Director.

E. Hurricane In-Progress

Caution

During the hurricane, it is difficult or impossible to secure outside assistance of any kind. All personnel on duty and students must be specifically instructed to avoid any action hazardous or potentially hazardous to themselves, other personnel, or equipment.

During the storm, FITI personnel on duty should document operations details, coverage deficiencies, damage, and any operational problems. This documentation will be included in the after-action report, including any recommendations for improvement of future storm protection.

F. Post-Hurricane Operations

1. After-Action Report

After-action reports will be submitted to the FITI School Director within 48 hours after cessation of hurricane conditions. The FITI School Director will review the reports and submit a condensed document to the School President within three days.

2. Return to Work

Employees will return to work when the National Hurricane Center announces hurricane warnings are being lowered. If the hurricane warning is lowered at a time which would leave the employee less than half of a normal work period, the employee will return to work at the beginning of the next normal work period.

3. Assessment of Damage

The Maintenance Zone supervisors and assigned personnel will survey the School facilities, assess damages, and report conditions expeditiously to the FITI School Director. FITI personnel will restore normal equipment and building operations as quickly as possible. Damages will be repaired when weather permits and the appropriate safe conditions allow it. The exterior and grounds will be assessed for damage when weather permits and repairs commenced as quickly as possible.

V. Utility Interruptions and Other Emergencies

A. Purpose

To provide the earliest possible notice to all concerned personnel of planned or emergency interruption of any utility and equipment services provided by the Florida International Training Institute.

B. Definitions

Utility

Electrical, water, sewer, and air conditioning.

Scheduled Shutdown

Generally, any shutdown for preventive maintenance and ordinary or emergency repairs, which can be scheduled for the convenience of users.

Unscheduled Shutdown

Any unexpected shutdown due to equipment failure or failure of utilities provided by outside suppliers which could not be foreseen.

C. Policy

Whenever possible the shutdown of utility or equipment services will be at a time and in a manner which will cause the least amount of expense and inconvenience to all concerned School entities.

Water leaks and air conditioning problems shall be treated as emergencies because of their potential for disruption to academic operations of the School and damage to School property respectively. Designated FITI personnel will respond immediately to these types of service interruptions/failures.

D. Procedure

1. Scheduled Interruptions

For a scheduled interruption to a building, a notification will be sent by the FITI School Director or designee to the supervisor of the affected entity or school 48 hours prior to the scheduled shutdown. The notification will include dates and times, estimated downtime of the service/equipment, and contact numbers. The notified entities will ensure that all subordinate personnel are

made aware of the scheduled shutdown. Requests for backup utilities will be coordinated with the FITI School Director and approved whenever possible and reasonable.

2. Unscheduled Interruptions

Because of the nature of unforeseen, accidental utility/equipment interruptions, advance notification cannot be given. In these cases, the appropriate FITI personnel will notify the interruption to the School Director as soon as it is possible. The FITI School Director or designee will notify the entities within the affected areas of the estimated downtime. Requests for backup utilities will be coordinated with the FITI School Director and approved whenever possible and reasonable.

Substance Abuse Prevention Policy

Florida International Training Institute supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. FITI is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute's reputation as a premier provider of professionals in the health industry and as technicians in the Refrigeration and Air conditioning industry. A violation will result in FITI taking appropriate action up to and including termination.

Purpose

The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous.

Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute's objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;
- To continue achieving its high placement rate;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body

Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the

legality of the substance and student-sponsored social activities if they are considered sponsored by the school. The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines. For the state of Florida specific statutes and penalties on drug and alcohol offenses, please reference the following link – www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display .

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from \$1,000 to \$8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual. For the most up-to-date federal trafficking penalties information, visit the website of the U.S. Drug Enforcement Administration at www.dea.gov/agency/penalties.htm.

FITI recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a

risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Below is a list of some potential health risks:

Alcohol

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

Drugs

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system (HIV and Hepatitis C)
- impotence
- heart attack
- respiratory failure.

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others

from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program

Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity

WILL NOT BE TOLERATED. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate.

As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement

- referral to an approved rehabilitation/counseling agency (CMHC)

- termination

- referral for prosecution

Students should be aware that FITI may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior (aggressiveness)
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- attendance failure

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT**

REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, FITI MAY CALL STUDENT TO THE OFFICE UNDER THE FOLLOWING CIRCUMSTANCES:

- After an accident occurring at the Institute.
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.

Available Assistance/Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware that a student is in violation of this Substance Abuse Prevention Policy.

A list of referrals for outside agency assistance, assessment and counseling are available in the Institution's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the School Director.

Campus Security and Crime Awareness Policies

As required by Public Law 101-542, as amended by Public Law 102-325, Title 11, Crime Awareness and Campus Security Act of 1990, Policy and Statistical Disclosures, Florida International Training Institute, Inc., has established policies regarding campus security. The school encourages all students and employees to report criminal incidents or other emergencies, on campus directly to the Campus President, student advisor, instructor and the area security. The school publishes a crime statistics report annually. It is available to prospective students, faculty and employees at the admissions office. The report is also posted on at the school's bulletin board.

Policy and Procedures for Campus Safety. Security Reporting and Fire Safety

Campus security policy: Report to campus security authorities or local police agencies (Call 911). If considered by the institution threat to students and employees.

School faculty and staff are to take whatever measures are required to protect themselves. Employees are encouraged to become aware and responsible for their personal safety and that of others.

Crime reporting procedures: It is the policy of Florida International Training Institute that any incident which constitutes a crime under local, state or federal law may be reported to the police. Any activity which would constitute a felony crime MUST be reported to the appropriate law enforcement

agency. Such crimes include, but are not limited to: Murder, forcible and non-forcible sex offenses, rape, robbery, aggravated assault, burglary, arson and motor vehicle theft.

In case of an emergency or criminal action, students and staff are authorized to call 911. The Admissions Office should be notified immediately whenever emergency assistance has been summoned.

Weapons: The unauthorized possession and/or use of any weapon are strictly prohibited on school property and are cause for immediate dismissal. Weapons may include such items as firearms, explosives, unauthorized possession of a knife, etc.

Sex Offenses: Students and employees should immediately report all alleged sex offenses to the school director. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof of a criminal offense. Students and employees will be informed of their option to contact the local police. Institute personnel will assist the student or employee in notifying police authorities, if desired.

Victims of sexual offenses will be referred to professional counselors as necessary or desired by the victim.

FITI has established the following procedures for campus disciplinary proceedings:

1. Both the accuser and accused are entitled to have others present during a disciplinary proceeding
2. Both parties shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

The Institute's final determination will be limited to the alleged sex offense and any sanction imposed against the accused.

FITI may impose any of the following sanctions as a result of a disciplinary proceeding regarding rape, or other forcible and non-forcible sex offense:

- Require the accused to provide proof professional counseling is being received
- Administratively dismiss the accused student or employee
- Suspend the student or employee disciplinary hearing pending the completion of legal proceedings
- Dismiss the accuser's accusations as unfounded, if appropriate.

Timely Warning Provision: FITI will make timely reports to the campus community on crimes that are considered a threat to other students and employees. Timely reporting to the campus community for this purpose will be decided on a case-by-case basis in light of all the facts surrounding an alleged crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Depending on the particular circumstance of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the School Director is responsible for the timely warning and they will be issued to students verbally in class, and manually posted on bulletins, providing the school with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the School Director.

Incident Reporting Procedures: The administration of FITI has developed policies and reporting forms to encourage and ensure the proper recording of criminal actions or emergencies on campus.

FITI's Campus Identification: FITI is located on 72nd Avenue NW 25th Street in the City of Miami. The institution is located on the first floor of the building 7265. The front/back parking is available for parking.

All faculty and staff must report crime and emergency situations to ensure proper record keeping and follow up for each incident. Incident Report Forms should be completed and filed with the School Director within 48 hours of the incident.

Safety and Security Programming

Crime prevention and personal safety are issues that concern all staff, faculty, and students at Florida International Training Institute. For students, these issues are initially addressed during new student orientation, and annually thereafter when the policy is distributed. For staff and faculty, these issues are discussed during new

employee orientation, and annually thereafter during performance evaluations.

Florida International Training Institute schedules several educational awareness programs throughout the year for its students and employees. Programming includes topics that promote an awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, personal safety, self-defense, crime prevention, and drug and alcohol abuse prevention. Institutional staff or guest speakers including the local police, rape crisis intervention experts, and other social service personnel make presentations.

Sex offense programming provides information to students and employees regarding procedures to follow when reporting such an offense, the available options of notifying law enforcement officials, the possible sanctions for committing such offenses and the availability of counseling services.

Students are made aware of safety and security programming via notices posted to student bulletin boards and in the school newsletter.

Annual Crime Report

Based upon Calendar year January 1, 2017
thru December 31, 2017

Total occurrences On Campus

Offense	2017
Sex Offenses	0
Forcible and Non-Forcible	0
Criminal Homicide	0

Murder, Non negligent and Negligent	0
Manslaughter	0
Robbery	0
Aggravated Assault	0
Motor-Vehicle Theft	0
Arson	0
Liquor Law Violation	0
Drug Law Violation	0

Vaccinations

Good health practices are encouraged for all students. However, the school does not require any specific vaccinations beyond those required by state and other laws as a condition for admission. Some programs may have specific requirements. Review the admissions requirements section of the catalog to determine whether this impacts the student's particular program. Students are encouraged to consult with their health care professional to discuss obtaining or updating vaccinations.

Register to vote

As part of the requirement for our institution to participate in the Federal Student Aid programs, we are required by federal law to provide each student with the state's voter registration form in paper, or by an electronic method. In order to register to vote, please visit www.vote411.org/bystate.php. Find and

select your state to view eligibility requirements, registration deadlines and a link to visit your state election department web page and obtain your state's voter registration form. If you have any questions, please contact the Financial Aid Office.

Demographics

❖ Student Enrolled from January 1st, 2017 to December 31th, 2017

Medical Assistant: 13

Medical Billing and Coding: 0

Patient Care Technician: 14

Refrigeration and Air Conditioning Technician: 28

❖ Faculty

Nine full-time faculty and two part-time faculty; Student / Instructor ratio is 30 to 1

Diploma Awarded: 53 diplomas were awarded through 2017.

Graduate Completion and Placement Rates:

🚩 2017 ACCET Annual Report

Program Name	Completion	Placement
Medical Assistant	100%	100 %
Refrigeration and AC Repair Technician	93.75%	73.08%
Patient Care Technician	70.97%	70%

Copyright

Copyright Infringement Policy: This policy seeks to make aware of the seriousness as well as possible consequences for unauthorized use of copyright materials. If the student utilizes copyrighted materials including music, movies, software, literary works, educational, instructional, research, it is Florida International Training Institute's Policy to comply with copyright laws. The student will not make or store unauthorized copies of copyrighted materials on or using the computer systems, networks or storage

media. Such disciplinary action will be at the sole discretion of the School Director.

Academic Programs

Medical Assistant

The Medical Assistant Program is designed to teach students the skills necessary for employment in a medical facility or physician's office. Students will learn the administrative and clinical roles of the medical assistant in different health care settings. This program trains the student to function effectively as an integral member of the health care team.

Patient Care Technician

This program will prepare the student for a healthcare career opportunity in the area of nursing assistant and home health aide by teaching how to function effectively as an integral member of a health care team. Upon completion of the program students will be able to work in hospitals, Adult Living Facilities, Rehabilitation Centers, Home Health Agencies, Nursing Homes, Hospices, Nursing Care Facilities and in private duty.

Medical Billing and Coding

This program prepares the student for an entry level employment as a Medical Coding and Billing Specialist in hospital, clinics, physician's office, surgery centers, long-term facilities, home health care agencies and billing companies. Self-employment is a common vocational objective.

Refrigeration and Air Conditioning Technician

The Refrigeration and A/C Repair Technician program has been designed to train students for an entry-level position in the air conditioning/refrigeration field. This program provides theoretical and hands-on course in the installation, basic, design, maintenance, and repair of residential/commercial refrigeration, air conditioning and heating equipment. In addition, training in automobile air condition, appliances and ice machine has been added to the curriculum. Self-employment is a common vocational objective.

Home Health Aide

In this course the student will learn basic skills in how to assist individuals with their personal grooming, dressing, bathing and the universal precautions designed to both protect the healthcare worker and patient. Also, in providing assistance with housekeeping, laundry services, shopping for food, preparing and serving meals, snacks, running errands and other household requirements.

Electricity Technician

The Electricity Technician Program is designed to train students for an entry level position in the electrical construction field for residential and commercial projects. The program includes theoretical and hands-on training in the installation of residential and commercial projects. This consists of a skill-oriented program where the student is introduced to the fundamental of electricity with modern tools, equipment and practice for the correct selection and installation as required by National Electrical Code.

Graduation Requirements

A student is eligible for graduation upon fulfillment of the following requirements:

- Complete all assigned assignments required of the program.
- Maintain a minimum GPA of “C” or 2.0 upon completion of the program.
- Maintain good attendance throughout the completion of the program
- Fulfill all financial obligations with the institution
- Completion of the program within the 1.5 times the normal program length

Instructional Personnel

Claude H. Cadet, MBC Specialist / New Professions Technical Institute, Miami, Florida: MBC Instructor

Ingrid Bonilla, BSN / Chamberlain College of Nursing, Miami, Florida: MA Instructor

Leticia Robaina, CNA,PCT / Florida International Training Institute, Doral, Florida: PCT Instructor

Octavio Suarez, HVAC Technician / College of Business and Technology, Miami, Florida: AC-R Instructor

Text Books Information

Below are our text book list that student will be using during the programs

Program Name	Book	Price
Medical Assistant	Delmar`s Comprehensive Medical Assisting Administrative and Clinical Competencies, 5 th Edition Human Body an Illustrated guide to every part of the human body and how it works, 1 st Edition	\$ 200.00
Patient Care Technician	Assisting with Patient Care, 4 th Edition Activities Book, 4 th Edition Human Body an Illustrated guide to every part of the human body and how it works, 1 st Edition	\$ 100.00
Medical Billing and Coding	ICD-10 CM 20418: The Complete Official Codebook CPT 2018 Professional Edition HCPCS Level II 2018 Professional	\$ 480.00
Refrigeration and Air Conditioning	Refrigeration and Air Conditioning Technology 6 th Edition	\$ 350.00
Electricity Technician	Delmar`s Standard Textbook of Electricity, by Stephen L. Herman, 6th Edition, 2016 Illustrated Guide to the National Electrical Code (Illustrated Guide to the National Electrical Code (NEC) 6th Edition by Charles R Miller. Interpretation of Plans-Interpretacion de Planos by Angel Cruz Hernandez, Ph.D., 2015 Photovoltaics Design and Installation Manual by Solar Energy International, 14th printing May 2016	\$ 650.00
Home Health Aide	- The Home Health Aide Handbook. Hartman Publishing, Inc. with Jetta Fuzy, RN, MS.4 th Edition. 2015	\$ 75.00

Arrangements Disclosures with other school

FITI is currently offering its programs at 7265 NW 25th St, Miami, FL 33122. FITI is not offering its program in any other location. Graduates students will be

finishing classes in this location. FITI has not agreement with other school.

Constitution Day

Constitution Day is celebrated each year on September 17. Students are encourage to participate in this celebration to enhance their knowledge of the U.S. Constitution and

its significance. School activities are planned based on the creation and ratification of the United States Constitution.

STUDENT AND CAREER SERVICES

Job Placement Services

Students are assisted with placement and furnished names and addresses of employment possibilities. The school will meet and invite potential employers to the school to increase the possibility of obtaining job placement for the students. Inquiries made to the school from potential employers will be posted on the bulletin board; however, **the school does not guarantee employment.**

Records and Transcripts

Students' records and transcript are maintained indefinitely and protected against fire, vandalism, and other perils. An

official transcript will be issued to the student upon completion of the program. Student records will be provided to potential employees only after a written request by the student is received.

Learning Resources

The school's Learning Resources provide the resource materials needed in order to assist the student in preparation for academic success. Materials include a collection of up-to-date books for circulating purposes, reference materials, professional and medical journals and industry magazines related to the programs. This section will be continually updated and enlarged to provide students with new and relevant materials. Computer terminals with internet access are also provided as research tools within the learning resources area. Field trips will include meetings at the local library for group projects and assignments.