



# Consumer Disclosure 2023-2024

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## ***Financial Aid and Financial Assistance***

AIHT Education is an accredited institute that has been approved for use of Government Grants and Loan programs. Students in need of financial assistance should consider these programs. More information can be found at <https://studentaid.ed.gov/>

### **FEDERAL PELL GRANT**

Pell Grant amounts are determined each year by the federal government. Eligibility is determined by the student's Expected Family Contribution (EFC) as determined by the FAFSA. Incremental amounts are awarded according to the EFC. Pell Grants are available only to first-time undergraduate students. Graduate students are ineligible.

### **DEPARTMENT OF VETERANS AFFAIRS BENEFITS**

If the student receives veteran's benefits, financial aid office is the designated department that knows if the student is receiving benefits. Documentation and amounts are placed in the student file and noted on contract/award letter.

### **FEDERAL DIRECT LOANS**

To be eligible for these loans, students must file the FAFSA, which will be used to determine eligibility for subsidized and/or unsubsidized loans. Undergraduate students who demonstrate need may qualify for a portion of their loan to be subsidized. All students can qualify for unsubsidized loans regardless of income level. Students must enroll at least half-time (six credits) to qualify for any federal loans.

#### **Federal Direct Stafford/Ford Loans:**

Also called Direct Subsidized Loans. "Subsidized" means the federal government pays the interest on these loans while you're in institute at least half time, during grace periods and deferments. These loans are need based and are low-interest, with a variable-rate, which is adjusted each year on July 1st. The student must repay the loan. Payments will begin six (6) months after graduation.

#### **Federal Direct Unsubsidized Stafford/Ford Loans**

Also called Direct Unsubsidized Loans. If you're an independent undergraduate student or dependent student, whose parents are unable to get a PLUS Loan you might qualify for an unsubsidized loan. The federal government does not pay the interest on these loans while you're in institute, in a grace period or in deferment students are responsible for paying all interest throughout the life of the loan. The interest is at a variable-rate, which is adjusted each year on July 1st. Students may be eligible to receive both the Subsidized and Unsubsidized Federal Loans, but the total of both loans must not exceed the federal loan limit. Payments will begin six (6) months after graduation, date of separation, or drop below half time.

#### **Federal Direct PLUS Loans**

Allows the parents of dependent students to borrow, up to the cost of attendance at AHT Education. The federal government charges interest from the student's parent from the date of the first disbursement until the loan is paid in full. However graduate student PLUS

borrowers may defer their repayment while enrolled in institute at least half-time. Interest is charged on PLUS loans during all periods, beginning on the date of the first loan disbursement. A PLUS borrower may pay the interest as it accrues during a deferment or allow it to accrue and be capitalized at the end of the deferment period.

Your parents and graduate students have nearly all the repayment options of the Stafford loan borrower. The exception is that the Income-Contingent Repayment Plan and the income-based Repayment Plan are not available to parent PLUS Loan borrowers.

There are certain Exceptional circumstances for Parent PLUS Loan eligibility as per the Direct Loan Program regulations at 34 CFR 685.203(c)(1)(ii):

- The parent is not a U.S. citizen or is unable to provide evidence that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident;
- The Parent is incarcerated
- The student's parent receives only public assistance or disability benefits, and the school has documented that the parent would not be able to repay the PLUS Loan;
- The parent has filed Bankruptcy and has provided supportive documents from court stating that as a condition of the bankruptcy filing, the parent may not incur any additional debt

### **Direct Consolidation Loan**

One or more federal education loans are combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education.

### **PRIVATE EDUCATIONAL LOAN – Meritize**

AIHT Education has partnered with Meritize to service institutional loan. The Institutional Loan is to provide an affordable and convenient way for students to pay tuition balance to the school.

You may apply for this loan by visiting: <https://www.meritize.com/>

- Must be enrolled in a full time Certificate program. See the Financial aid department for the list of programs.
- Approval is based on credit and past education history
- Interest only payments while in school.
- Loan terms to vary based on program
- Terms and conditions: The borrower/Co-Borrower must agree and sign an e-consent online prior to start of class.
- Rights and responsibilities of students receiving Loan: Meritize is the servicer of your loans, and AIHT Education will not be held liable.

### **IN SCHOOL PAYMENT PLAN**

The school offers in house ‘NO INTEREST’ payment plans options depending on individual student needs. Please meet with our Financial Assistance team to learn about the payment plan options.

## ***Career Services***

Once the student graduates, he/she is eligible for career services. Preparing resumes and training if required for attending interviews would be done by the career services. The school may recommend sites for application, when the vacancies arise, to all its graduates based on their performance. Procuring a placement depends ultimately on the performance of the student and the will of the site. Students cannot hold the school in anyway responsible for employment opportunities. There is no guarantee that successful completion of the programs will result in the student obtaining employment in any field or profession.

## ***Satisfactory Academic Progress (SAP)***

Students are required to make satisfactory progress toward the completion of a program. All programs are divided into multiple terms that are equal to or shorter than 25% of the total program. Academic progress will be evaluated at the end of each term based on following criteria:

***Minimum Qualitative Requirements:*** Students must maintain a minimum cumulative GPA (***cGPA***) as well as module grade point of at least 2.0 at the end of each evaluation period, i.e., at the end of each term.

***Minimum Quantitative Requirements:*** Students will be evaluated with the Maximum Time Frame (MTF) allowed as well as the Minimum Completion Rate or Pace of Progression at specified evaluation periods, i.e., at the end of each term.

- **Maximum Time Frame (MTF) Allowed:** Students are expected to complete all program requirements by their scheduled end (graduation) date. However, an extension may be granted, not to exceed 150% of the standard program hours. For example, if a program requires successful completion of 100 clock / credit hours, the student may not attempt more than 150 clock / credit hours in the completion of his/her program. Students must successfully complete 100% of the required courses within the maximum time frame allowed.
- **Minimum Pace of Completion:** AIHT will evaluate the successful course completion percentages for all enrolled students at the end of each term. The pace of completion is calculated by dividing cumulative hours/credits that have been successfully completed by the cumulative hours/credits attempted.

At 50% or less of MTF allowed, the student must have successfully completed 60% of the total clock / credit hours attempted.

At more than 50% of the MTF allowed, the student must have successfully completed 67% of the total clock / credit hours attempted.

Minimum SAP Standards:

<b>Percentage of Program Attempted</b>	<b>Minimum cGPA</b>	<b>Minimum Pace of Completion</b>
50% or less of MTF	2.0	60%
More than 50% of MTF	2.0	67%

The specified completion rates at identified intervals i. e. at the end of each term, maintains a

pace of progression that ensures completion of the academic credential within the maximum time frame allowed.

If it becomes apparent at any time that the student cannot complete the program within the maximum time frame, the student will not be allowed to continue.

SAP is monitored by the Student Services Office. All students are made aware of their Academic Progress at the end of each term.

#### **Additional Considerations for Quantitative and/or Qualitative Standards**

**Transfer Credits (TR):** will count as clock / credit hours attempted and earned. It will count towards the maximum timeframe and pace of completion, but not in the cGPA calculation.

**Pass (P) - Externship and/or Pre-clinical Modules:** will count as clock / credit hours attempted and earned. It will count towards the maximum timeframe and pace of completion, but not in the cGPA calculation.

**Incomplete Grades (I):** will count as clock / credit hours attempted but not earned. It will not count towards cGPA until the final grade has been posted. Students will be given a period of two weeks to meet the requirements in order to complete the module, failing which will result in 'F' grade.

**Failed Grades (F)\*:** will count as clock / credit hours attempted but not earned. It will count towards maximum time frame, completion rate and cGPA.

\* Failed Grade (F) received in externship and pre-clinical module(s) will not count towards cGPA.

**Withdrawal Grades (W):** will count as clock/ credit hours attempted but not earned. It will count towards maximum time frame and completion rate but not towards their cGPA.

**Repeat Modules (R):** will enable the student to achieve a higher cumulative grade point average. The student can repeat a module only once and the higher grade will count towards cGPA calculations. Repeating modules will adversely affect the student's completion rate requirements and maximum time frame.

**Change of Program:** will count as the clock / credit hours attempted, earned, maximum time frame, completion rate and cGPA for all courses that apply to the student's new program.

#### **SAP Warning**

Students failing to meet SAP minimum standards at the end of each term will be placed on SAP Warning. Students on SAP Warning will receive academic advisement upon request to assist them in improving their academic progress. Students may only remain on SAP Warning for one academic term. Students who meet SAP minimum standards at the end of the academic term will be placed back in good standing. Students who do not meet SAP minimum standards at the end of the academic term may appeal to be placed on SAP Probation; otherwise, they will be terminated.

#### **SAP Appeals**

Students who are placed on SAP Warning but could not meet SAP minimum standards and

have mitigating circumstances may appeal to be placed on SAP Probation. Students should begin the appeal process prior to or at the end of the academic term. Students must submit the appeal in writing and must state the reasons why they failed to make satisfactory academic progress along with plan they have made or will be making to be academically successful. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal request, including all supporting documentation. Appeal forms are available with the Student Services Office.

Examples of mitigating circumstances for appeal may include death in the immediate family, serious medical illness or injury, or other circumstances beyond the student's control. Students should submit documentation from a third party such as a doctor's note, an obituary for a deceased family member, or other relevant information to support their appeal, if necessary. The documentation must align with the time frame in which the student struggled academically. The appeal will also be reviewed by the Compliance Director and/or the President based on the student's past performance and the mathematical possibility for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time. The student will be notified in writing of the final decision within ten business days of the appeal request. Students with granted appeal will be informed when it is possible for them to return to school based on scheduling and course availability along with an academic plan which may require more frequent SAP evaluations than by the next academic plan.

### SAP Probation

Students who are granted a SAP appeal will be placed on SAP Probation for one academic term. Students on SAP Probation may receive academic advisement to assist them in improving their academic progress upon request. After the probationary period, students must meet the minimum SAP standards. Failure to meet these standards will result in termination from the program.

### SAP Watch List

One academic term may comprise of more than one module. If the term has more than one module, then the student cannot fail two modules consecutively. After a student fails one module, the student will be put on SAP Watch List for the next module. The student must pass the next module to get back to good standing or get removed from the SAP Watch List. Students who fail to get back to good standing at the end of the module for which the student was placed on Watch List, the student may appeal to be placed on SAP Probation; otherwise, they will be terminated. Please refer to SAP appeal proceedings for more detail. Remember, not all students may qualify for SAP probation.

### Re-establishing SAP

At the end of the next evaluation period, i.e., academic term, the student must meet minimum SAP standards i.e., both quantitative and qualitative to re-establish SAP.

Re-establishing SAP must be requested and addressed to the President/ Compliance Director in writing with either the evidence of corrected deficiencies or a plan to correct the deficiencies. President, Compliance Director, and Instructor(s) will review the evidence or plan and make a decision to re-instate the student.

### ***Withdrawal from School***

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

The student that withdraws after two weeks of starting the module will be given a grade of W in the module. Any unexcused long absence, not informing the administration or responding to phone calls or emails will result in termination from the course. It is mandatory for the students to inform any revised address or telephone number of contact immediately to the administration.

### ***Cancellation and Refund Policy***

#### ***Refund Policy in case of Cancellation:***

- If an applicant is rejected for enrollment, a full refund of all monies paid will be made to the applicant, except for the nonrefundable registration fees.
- If AIHT cancels a program subsequent to a student's enrollment, a full refund of all monies will be made to the student, including the nonrefundable registration fees.
- If a student cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the nonrefundable registration fees.

#### ***Refund Policy in case of Withdrawal or Termination:***

- A student may withdraw from the program at any time with or without notification. Notification of intent to withdraw could be made to the School Administration either via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

#### ***Within each academic year:***

- If the student withdraws in the first week of the classes, then 10% tuition charges will be withheld by the school. If 10% tuition charges exceed \$1,000 then school will withhold no more than \$1,000.00.
- If the student withdraws between the first week of classes and 50% of the academic year, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of \$1000.
- After 50% of the total academic year is completed, the school will retain the full tuition for that period.

**Note 1** – School will consider a partial week the same as whole week completed, if the student was present at least one day during the scheduled week.

**Note 2** – Books and Supply charges incurred during the portion of the program attended by the student are non-refundable.

#### **Refund Due Dates:**

If a student never attends class (no-show) or cancels the agreement prior to the class



start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). Date of Determination (DOD) is the date the student gives in written or verbal notice of withdrawal to the school or the date the school terminates the student, by applying the school's attendance, conduct, or Satisfactory Academic Policy (SAP).

If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

The school will generate a refund calculations sheet for each student who cancels, withdraws, or terminated from the program. Students with a student loan are responsible for notifying the loan institution of class cancellation, withdrawal or termination.

### ***Return of Title IV Funds (R2T4)***

#### **Information for students who receive federal financial aid from Title IV funds:**

This policy shall apply to all students at **AIHT Education** who receive federal financial aid from Title IV funds and who totally withdraw, take a leave, drop out or stop attending all classes without officially withdrawing.

Federal regulations require that when you officially withdraw from the institute or stop attending your classes that the amount of Federal Title IV Financial Aid assistance that you have "earned" up to that point must be calculated using a pro-rata formula. Other aid, such as state grants and outside scholarships will be returned as specified by the grantor. If you received more Federal Financial Aid than you earned, the excess funds will be returned on your behalf by the institute to the program in which you received aid. In many instances this will leave you owing the institute.

#### **Refund of Charges**

##### ***Within each academic year:***

- If the student withdraws in the first week of the classes, then 10% tuition charges will be withheld by the school. If 10% tuition charges exceed \$1,000 then school will withhold no more than \$1,000.00.
- If the student withdraws between the first week of classes and 50% of the academic year, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of \$1000.
- After 50% of the total academic year is completed, the school will retain the full tuition for that period.

Upon completion of the "Exit Notification and Leave of Absence Form", the Financial Aid Office will perform the return calculation. You will then be notified by the Financial Aid Office of your pro-rated charges; any adjusted aid and if there is any outstanding balance with the institute. You are responsible for making payment arrangements with the Financial Aid Office.

#### ***Refund Policy in case of Failing Grades:***

Per federal regulations a student who receives all failing grades for his/her semester classes will be subject to the Return to Title IV policy. A student whose attendance is documented

past the 60% mark will not be subject to the Return to Title IV policy.

The Financial Aid Office encourages you to read this policy carefully. Please contact the Financial Aid Office to discuss how your withdrawal might affect your financial aid and your possible repayment.

***Refund Policy in case of Withdrawal or Termination:***

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. If a student unofficially withdraws (meaning the “Exit Notification and Leave of Absence Form” was not completed) and **AIHT Education** had no knowledge that a student stopped attending classes, the aid will be calculated as of the last date of attendance (LDA) at a documented academically related activity.

“Title IV Funds” refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Federal Subsidized and Unsubsidized Student Loans, Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Perkins Loans.

A student’s withdrawal date is:

- The date the student reported on the “Exit Notification and Leave of Absence Form” or officially notified the institution of intent to withdraw; or
- The midpoint or later date of the period for a student who stops attending all classes without notifying the institution; or
- The student’s last date of attendance at a documented academically related activity. The amount which must be returned by the school to Title IV programs is calculated using the federal policy calculation.

Below mentioned process is followed when determining the funds to be returned:

1. Identify Appropriate Withdrawal Date
2. Identify Percentage Earned of Title IV Aid
3. Identify Percentage of Unearned Title IV Aid
4. Identify Title IV Aid to be disbursed
5. Identify Title IV Aid Disbursed
6. Identify Title IV Aid to be returned
7. Identify Amount Institution must return

**Funds Returned by Program:**

Unearned Title IV aid shall be posted on the student ledger for return to Title IV aid and will be submitted for refund. The school will return the funds to the Title IV programs (sources) in the order in which they appear on the R2T4 worksheet.

**Processing Timeframe:**

The applicable refunds for students who withdraw from school will be processed within 45 days from the Date of Determination (*DOD*). The *DOD* is based on the payment period from which the student withdrew.

**Post Withdrawal Disbursement:**

If a student does not receive all of the funds earned, per Return of Title IV calculation, the student may be due a post-withdrawal disbursement (PWD). Eligibility depends on

required federal conditions. If PWD includes loan funds, student shall be notified promptly of their eligibility and requested to consent to disburse loan funds within 14 days of the written notification. Amount of PWD shall be applied to eligible unpaid program costs. The balance, if any of the PWD amount over eligible program costs shall be paid to student via check. R2T4 refunds and/or PWDs shall be recorded on Student's ledgers. Student ledger shall also be updated for adjustment of fees as per the Institution's Tuition Refund Policy and copy of the student ledger shall be mailed to student.

The percentage of Title IV aid unearned to be returned to the appropriate program shall be 100% minus the percent earned. No program can receive a refund if the student did not receive aid from that program. Unearned aid shall be returned by **AIHT Education** from the student's account to the appropriate programs in the following order:

- Direct Unsubsidized Student Loan
- Direct Subsidized Student Loan
- Perkins Loan
- Direct Grad PLUS Loan (graduate students only)
- Direct PLUS Loan (parents of dependent students)
- PELL Grant
- SEOG
- TRIO Grant
- Other Title IV programs

### ***Transfer of Credit(s)***

Students may transfer credit hours/ clock hours from other institutions considering they have completed the same or similar course(s) within the last 3 years from other institutions with a grade point average of (2.0) or higher and also that the course is part of the requirements of a program offered by AIHT Education. The prospective students will be required to submit a completed credit waiver form along with a copy of the transcript. The form is available online or can be requested at the admissions office. The student must also submit the course outline or description of the course(s), if asked, by the AIHT administration.

If the transfer of credit(s) or clock hours is accepted, it will be used towards completion of the program and the student will be given a tuition and fees waiver accordingly. The school will accept all credits/hours except the core module and externship credits/hours for the Ultrasound Programs and Medical Assistant Program. For example: Vascular and Echocardiography modules from the Cardiovascular Technologist Program; Vascular, Ob/Gyn, and Abdomen modules from the Diagnostic Medical Sonography Program and Medical Assisting module from the Medical Assistant Program, will not be waived. The only exception to the rule is, if the prospective student is an AIHT Education's previous graduate or current student, transferring from one program to the other.

The Compliance Director will review the copy of the student's transcript to determine if the waiver be granted. Transfer of credit hours/ clock hours is not guaranteed and will be granted depending on the type, length and correlation of content to the course being evaluated. In any case, the decision of the Compliance Director will be final. The waiver, if given, will also be documented in the enrollment agreement.

The school will also assist students if they need to transfer out. In case the student needs to transfer out, he/she should submit the request with student services. The school will assist students in providing the grade card, transcript, syllabi, and/or course outlines, if needed. However, the students need to understand that the decision to accept the transferred credits/hours depends on the receiving institution and AIHT does not guarantee the acceptance of its credits/ hours in another institution.

*Please refer to the Program course description to know whether a module is a core module or not.*

### ***Copyright Infringement Policies and Sanctions***

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

It is the policy of AIHT Education to comply with all copyright laws. This includes

but is not limited to copying textbooks, manuals, periodicals, as well as peer-to-peer file sharing.

All students and staff are expected to be aware of and follow these laws.

Any member of the institute practicing unauthorized use of distribution of copyrighted material will be subject to sanctions by the institute up to dismissal from the institute.

Individuals would also be subject to Federal criminal offenses for copyright law violations.

### ***Constitution Day***

Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty- nine brave men on September 17, 1787, recognizing all who, are born in the U.S. or by naturalization, have become citizens.

AIHT Education proudly celebrates the day by way of an administrator visiting each class to briefly talk about the importance of the day. Various type snacks and soft drinks are served to commemorate the day.

### ***Net Price Calculator***

Net Price Calculator- <https://aiht.edu/wp-content/uploads/2021/06/Net-Price-2019-2020.html>

### ***Academic Programs Offered***

Refer to following URL for academic program information offered at AIHT Education

<https://aiht.edu/programs/cardiovascular-technologist/>  
<https://aiht.edu/programs/certified-nurse-assistant/>  
<https://aiht.edu/programs/diagnostic-medical-sonography/>  
<https://aiht.edu/programs/medical-assistant-hipaa-specialist/>  
<https://aiht.edu/programs/medical-billing-coding-specialist/>  
<https://aiht.edu/programs/patient-care-technician/>

### ***Privacy of Student Records- Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students in higher education various rights with respect to their education records. Rights afforded to you under FERPA include the right to inspect and review your education records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of personally identifiable information from your education records without your prior consent, subject to some specific exceptions.

AIHT Education observes and is guided by all laws and regulations regarding disclosures of

information about students by an institution of higher learning. Nothing in this policy shall be construed to supersede any provision of federal and/or state laws governing such disclosures.

### Disclosure of Education Records

If a student chooses to disclose any of their education records to parents or family members, written consent for disclosure of education records must be signed and dated, specify the records that may be disclosed, and identify the individuals to whom the records will be disclosed.

### Directory Information

FERPA permits disclosure of "directory information" without your prior consent unless you specifically request that it be kept confidential. Directory information is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. AIHT Education considers the following to be directory information: student's name, major field of study, dates of attendance, degrees and awards received and enrollment status (full-time or part-time).

AIHT may disclose directory information without consent unless the student requests it to be kept confidential.

Directory information and other relevant information from a student's education records which includes but is not limited to the student's name, address, telephone number, date and place of birth, honors and awards, and attendance period can be forwarded from the school's education records to the relevant authorities including but not limited to the following:

- Authorized school officials
- Parties connected to Financial Aid
- Accrediting agencies
- Federal, state and local authorities
- Appropriate officials in case of health and safety
- Auditing agencies
- Other transferring schools

Students wishing to exercise their rights to inspect and review their education records should submit a written request for the records they wish to review to the appropriate administrator at AIHT. The administrator will make arrangements for access and then notify the student of the time and place where the records may be inspected within 10 days of the written request. If the student wishes for any amendment of information which he/she believes is inaccurate or misleading, the student will need to write a formal request asking the school to correct the inaccurate information. If the school decides not to amend the records, the school will inform the student about its decision and the student, if still not convinced, may submit an appeal. Parental/guardian/spousal access to the student's records may be allowed, even without prior authorization from the student, in cases of health and safety emergencies.

### Additional Exceptions

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information,

and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student in the following cases:

- To other school officials, including teachers, within AIHT whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions. To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

\*For further clarification on FERPA please contact the US Department of Education.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### ***Voter Registration***

Under the National Voter Registration Act of 1993, schools receiving federal financial aid (Title IV funds) are required to disseminate information on how students can register to vote. AIHT Education makes a good faith effort to distribute registrations forms to students.

The following links will take you to the information about how to register to vote in State of Connecticut.

<https://portal.ct.gov/SOTS/Election-Services/Voter-Information/Voter-Registration-Information>

### ***Campus Security and Fire Safety***

School encourages all its students and employees to report immediately any criminal incidents or other emergencies which occur on the campus to the administration. The Director of Administration along with the Board of Directors is responsible for investigation and taking legal or other actions were warranted according to the situation. School will work with the local law enforcement authority if the need arises.

School strives to provide all its stake holders a secure and safe environment. The building has circuit cameras to record entry and departure of all visiting the building. All students and employees of the school are encouraged to keep the school authorities posted immediately of a possible criminal or a criminal activity that is likely to take place or has taken place. Statistical information of various criminal offenses will be distributed to the students and all employees on an annual basis. A copy of this report will be available with the administration to all students and employees and as well to prospective students and employees.

#### *Emergency evacuation procedure*

Fire drills procedures will be periodically scheduled

\*all occupants will evacuate the building in this manner

- Leave all belongings personal and otherwise
- Leave the building through nearest exit
- The room group nearest the assigned exit shall move out first
- Walk don't run
- Silence will be observed. Listen for directions from your instructors
- Assigned fire wardens will walk each floor, and check every room
- Aim to evacuate the building within 2 minutes
- Once safety has been assured the ok to return to the building will be given
- Return to the building in an orderly fashion
- In weather related emergencies, students are encouraged to check the institute website for up to date information.



## ***Campus Performance Report***

### ***Completion Rate 2023-2024***

Reporting year July 1, 2023 – June 30, 2024	
Program Name	Completion Rate
Cardiovascular Technologist	100%
Diagnostic Medical Sonography	100%
Medical Assistant	100%
Medical Billing & Coding	100%

The Standard for the completion rate for each program is at least 70% of enrolled students completing the program within the designated time for completing the program.

### ***Job Placement Rate 2023-2024***

Reporting year July 1, 2023 – June 30, 2024			
Program Name	Total Employed within 180 Days of Graduation	Total Graduates in reporting year	Job Placement Rate
Cardiovascular Technologist	8	11	73%
Diagnostic Medical Sonography	8	9	89%
Medical Assistant	10	12	83%
Medical Billing & Coding	5	5	100%

The Standard for job placement of program completers is at least 70% of program completers placed in a job in the field of study within 180 days of completion of the program.

*Student Body Diversity*

<b>Student Body Diversity</b>					
<b>(Enrollments during 2023-2024 Academic Year)</b>					

<b>Students</b>	<b>Total Full Time</b>		<b>Total Part Time</b>		<b>Grand Total</b>
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<b>By Gender</b>					
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Female	5%		8%		6%
Male	95%		92%		94%
<b>Grand Total</b>	<b>100%</b>		<b>100%</b>		<b>100%</b>

<b>Ethnicity</b>					
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Asian	8%		0%		8%
Black/African American	24%		23%		24%
Hispanic/Latino	24%		46%		24%
Native Hawaiian/Pacific Islander	0%		0%		0%
Nonresident alien	0%		0%		0%
Race/ethnicity unknown	0%		0%		0%
Two or more races	2%		0%		1%
White	42%		31%		42%
<b>Grand Total</b>	<b>100%</b>		<b>100%</b>		<b>100%</b>

<b>Pell Recipients*</b>					
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* Full Time Students Enrolled in Eligible Programs Only	17%				17%
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**Completion/Graduation and Transfer- Out Rates (\*)**

<b>Student Completion/Graduation and Transfer Out Rates (*)</b>			
<b>By Gender</b>			
Male	2%	Female	98%
<b>By Ethnicity</b>			
Asian	7%	Black/African American	19%
Hispanic/Latino	28%	Native Hawaiian/Pacific Islander	0
Nonresident alien	0%	Race/ethnicity unknown	0
Two or more races	0%	White	46%
(*) Not all institutions report transfer-out rates.			

**Annual Security Report**

AIHT Education is required by federal law to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Higher Education Opportunity Act (HEOA). The annual Security Report for 2017-2019 is readily available to students, faculty, and staff on the school website, as well as in the form of a soft copy. Please go to or click on link below for additional information.

<https://aiht.edu/consumerinformation/>

### ***Notice of Federal Student Financial Aid Penalties for Drug Law Violations***

A federal or state drug conviction can disqualify a student for FSA funds. Following chart describes penalties that may occur if a student is convicted of an offence related to Drug Law Violations.

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid – they do not count if the offense was not committed during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when he/she was a juvenile, unless she was tried as an adult. The student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify that he/she has successfully completed the rehabilitation program.

When a student regains eligibility during the award year, Pell aid may be awarded for the current payment period and direct loans for the period of enrollment.

### ***Alcohol and Drug Policies***

AIHT recognizes the serious threat to the physical and mental health of its students because of the misuse of alcohol or the use of illegal drugs. Therefore, our goal is to provide all students a drug free environment in order to provide a categorical intellectual growth. Each student also holds an individual responsibility to respect the school’s policy and abide by it.

**The possession, distribution and/or consumption of alcohol, alcoholic beverages, and illegal drugs are strictly prohibited by AIHT.** Any student violating these policies will be subject to consequences including termination or suspension. Students at AIHT are also subject to federal, state, and local laws for the possession and distribution of illegal drugs. Please visit <https://www.cga.ct.gov/lrc/drugpolicy/drugpolicyrpt7.htm#Sec2> for more details on illicit

drugs and other illegal drugs. And refer to table III-3 for CT penalties on drug possession.

AIHT recommends students to seek necessary help if there is a need. Please refer to <http://uwc.211ct.org/substance-abuse-resources-and-information-for-connecticut-residents/> to look for available drug information and prevention services. Also, please refer to our website under consumer info for more details.

### ***Accreditation, Approval, and or Licensure***

AIHT EDUCATION is institutionally accredited by the Middle States Association Commission on Secondary Institutes which is recognized by the United States Department of Education (USDOE) and the Council for Higher Education Accreditation (CHEA).

<https://aiht.edu/welcome-to-aiht/>

### ***Medical & Vaccinations***

A physical examination report must be completed by the first day of class. The guidelines for the physical are set by the institute administration and must be adhered to. Drug Screening may apply to some programs and must be completed prior to start of classes.

### ***Facilities and Services Available to Students with Disability***

AIHT Education does not discriminate on the basis of disability in admission or access or its programs, services, or activities of individuals who meet essential eligibility requirements. AIHT Education will provide reasonable facilities for documented disabilities of individuals who are eligible to receive or participate in programs, services, or activities.