



# CATALOG

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## MISSION STATEMENT

To provide a safe and secure milieu which nurtures an individualized intellectual focus, practical preparation and successful transition into postsecondary work or study. We strive to instill the attitudes and skills necessary to produce motivated, independent individuals who are able to function effectively in our ever-changing multifarious society.

## OWNERSHIP AND HISTORY

Distinct Health Educational Center is a private educational institution, owned and operated by Optimum Education Group. The institution operates campus in Lauderhill, FL.

Distinct Health Educational Center has been in operation since 2012. In 2015 the institution was acquired by Optimum Education Group with a sole owner John W. Rebstock.

Distinct Health Educational Center is a branch of Palm Beach Academy of Health and Beauty.

## LICENSING

Licensed by the Commission for Independent Education, Florida Department of Education; License No.4631. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Florida Department of Education at:

325 West Gaines Street, Ste. 1414  
Tallahassee, FL 32399 – 0400  
Toll-free number (877) 224 – 6684

## ACCREDITATION

Distinct Health Educational Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), an accrediting commission approved by the U.S. Department of Education.

Accreditation is a voluntary process that identifies and acknowledges educational programs and schools for achieving and maintaining a level of quality, performance, and integrity that meets meaningful standards established by the accrediting commission.

## ANTI-HAZING POLICY

Hazing is defined as any action taken or situation created, with or without the consent of the other person, which produces mental or physical discomfort, embarrassment, harassment, ridicule or places that person at a substantial risk of bodily injury. In the State of Florida, hazing is criminal offense and is considered a third degree felony. Additionally, any activity that sets an individual apart without constructive purpose shall be considered hazing. Actions considered as hazing may include, but are not limited to:

- » Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student
- » Requiring or encouraging a student to perform any dangerous, painful, offensive, demeaning physical or verbal act, including the ingestion of any substance, inappropriate exposure to the elements , deprivation of sleep or rest, or extensive isolation

- » Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or other forced activity that could adversely affect the mental health of the student.
- » Kidnapping, including restricting a person to move about freely
- » Performing personal chores or errands

Any student who believes he/she has been a victim of hazing by another student should immediately report any alleged acts to school officials.

## GRIEVANCE PROCEDURE

Student concerns or complaints should first be brought to the attention of the instructor. Concerns or complaints that are not satisfactorily resolved at this level should be submitted in writing to the Campus Director. Upon receipt, the Campus Director will schedule a meeting to address the concerns. Written responses and actions as a result of the meeting will be given within five school days.

Schools licensed by the Commission for Independent Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

325 West Gaines Street, Ste. 1414  
Tallahassee, FL 32399 – 0400

## STUDENT COMPLAINT

Student concerns or complaints should first be brought to the attention of the instructor. Concerns or complaints that are not satisfactorily resolved at this level should be submitted in writing to the Campus Director. Upon receipt, the Campus Director will schedule a meeting to address the concerns. Written responses and actions as a result of the meeting will be given within five school days. If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director at each location. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council, the accreditation and/or state agency.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.ACCSC.org](http://www.ACCSC.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director.

## FACILITY

The center is physically located at 4300 N University Drive, Suite E100, Lauderhill, FL 33351. The center is occupying a single level space approximately 4,925 square feet in size. As new programs are added "specialty" rooms, if necessary, will be added.

There is four classrooms, three labs, a library resource area located in the center for reference material and quiet study. The classroom is furnished with dry erase boards. Practical tools related to course programs are also available for hands on learning. Anatomical charts are located throughout to enhance visual learning.

The center is suitable located in regards to restaurants, parking services and public transportation.

## ADMISSIONS PROCEDURE AND REQUIREMENTS

Students are asked to meet the following requirements and procedures:

1. Contact an admissions representative at the school to schedule an appointment for a personal interview and tour of the school facilities.
2. Submit a completed Admission Application, a state issued photo ID or passport and required educational documentation (see High School Diploma Policy below). Persons interested in enrolling in the Home Health Aide program that cannot provide the educational documentation and intend to pay cash for the program, must be at least 16 years of age and demonstrate the ability to benefit from the training being offered (see Ability-To-Benefit Policy below).

The Admissions Office is open Monday through Friday 9:00am – 6:00pm. At the time of the interview, the prospective student will receive a tour of the facility, a complete explanation of the program, and the opportunity to meet the Distinct Health Educational Center staff. The prospective student may also attend a class for the day if he or she desires. A bound copy of the school catalog will be furnished prior to the student starting classes. A copy of the school catalog can also be downloaded from the school website, <http://www.distincthealthedu.com/>

## HIGH SCHOOL DIPLOMA POLICY

Persons seeking admittance to Distinct Health Educational Center must submit one of the following in order to satisfy the educational documentation requirement for admission:

1. A standard high school diploma from a U.S. high school.
2. A state-issued General Educational Development (GED) certificate.
3. A home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state.
4. Educational documentation from a non-U.S. school certified by a third party evaluation service to be equivalent or greater to a standard high school diploma from a U.S. high school.

Prospective students for the Home Health Aide program, who cannot provide the educational documentation above must demonstrate the ability to benefit with passing scores on the Wonderlic Basic Skills Test (WBST).

## ABILITY TO BENEFIT (ATB) POLICY

Applicants who are at least 16 years of age and do not meet the education requirements noted above in the Admissions Procedures & Requirements section must demonstrate the ability to benefit from the training being offered at the school.

ATB applicants for admission are required to pass the WBST with passing scores that achieve a minimum 8th grade level standard. The WBST consists of two 20-minute timed tests. Minimum acceptable scores are 200 on the Verbal & 210 on the Quantitative section.

The test is administered by an independent tester by appointment only at the school facility for the sole purpose of admission to Distinct Health Educational Center. If an applicant fails to pass the WBST, they may retake the entire test again immediately. After a second failing score, the applicant must wait at least six (6) months to re-test. The cost of each WBST is \$40.00, paid in advance. The fee is forfeited if applicant fails to appear on their scheduled date of exam for any reason.

# PROGRAMS

## HOME HEALTH AIDE

### **Objective:**

Instructing individuals in area of patient care to care for clients in need of help with activity of daily living (ADLs), assistance with care in the home. Program is designed to equip individuals with the knowledge that is needed to become a professional healthcare provider, providing exceptional care.

### **Description:**

A home health aide is an individual who provides basic person- al care and health-related services for a client in the client's home. These health- related services include but are not limited to: checking vital signs, changing bandages, giving massages and helping with medical equipment's. They work under the supervision of an RN.

### **Course Descriptions:**

**HHA001 Introduction, Roles and Responsibilities** – (12 Hours) This course will give the student the introduction to the course, the healthcare professionals and their roles and responsibilities.

**HHA002 Laws, Ethics, Policies and Procedures** – (10 Hours) This course will cover various laws, ethics and all policies and procedures that govern healthcare and its effects.

**HHA003 Abuse, Neglect and Exploitation** – (10 Hours) This course will define abuse, neglect and exploitation; course will also underline its consequence and contact information if any behaviors are conducted or suspected.

**HHA004 HIPPA/Confidentiality** – (14 Hours) Students will be taught how to handle privileged information.

**HHA005 Infection Control, HIV/AIDS** – (12 Hours) Students will learn the basics of regarding infection control and Universal Precautions. Information would also be taught on different diseases and preventions-mainly HIV/AIDS.

**HHA005L Procedure Guidelines and Skills Check** – (22 Hours) This course is designed to instruct the student on the clinical operators of different machines and various equipment in a client's home and how to use each one.

**HHA006 Client's Rights and Responsibilities** – (10 hours) This course is designed to inform the student of the clients rights and responsibilities.

**HHA007 Financial Aspect of Care** – (10 Hours) This course will cover the financial portion of care; students learn to help the clients in this area but learn that there are limitations.

**HHA008 CPR** – (4 Hours) – This course will teach the student basic life support (BLS) for healthcare provider. Student will be able to assist in life support of an infant, young child or adult.

**HHA009 Trends** – (8 Hours) This course helps the student create a resume and prepare for job interview skills. Test taking skills are reviewed.

**HHA009E Extended Hours** – (8 Hours) The student begins the lab where he/she gets to observe what has been taught in the class or given in theory.

**Total Clock Hours – 120**

### **Credential Awarded:**

After a student completes 120 hours, exams, any other applicable requirements, and fulfills all financial obligations to the school, a certificate will be awarded.

# HEMODIALYSIS TECHNICIAN

## **Objective:**

To instruct individuals in area of hemodialysis to provide care to clients in either an acute or chronic setting. The program is designed to equip individuals with the knowledge that is needed to become a professional healthcare provider, providing exceptional care.

## **Description:**

The hemodialysis technician works under the supervision of a RN to both initiate and terminate hemodialysis treatments; treatment is accessed either via catheter (hemodialysis technician accesses as per state regulations), **arteriovenous** fistula or arteriovenous graft. The hemodialysis technician also assists the nurse with monitoring of patients during treatments.

## **Course Descriptions:**

**HDT001 Introduction to Hemodialysis Course** – (80 hours) This course will give the student an overview of the course and will cover areas such as professional conduct, ethics and laws, roles of healthcare professionals, HIPPA, infections control, occupational hazards, needle stick prevention and patient safety initiatives.

**HDT002 HIV/AIDS** – (4 Hours) This course will define the disease process and prevention.

**HDT003 Introduction to the Dialysis Delivery System** – (80 hours) The student will be given an introduction to the dialysis delivery system and includes set up priming of the machine, cleaning and disinfecting and the water treatment system.

**HHT003L Laboratory** – (40 hours) This course is designed to assist the student in clinical operations of the dialysis machines and its connections.

**HDT004 Introduction to Hemodialysis Accesses** – (80 hours) This course is designed to familiarize the student with various hemodialysis accesses and how to care for them.

**HDT004L Laboratory** – (40 hours) This course will assist the student with methods of cannulation and accessing of catheter device for cleaning and connection based on state regulations.

**HDT005 Patient Assessment** – (40 hours) This course will help the student become familiar with various facial and body languages of clients that is indicative of something being wrong and how the student can react and/or assist the nurse.

**HDT006 Pharmacology** – (10 hours) The student will become familiar with certain medications that are used in the hemodialysis setting and their use.

**HDT007 Complications of Hemodialysis** – (20 hours) This course is designed to educate the student regarding complications that can occur during hemodialysis and how to implement appropriate care.

**HDT008 Interdisciplinary Team** – (10 hours) This course introduces the student to the interdisciplinary team- Nephrologists, nurse, social worker and dietitian.

**HDT009 CPR** – (4 hours) This course will teach the student basic life support (BLS) for healthcare provider. Student will be able to assist in life support of an infant, young child or adult.

**HDT010 Trends** – (12 hours) This course helps the student to create a resume and prepare for job interview skills. Test taking skills are reviewed.

**HDT010E Externship** – (180 hours) The student is assigned to a clinical setting where he/she gets to observe what has been taught in the classroom or given in theory.



**Total Hours - 600**

**Credential Awarded:**

After a student completes 600 hours, exams, any other applicable board or council requirements, and fulfills all financial obligations to the school, a diploma will be awarded.

## SCHEDULE OF CLASSES

### **Hemodialysis Technician:**

Monday – Friday: 9:00am to 2:00pm

### **Home Health Aide:**

Monday – Friday: 9:00am to 3:00pm

**NOTE:** Class schedules will be added.

## CLASS ENROLLMENT

Class starts vary by program. Students may speak with an Admissions Representative for information on the next class start date for their desired program. The enrollment size for each class start of our programs is twelve. On occasion, theory and/or lecture classes might exceed the number below by 1.33 times (maximum allowable by the school) in order to allow for students to make-up missed classes and facilitate transfer students.

## CLOCK HOURS & COURSE NUMBERING SYSTEM

For academic purposes, Distinct Health Educational Center measures the length of its programs in clock hours. A clock hour for our purposes is defined as 50 minutes of instruction per hour, depending on the class schedules and breaks. Course numbers contain a letter prefix representing the program and are numbered in the sequence in which they are taught.

## PAYMENT OPTIONS

Tuition is assessed on a term basis and payable in full at the beginning of each term. Payments may be deferred for students who choose the partial payment option. All charges are based upon the fee schedule in force at the time of enrollment. The student is responsible for payment of all charges including tuition, fees and supplies. Books and supplies are separate from tuition and can be purchased outside of the Center. The Center shall have no further obligation to the student if the student fails to pay tuition or fees for any term, regardless of the reason. It is up to the center's discretion if the student can remain enrolled.

Transcripts, diplomas, or any other documentation will not be issued if payment in full is not received. Delinquent balances may be turned over to a collection agency and/or other collection actions may be taken.

Fees are to be paid by the assigned due date. Payment can be made in the form of cash, credit card (VISA, MasterCard, Discover, and American Express), debit card and check or money order, made payable to Distinct Health Educational Center.

There are two ways to remit payment:

1. By check or money order mailed out to Distinct Health Educational Center.
2. On location at the school by means of cash, check, money order, debit card or credit card payment.

Checks and Money Orders to be mailed to:

### **Distinct Health Educational Center**

4300 N. University Dr. Ste. E100  
Lauderhill, FL 33351

### Reduction of tuition or fees:

A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment.

## TRANSFER CREDITS

Distinct Health Educational Center may grant credit for previous related education. Transfer credit will be awarded on an individual basis, determined by the directors of the school. All credits from other institutions will be evaluated according to these guidelines and subject to these conditions:

1. Upon enrollment, Distinct Health Educational Center must be provided a certified transcript mailed directly from an institution licensed by the Florida Board of Education or equivalent licensing authority of another state. Official transcripts must be sent to the Registrar's office.
2. Courses for which credit is granted shall parallel in content and intensity to courses offered by this school. Transfer students must complete at least 25% of the required number of hours necessary for graduation at Distinct Health Educational Center. They are also expected to comply with all school policies, rules, and procedures.
3. Transfer students must meet all admission requirements including the \$50 Registration Fee.

Courses taken at one institution frequently may not always match with courses offered at another institution. Even if both institutions are accredited, it may still be difficult to transfer credits from one institution to another. Each educational institution has different missions, course designs, and syllabuses. Distinct Health Educational Center classes are not designed for students to transfer to other institutions; they are intended for students to get a job. Since the determination of transfer of credit is made only by the institution at which the student requests to further their education, the student is advised to contact other institutions to which they may desire to transfer to determine transferability, BEFORE beginning classes at Distinct Health Educational Center.

**NOTE:** ACCEPTANCE OF CREDITS FROM DISTINCT HEALTH EDUCATIONAL CENTER. IS AT THE DISCRETION OF THE RECEIVING INSTITUTION. DISTINCT HEALTH EDUCATIONAL CENTER. MAKES NO CLAIM THAT ITS CREDITS WILL BE ACCEPTED BY ANY SCHOOL, COLLEGE, UNIVERSITY OR INSTITUTION.

## GRADING SYSTEM

Grades are reported at the end of each term. The mid-term grades may be issued as a report of progress of students doing below average work.

The following scale is used for reporting grades and determining grade point averages:

GRADE	A	B	C	D	F
QUALITY	EXCELLENT	GOOD	FAIR	POOR	FAILURE
SCALE	90-100	80-89	70-79	60-69	0-59

## SATISFACTORY ACADEMIC POLICY (SAP)

If a student fails to maintain a cumulative "C" grade, the student will be placed on academic probation for the following term. Failure to earn a minimum "C" grade for the probationary term will result in academic dismissal or extended enrollment status. Students placed on academic dismissal are not eligible for government student aid and may request to change programs, be placed on extended enrollment status or apply for re-entry into their original program based on justifying circumstances. Students claiming justifying circumstances must present supporting documentation. Students placed on extended enrollment status are not eligible for government student aid and must retake class(s) previously failed during the following term(s), if offered, in order to re-establish satisfactory progress. All decisions will be made by the Director regarding acceptance of extended enrollment status, justifying circumstances or academic dismissal.

A student failing to meet the satisfactory standards may appeal based on justifying circumstances (i.e. death in the family, sickness of the student, other circumstances, etc.) if the following conditions are met:

- » Student must provide a written reason for the appeal with supporting documentation, to the center Director.
- » The Director will determine the validity of the appeal within a week. The student will be advised of the Director's decision.
- » If the appeal is successful, the student will be considered on academic probation for the next term and must meet satisfactory academic progress requirements.
- » If the appeal is not granted, or the student fails to progress satisfactorily in the probation period, the student will be academically dismissed.

If a student changes programs or is seeking an additional diploma, generally the qualitative and quantitative standards used to judge academic programs include all periods of a student's enrollment. Attempted credits and grades earned, which do not apply to a student's new major, will not be counted towards the new major. If grades earned and credits attempted do apply to the new program then all grades and credits earned will be transferred into the new program. All students must have a minimum "C" grade or GPA of 2.0 for graduation from any program.

A student whose training is interrupted due to unsatisfactory academic progress, and wishes to re-enter, may after one term, receive individual counseling from the Director. A decision will be made regarding the student's re-entry to the school. A student who is permitted to re-enter must achieve a 2.0 GPA in order to maintain satisfactory progress.

## GRADUATION REQUIREMENTS

To qualify for graduation, a student must:

- » Pass all required courses in the student's program with a minimum "C" grade
- » Have an overall cumulative "C" average and meet all satisfactory academic progress requirements.
- » Meet the special skill requirements, if any, for each program. If a student meets requirements for graduation but has not paid all tuition and fees, the student shall graduate but will not be entitled to placement assistance, diploma, transcripts or other documents from the center. Distinct Health Educational Center programs are not exclusively intended to prepare students to obtain any outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industrial, or other types of certification, licensure, registration, or credentials available in the field of studies offered at Distinct Health Educational Center will require supplementary out of class study and preparation on the student's part.

## NORMAL COMPLETION TIMEFRAME

<b>Home Health Aide 120 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
30 hours	1 month/ 4 weeks	1 ½ month/6 weeks

<b>Hemodialysis Technician 600 Hour Program</b>	<b>Normal Time Frame in Months/Weeks</b>	<b>Maximum Time Frame in Months/Weeks</b>
25 hours	6 months/ 24 weeks	9 months/36 weeks

## ATTENDANCE POLICY

Attendance at all regularly scheduled classes and school functions is mandatory unless prior arrangements have been made with the Campus Director or the student's instructor. A student who is going to be absent is required to call the school beforehand. A student is considered tardy if he/she enters class more than fifteen minutes after the scheduled start time. All students are expected to be in class and ready to participate at the time that instruction is scheduled to begin. Distinct Health Educational Center is aware that occasionally, unforeseen situations may arise where a student would not be able to attend class. It is the responsibility of the student to attend classes regularly following their approved class schedule and be punctual to all of their classes.

### Tardiness

In order to assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class. After arriving to class 15 minutes late, time will be deducted in 15 minute increments.

### Absences

If the student is unable to attend class, it is recommended they contact the school in advance to advise that they will be absent from class. Instructors record attendance daily. A student absent for any reason is responsible for all academic work missed. Please be advised that if a student misses more than 14 consecutive calendar days, they will be withdrawn from school and upon return would have to reapply for admission. Failure of having too many absences and not making up hours could result in the student not meeting their Rate of Completion of 67% or above, which is one of the components for Satisfactory Academic Progress (SAP).

In the case of canceled classes due to inclement weather or other related emergencies, those hours and work assignments will be rescheduled. Students can call 754.300.5131 to check if the school is open for classes when inclement weather or other related emergencies arise.

In the event that you must miss school, you are required to call the campus and leave a detailed voicemail with your full name, instructor's name, reason for absence and a number where you can be reached to 754.300.5131.

### Make-up Work Policy

Students may attend the school on the designated day to make-up any class time that may have been missed due to absences. Make-up hours are available to students every Tuesday and Thursday 3:00 – 5:00pm.

## LEAVE OF ABSENCE

There may be occasions when students may need time off and must be absent from school. In these instances, they can request an LOA. The reason for the leave must be extenuating circumstances and cannot exceed 60 calendar days.

If an LOA is needed beyond 60 calendar days, it can be requested for the reasons listed below with appropriate documentation that must be submitted at the time of the leave, unless it is not feasible due to an emergency medical reason such as an accident. The school may allow the student to take multiple LOA's as long as the sum of the leaves do not exceed 180 calendar days within a 12-month period. The 12-month period begins from the date of the students first approved LOA. All requests are subject to school approval and the decision of the Campus Director is final.

- » Military obligations
- » Jury duty
- » Pregnancy
- » Serious health condition
- » Emergency Family Health

### **LOA Extensions:**

A student on an approved LOA may submit a request to extend the LOA. Only one extension may be granted for the same reason as requested on the original LOA otherwise a new LOA must be requested. Students must appear in person, fax or email a request for an extension of an LOA. Such request must be approved by the Registrar department and the Campus Director provided:

- » The student submits a request on or before the end date of the current approved LOA.
- » The number of days in the absence period as extended, when added to all other approved leaves, does not exceed 180 calendar days in a twelve (12) month period, calculated from the first day of the student's first LOA.
- » There is a reasonable expectation that the student will return.
- » It does not exceed the 60 calendar day LOA unless it falls into one of the categories for leaves longer than 60 calendar days.

If the request is denied, the student will be withdrawn, the institutional refund policy will be applied using the student's last day of attendance for the calculations.

### **An LOA is Approved if:**

- » The student has submitted a written, signed and dated request to the Campus Director
- » with the appropriate documentation as required.
- » The Campus Director has determined that there is reasonable expectation the student
- » will return from the LOA.
- » The Campus Director has approved and signed the Leave of Absence.

The period of time for which a student has been given an approved leave shall be excluded from the Maximum Time Frame in which an individual student will be expected to complete their program of study.

### **Returning from an LOA**

Upon return from an LOA, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after an LOA. Any official LOA will extend your contract without additional charges.

You must notify the Campus Director upon your return to school.

### **Failure to Return from an LOA**

If a student does not return from an approved LOA, the student will be withdrawn from school using the date the student was supposed to return as the date of determination and the student's last day of physical attendance prior to the start of the leave to calculate the Institutional refund.

## PROFESSIONAL CODE OF CONDUCT

Any student who willfully violates or fails to follow school rules and regulations, and/or performs any act that materially interferes with or is detrimental to the orderly operation of a classroom or campus, school activity, or any other aspect of the educational process at Distinct Health Educational Center, shall be subject to discipline, up to and including suspension or dismissal.

Distinct Health Educational Center has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus and at any off-campus functions sponsored or supervised by the school. These include but are not limited to:

- » Cheating, plagiarism, forgery, alteration or any other misuse of school document records of identification.
- » Use or possession of alcoholic beverages or any controlled substance including and without limitation: any narcotic drug, hallucinogenic substance or marijuana.
- » Physical or verbal abuse of any person or group, or any conduct which intimidates, threatens, or endangers the health or safety of another.
- » Assault, battery, or any threat of force or violence upon the school staff members, students, or visitors.
- » Harassment, including, but not limited to, the intimidation of another student or a school official or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened.
- » Possession of any weapons including, but not limited to: firearms or any props that resemble a firearm, handguns, rifles, shotguns, ammunition, fireworks, major or minor explosives, electric weapons or destructive device, sword/sword cane, razor blade, box cutter, common pocket knife, mace or any lethal weapon is forbidden.
- » Unauthorized possession or use of explosives, dangerous chemicals, or other materials.
- » Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures.
- » Destruction or defacing of school property.
- » Intimidation or bullying of any instructor, administrator, student, or others by threat of force or violence.
- » Extortion.
- » Theft of, or damage to, the property of the school, school officials, students or visitors. Such actions may result in the imposition of fees for the loss, damage, or defacement of books and equipment.
- » Fighting.
- » Disruptive behavior, willful disobedience, profanity or vulgarity aimed towards defiance or abuse of school officials.
- » Committing a criminal act as defined by law.
- » Dressing in an inappropriate or disruptive manner.
- » Disruptive behavior
- » Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.
- » Conducting any raffles, pools, or gambling games on school property.
- » Arson.
- » Unauthorized entry to the school or facilities.

Students who violate the Student Code of Conduct are subject to disciplinary procedures. Violations of the Student Code of Conduct will be adjudicated by the Campus Director. Students may appeal to the Campus Director when accused of any violation. If the student is interested in making an appeal, he/she must request a meeting with the Campus Director and present a formal written appeal.

## TERMINATION AND WITHDRAWAL POLICY

A student is subject to termination for any of the following:

1. Failure to maintain Satisfactory Academic Progress.
2. Failure to comply with school's Attendance Policy.
3. Failure to meet all financial obligations to the school.
4. Violation of any of the conditions and terms set forth during Probation.
5. Violation of any of the conditions set forth and agreed to in the Enrollment Agreement.
6. Any of the violations listed under the "Professional Code of Conduct" section.

A terminated student may request in writing for re-instatement to the school after 30 days. The decision to re-instate a terminated student is evaluated on an individual basis and at the discretion of the Campus Director.

### **Voluntary Withdrawal**

Should a student wish to withdraw from a program, it is recommended that they write a letter of withdrawal to be included in their student records. The school will also accept a verbal intention to withdraw in person or over the phone. If the school does not receive a notification of intent to withdraw, 14 consecutive calendar days of absence without approval or notification will be considered a voluntary withdrawal by abandonment and a notation will be made as such in their student file. The last day of attendance will be the official date of withdrawal.

## CANCELLATION AND REFUND CALCULATIONS

Should a student be terminated or withdraw for any reason, all tuition cost calculations and refunds will be made according to the following policies:

1. All monies, including the admission registration fee, will be refunded if the school does not accept the applicant.
2. Cancellation within three (3) business days after signing the Enrollment Agreement or before attendance in the 2nd scheduled day of classes will result in a refund of all monies paid toward tuition, including the registration fee of \$50.
3. Cancellation after the 2nd scheduled day of classes, but prior to 40% school presentation of the program, will result in a pro-rated tuition charge based upon the number of classroom hours provided/instructed by the school compared with the total cost of tuition.
4. Cancellation after school presentation of 40% of the required number of hours for graduation will result in the student being responsible for the full amount of tuition stated in their Enrollment Agreement. The number of hours the school has presented or instructed may differ from the number of hours a student completes/earns due to absences and missed time. All computations are based upon clock hours provided by the school since the Start Date.
5. The date for refund and tuition calculation purposes is the last date of actual attendance by the student.
6. Refunds will be made within 30 days of termination or receipt of cancellation notice.
7. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the first regular scheduled class or following a tour of the school facilities.
8. Cancellation or postponement of a program offering/class start date due to low enrollment or another unforeseen circumstance; will result in all tuition and fees refunded to the student or the opportunity to enroll in the program/class at a future date.



## STUDENT SERVICES

Distinct Health Educational Center cannot guarantee employment for our graduates, but we do offer active career services assistance to our students and graduates. Prior to and after graduation, students can request placement guidance that will assist them in finding entry-level employment.

The school does not provide housing, transportation, or childcare for students; however, a current listing of rental housing, local public transportation or childcare information is available by contacting the Campus Director. The school also provides students with referral to local area counseling services as needed.

## STUDENT ADVISING

Members of Distinct Educational Center staff are available to assist and advise students upon request regarding specific problems in their coursework and work opportunities in the field. Student advising is done by appointment and will be scheduled at the administrator or instructor's earliest availability. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention. During advisory sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school. School administrators and instructors are not qualified or permitted to discuss or advise students on matters unrelated to their enrollment at Distinct Health Educational Center.

## RECORDS ON FILE

The school maintains permanent student records and guarantees the right of students to gain access to their files. A written request is required and an appointment must be scheduled for the Registrar or Financial Aid department to review the records with the student. All grades, services, hours and student accounts are recorded and kept on file. The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student. Notification of rights under the Family Educational Rights and Privacy Act (FERPA) is available in the Financial Aid department.

The school shall keep all records confidential and maintained. The records of all students including those who are denied entry, withdraw, or terminated before meeting graduation requirements will remain on file for at least five years.

## QUALIFIED INDIVIDUALS WITH DISABILITIES

Distinct Health Educational Center admits students regardless of race, creed, gender, age, religion, sexual orientation, marital status and/or disability, to the extent of the law. To comply with all local, state and federal laws, it is Distinct Health Educational Center policy to make reasonable accommodations for known physical or mental limitations of an otherwise qualified student with a disability.

All prospective students must complete the Occupational Demands form for the purpose of identifying any reasonable accommodation which may be necessary to perform the requirements of the program. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation. The request should be made at least four weeks in advance of the date needed. The directors will meet to consider each request and the student will be advised of the decision in writing within ten (10) business days, under most situations.

## HOLIDAYS AND VACATION DAYS

The school will be closed for the following days/extended breaks during the 2015 Year:

- » Martin Luther King Day
- » Memorial Day
- » Independence Day
- » Labor Day
- » Thanksgiving
- » Winter Break (TBD)

The school's schedule for the following calendar year will be made available upon request.

## SECURITY AND SUBSTANCE ABUSE POLICIES

Distinct Health Educational Center maintains a strict policy regarding the prohibition of alcohol and illegal drugs on school property. All students must sign a statement that they understand and agree to the school's policy on this matter. The school has information available on drug abuse counseling services and assistance programs available in the local area. This information is available from the Campus Director during normal business hours.

### **Sexual Harassment**

Distinct Health Educational Center maintains a strict policy regarding any sexual harassment on school property. All students must sign a statement that they understand and agree to the school's policy on this matter.

### **Discrimination, Harassment and Bullying Policy**

Discrimination means treating an individual or group less favorably than another based on a legally protected characteristic. Harassment is verbal or physical conduct that demeans, stereotypes or shows hostility or aversion toward an individual or group because of a legally protected characteristic and which creates an offensive, intimidating or hostile school environment. Bullying is the continuous or repeated infliction of physical harm or psychological distress on one or more students or employees.

Distinct Health Educational Center strives to provide an environment in which all students and employees can be supported to achieve their goals. Discrimination, harassment, bullying or any significantly offensive behavior is a serious threat to maintaining a healthy learning environment and in some cases; such conduct may also violate the law.

For these reasons, Distinct Health Educational Center will not tolerate discrimination, harassment, bullying or other significantly offensive conduct directed towards students or employees by persons they encounter in the course of their work or enrollment at Distinct Health Educational Center. This policy does forbid any behavior defined as sexual harassment detailed in the Sexual Harassment policy but goes further to include other potentially disturbing and damaging behavior.

Any student or employee who engages in discrimination, harassment, bullying or other offensive behavior is subject to disciplinary action, up to and including dismissal of the employee or termination of enrollment of the student.

Other individuals (non-employees and non-students) found to have engaged in harassing or discriminatory behavior may be asked to leave and not return. A student or employee who has a complaint of discrimination, harassment, bullying or offensive behavior should report the matter to Campus Director, immediately. All such complaints will be investigated and, where appropriate, corrective action will be taken. Distinct Health Educational Center will treat every complaint with discretion, but in order to conduct thorough investigations, Distinct Health Educational Center cannot guarantee that the matter will be kept confidential.

## **Weapons Policy**

Distinct Health Educational Center prohibits students and employees from carrying, possessing, or using firearms and/or weapons (knives, bow& arrows, bomb materials, fireworks, or anything that could be deemed a weapon by policing authorities) while on school property and while attending school-related events off property. This policy applies to all students and employees, including those with a valid permit to carry a firearm. Students and employees who violate this policy will be terminated without further warning.



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