



GENESIS CAREER COLLEGE: LEBANON CAMPUS 2011-2012 CONSUMER INFORMATION REPORT

In compliance with the Higher Education Opportunity Act (HEOA), Genesis Career College (GCC) has compiled this Consumer Information Report to inform and notify current students, potential students, and Genesis employees of policies and procedures that are important to the safety and success of Genesis students, staff, and faculty. Should you have any questions concerning this report, please contact Charles Godwin at (678) 634-0843. **It is important to note this report is a summary and is not all inclusive of Genesis' policies, procedures, and rules. Please refer to the Student Handbook and School Catalog for comprehensive information regarding Genesis Career College.**



GENESIS CAREER COLLEGE: LEBANON CAMPUS

CONSUMER INFORMATION REPORT

Student Body Diversity

GCC in its admission, instruction, and graduation policies does not discriminate on the basis of race, sex, religion, creed, color, national origin, ethnic origin, age, marital status and military status. The data below was compiled using active students enrolled between 7/1/2010 and 6/30/2011:

Gender		Race / Ethnicity		Students Receiving a Pell Grant	Active Students	%
Men	56	Caucasian	200	191	259	73.74%
Women	203	African American	53			
		Hispanics of any race	5			
		2 or more races	1			

Costs of Education:

Course	Approx Program Length	Registration Fee	Textbooks	Kits	Uniforms*	Supplies (Clinic and Instructional)	Tuition Cost	Total Cost
Cosmetology	50 Weeks	\$100	\$195	\$600	\$55	\$1,500	\$11,455	\$13,905
Cosmetology Instructor	30 Weeks	\$100	\$215	NA	NA	NA	\$1,905	\$2,220
Master Barber	50 Weeks	\$100	\$215	\$600	\$55	\$1,500	\$11,455	\$13,925
Barber Instructor	15 Weeks	\$100	\$215	NA	NA	NA	\$4,650	\$4,965
Nail Technology	20 Weeks	\$100	\$215	\$300	\$55	\$750	\$8,100	\$9,520

*There may be an additional up charge for uniforms needed in special size ranges (2XS, 4XL, etc)

Textbook Information: Note textbook prices subject to change.

Required Textbooks Cosmetology	
Milady's Standard Cosmetology 2012 Edition	ISBN Number
Cosmetology Textbook	1-4390-5930-6
Cosmetology Workbook	1-4390-5923-3
Cosmetology Exam Review	1-4390-5921-7
TOTAL BUNDLED COST	
\$195.00	

Required Textbooks Instructor Training	
Milady's Master Educator, 2nd Edition	ISBN Number
Mater Educator Textbook	1-4283-2151-9
Master Educator Exam Review	1-4283-2154-3
TOTAL BUNDLED COST	
\$215.00	

Required Textbooks Nail Technology	
Milady's Standard Nail Technology 6th Edition	ISBN Number
Nail Tech Textbook	1-4354-9768-6
Nail Tech Workbook	1-4354-9764-3
Nail Tech Exam Review	1-4354-9763-5
TOTAL BUNDLED COST	
\$215.00	

Required Textbooks Master Barber	
Milady's Standard Professional Barbering 5th Edition	ISBN Number
Esthetics Textbook	1-4283-1975-1
Esthetics Workbook	1-4283-1977-8
Esthetics Exam Review	1-4283-1978-6
TOTAL BUNDLED COST	
\$215.00	

Sexual Harassment / Assault

Sexual harassment is illegal under federal, state and local laws. It is defined by the Equal Employment Opportunity Commission ("EEOC") as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment/enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive environment.

The types of behaviors that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendos, suggestions, or jokes; or
- the display of sexually suggestive pictures or objects.

It is important to recognize that nonsexual touching or other nonsexual conduct does not warrant a claim of sexual harassment. In a cosmetology and barbering college there will be times when staff members and students must touch. The cosmetology and barbering industries are a hands-on service to the public, and in order to train students effectively, students and staff must learn how to touch others appropriately.

Our desire is not to create a sterile or cold environment where individuals fear touching or speaking to each other. However, our desire is to create a comfortable and safe work environment for students and staff members.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the person involved feels compelled to submit to that misconduct in order to keep his or her position, to receive appropriate pay, or to benefit from a certain employment decision. If this type of misconduct interferes with an employee's or student's work, or creates an intimidating, hostile, or offensive work environment for an employee or student, it may be considered harassment.

Harassment Complaint Procedure: Genesis expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee/student feels he or she has been subjected to any form of harassment or discrimination, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

The employee/student also should report any discrimination or harassment to his or her immediate supervisor/instructor. Likewise, if an employee/student witnesses another employee/student harassing another individual, the employee/student should report that conduct as well. The investigation of the discrimination or harassment claim will begin immediately. If the victim of harassment or assault feels the incident was criminal in nature a school official will immediately notify the proper City of Lebanon law enforcement agencies.

GCG will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or discrimination complaint will include an interview with the accuser and the accused. Both are entitled to the same opportunities to have others present during disciplinary proceedings, and both will be informed of the outcome of any disciplinary proceeding.

A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment. **Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited.** However, any employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination.

Occasionally, talking with a supervisor about harassment is not an option. If an employee or student feels uncomfortable approaching one of these individuals, or feels that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to Charles Godwin, Director of Student Services at cgodwin@genesiscareer.edu or by calling (678) 591-8115.

Please note that it is the schools responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all GCC students and staff feel that our campuses are a safe and friendly place to learn and work.

Any person, who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action up to and including termination.

Services for Victims: If any student, staff or faculty has been a victim of sexual harassment or assault counseling services will be available on and off campus. For more information on counseling services contact Charles Godwin, Director of Student Services at cgodwin@genesiscareer.edu or by calling (678) 591-8115. The following lists resource contact information for victims of sexual harassment or assault in Lebanon:

Sexual Assault Center:

Crisis Line: 1-800-879-1999
Address: 101 French Landing Drive Nashville, TN 37228

Genesis House, Inc.

Crisis Line: 1-800-707-5197
Address: PO Box 1180 Cookeville, TN 38503

Safe Haven:

Crisis Line: 1-865-522-7273
Address: 120 Boone St Suite 14 Jonesborough, TN 37659

Sexual Offender Information: to obtain information concerning registered sexual offenders in Lebanon and the surrounding areas, you can visit the following website:

<http://www.city-data.com/so/so-Lebanon-Tennessee.html>

Crime Statistics: Campus crime statistics are included at the end of this document.

Fire Safety Report

Genesis does not provide on-campus housing therefore no fire safety report is necessary.

Copyright Infringement Policies and Sanctions

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

Genesis distributes materials informing the Genesis Community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized distribution of copyrighted materials will be handled by the Director of Education and a disciplinary hearing may be called.

The school presently has installed on its computer server "Watchdog Software", which monitors the traffic of computer usage. The software also restricts access to only those websites which are on a "safe list". In addition, it prohibits the users from downloading restricted information without the consent of the administrators in charge of the program.

The Institutional Advisory Committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a "before and after" comparison of bandwidth, or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Director of Education and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing

context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Vaccination Policies

Genesis requires that all new entering students be vaccinated with the hepatitis B vaccine or sign and submit a waiver acknowledging that they recognize the dangers of this disease and they know that effective vaccines are available and that they choose not to receive the vaccines.

In addition, students born in or after 1957 are required to have had the immunization vaccine for Measles, Mumps, and Rubella. A signed waiver is not an option for this vaccine.

If you would like more information on any of these preventable diseases, please contact your local physician or health department or go online and visit the Centers for Disease Control (CDC) web site at www.cdc.gov.

Institutional Graduation, Placement, Licensure, and Retention Rates

The following data was compiled for the most recent Annual Report submitted to the National Accrediting Commission of Cosmetology Arts and Sciences for the reporting period January 1, 2010 until December 31, 2010:

Completion Rate: 73.91%
Placement Rate*: 63.04%
Licensure Rate: 78.46%

**Placement information, including type of employment per program, is available upon request from the Student Services Office.*

Gainful Employment Programmatic Outcomes and Median Loan Debt

The Programmatic Graduation and Placement Rate were compiled for the reporting period July 1, 2010 until June 30, 2011. The On-Time Completion and Median Loan Debt statics were compiled for the Gainful Employment reporting period of July 1, 2010 through June 30, 2011.

	Cosmetology	Nail Technology	Instructor	Master Barber
Outcomes				
Graduation Rate	70.87%	100.00%	85.71%	80.77%
Placement Rate	61.76%	0.00%	66.67%	68.75%
On-time Completion Rate	45.45%	42.86%	28.57%	52.38%

Median Loan Debt				
Title IV Federal Education Loans	\$9,119.50	\$3,334.00	\$0.00	\$7,006.00
Private Education Loans	\$0.00	\$0.00	\$0.00	\$0.00
Institutional Finance Plans	\$0.00	\$0.00	\$0.00	\$0.00
Balance upon Completion	\$0.00	\$0.00	\$0.00	\$0.00

Programmatic Consumer Information

Program	SOC Code	ONET Link
Cosmetology	39-5012.00	http://www.onnetonline.org/link/summary/39-5012.00
Nail Technology	39-5092.00	http://www.onnetonline.org/link/summary/39-5092.00
Instructor	25-1194.00	http://www.onnetonline.org/link/summary/25-1194.00
Master Barber	39-5011.00	http://www.onnetonline.org/link/summary/39-5011.00
Master Barber Instructor	39-5011.00	http://www.onnetonline.org/link/summary/39-5011.00

Employment Opportunities for Graduates: Considering all programs offered at the Lebanon campus are within similar scope of each other, employment opportunities are consistent for all graduates. Employment opportunities include becoming: a stylist/barber in a salon or spa, makeup artist, salon manager or owner, hair colorist, beauty retail specialist, or instruction.

Retention rates of certificate seeking, first-time, undergraduate students as reported in the Integrated Postsecondary Education Data System (IPEDS):

Full time Retention Fall 2009: 68%

Part time Retention Fall 2009: NA

The most recent IPEDS data report as reported to the National Center for Educational Statistics, which includes disaggregated completion rates, can be found at:

<http://nces.ed.gov/ipeds/DataCenter/Snapshotx.aspx?unitId=adadabb2b1b0&action=download>

Academic Plan: GCC reviews program content, instructional activities, instructional materials and program outcomes annually. Program outcomes are reported annually to the appropriate agencies.

Voter Registration Forms

Voter registration forms are available upon request in the financial aid office. Genesis will also distribute in electronic format access instructions to voter registration forms annually. To access the State of Tennessee voter registration form, go to:

<http://state.tn.us/sos/election/forms/ss-3010.pdf>
