



2015-16

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GENESIS CAREER COLLEGE: LEBANON, TN  
CONSUMER INFORMATION REPORT

## Genesis Career College: Lebanon Campus 2015-2016 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 success of Genesis students, staff, and faculty. Should you have any questions concerning this report, please contact Charles Godwin at (678) 634-0843. To obtain a copy of this report please contact the campus Admissions Department or email A.J. Schlegel at [ajschlegel@genesiscareer.edu](mailto:ajschlegel@genesiscareer.edu).

*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.*

### FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

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The information below summarizes the financial aid options available to Genesis students.

**Federal Pell Grant:** Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

**Federal Direct Student Loan Program (DL):** Many students rely on federal government loans to finance their educations. These loans, administered by "Direct Lending Schools", are provided by the US government directly to students and their parents. They have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms.

**Federal Direct PLUS Loan Programs (PLUS):** PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay educational expenses. Unlike direct student loans PLUS loans do require a credit check.

Entrance loan counseling is provided to all prospective and current students and is required by all first time borrowers prior to attending. Exit loan counseling is also provided prior to graduation and is a requirement for completion. During counseling students will receive information on loan terms, a sample repayment schedule, and education on the necessity for repaying loans. Current students may schedule additional counseling sessions by contacting the financial aid department on campus or by emailing Shanna Frasier at [sfrasier@genesiscareer.edu](mailto:sfrasier@genesiscareer.edu).

The following information can be found in the Student Handbook regarding financial aid available to Genesis students:

1. How to apply for aid
2. Student eligibility requirements
3. Criteria for determining award amounts
4. Rights and responsibilities of students receiving Title IV aid
5. Criteria for continued eligibility including the policy on satisfactory progress
6. Disbursement methodology and schedule

All prospective students will receive a Student Handbook prior to enrolling into Genesis. Anyone may request a copy. To request a copy, please contact the Student Services Coordinator on campus for a digital or hard copy.

## INSTITUTIONAL INFORMATION

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### Program Offerings:

**Cosmetology:** The Cosmetology Course is a 1500 hour program covering a period of 50 weeks for full time students or 75 weeks for part time students.

**Instructor Trainee:** The Instructor Trainee Course is a 300 hour program spanning 10 weeks.

**Nail Technician:** The Nail Technician Course is a 600-hour program covering a period of 20 weeks or 30 weeks for part time students.

**Pharmacy Technician:** The Pharmacy Technician Program is a 54 quarter credit hour program covering a period of 36 weeks.

**Medical Assistant:** The Medical Assistant Program is a 53 quarter credit hour program covering a period of 36 weeks.

**Facilities:** The campuses of Genesis Career College (GCC) are spacious facilities that consist of a reception area, administrative offices, classrooms for theory and student laboratory, a media/resource room, and break rooms.

GCC has a clinical floor area for students to provide services on patrons to create realistic training scenarios in their professions. Student laboratories include a variety of equipment particular to the profession of training. Student laboratories in the Cosmetology, Nail Technician and Esthetician programs include manikins along with all of the equipment and supplies needed for skill development in each field of study.

GCC also houses a media/resource room supplied with books, DVDs, VHS videos, CDs, DVD/VHS/CD players, Google Chromebooks and a TV. Students also have access to computers with internet access and printers. The media/resource room is open the same operating hours of the facility, which provides students access to this room before, during, and after classes are in session. In an effort to maintain a quality training program, GCC is constantly improving and updating its facilities to maintain the most modern and up to date campus possible.

For the Allied Health Programs have classrooms equipped with whiteboards and projection equipment to aid students in learning theory applications and student laboratories that include a variety of equipment particular to the profession of training. The student laboratory in Medical Assisting includes an examination table, phlebotomy training arm, microscopes, autoclave, adult and infant scales, a variety of surgical instruments and supplies, syringes, and training manikins, and other equipment and supplies appropriate for the program. In the Pharmacy Technician training program, the student lab includes a retail pharmacy counter with cash register, computer and printer, files for patient and the inventory of supplies, along with shelving to house pill bottles and other supplies appropriate for the program. The student laboratory in Dental Assisting includes a full-service treatment chair and x-ray unit, various instruments, autoclave, molds, models, training manikins, and other equipment and supplies appropriate for the program. Allied Health students are given access to the Google Chromebook laptops during their first term to be used as a digital textbook and research tool.

**Cost of Education:** Enrolling into a college in today's educational climate is complicated. There are many hurdles that get between a motivated qualified student and enrolling in school. Genesis provides a different approach during the enrollment process built upon simplicity. Students enrolling in Beauty and Wellness Programs will incur only two charges from Genesis:

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**School of Beauty and Wellness:**

Program	Admin Fee	Textbooks	Clinic Supplies	Student Kit	Tuition	Total
Cosmetology	\$500	\$233	\$300	\$895	\$16,995	\$18,923
Nail Technology	\$500	\$230	\$200	\$495	\$8,570	\$9,995
Instructor Training	\$500	\$0	\$0	\$0	\$1,995	\$2,495

Required Textbooks Cosmetology	
Milady's Standard Cosmetology 13th Edition	ISBN Number
Cosmetology Textbook	978.1285.769.417
Cosmetology Workbook	978.1285.769.455
Cosmetology Exam Review	978.1285.769.506
	Bundle Cost \$233.00
Required Textbooks Instructor Training	
Milady's Master Educator, 3rd Edition	ISBN Number
Master Educator Textbook	978.1133.693.697
Master Educator Exam Review	978.1133.776.598
	Included in Tuition \$0.00
Required Textbooks Nail Technology	
Milady's Standard Nail Technology 6th Edition	ISBN Number
Nail Tech Textbook	978.1285.080.475
Nail Tech Workbook	978.1285.080.512
Nail Tech Exam Review	978.1285.080.543
	Bundle Cost \$230.00

**School of Health and Medicine:**

Program	Admin Fee	Textbooks	Tuition	Total
Medical Assistant	\$500	\$465	\$13,995	\$14,960
Pharmacy Technician	\$500	\$308	\$13,995	\$14,803

Required Textbooks Medical Assistant		ISBN Number
Language of Medicine, 10 <sup>th</sup> Edition		9781455728466
Delmar's Comprehensive Medical Assisting; 5 <sup>th</sup> Edition Textbook		9781133602866
Comprehensive Medical Assisting and Clinical Competencies Workbook		9781133606016
Virtual Administration Skills		Access Code provided
		Bundle Cost \$465.00

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Required Textbooks Pharmacy Technician	ISBN Number
Essentials of Pharmacy	978.128.5077.888
Pharmaceutical Calculations	978.11.33.131342
Pharmacy Management	978.032.3075541
Bundle Cost \$308.00	

The following chart estimates the total costs of attendance (as of July 2016) not directly charged by Genesis for a student attending college in Lebanon, TN:

Estimated Weekly Expenses	Students Living With Parents	Single Student Not Living with Parents
Room and Board	\$186.00	\$248.00
Transportation	\$42.00	\$42.00

The following policies and procedures can be located in the Student Handbook:

1. Institutional Refund Policy
2. Withdrawal Policy and Procedure
3. Return of Title IV Funds
4. Transfer of Credit To and From Other Institutions

All prospective students will receive a Student Handbook prior to enrolling into Genesis. Anyone may request a copy. To request a copy, please contact the Student Services Coordinator on campus for a digital or hard copy.

**Accreditation and Licensure:** Genesis Career College is licensed by the Tennessee State Board of Cosmetology and authorized to offer training in Cosmetology, Instructor, Esthetician, and Nail Technician.

Genesis Career College Lebanon Campus is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Genesis Career College is authorized to offer a diploma for Medical Assistant, Pharmacy Technician, Medical Billing and Coding, Health Information Administration, and Dental Assistant.

Genesis Career College and its branches are accredited by the Commission of the Council on Occupational Education (COE). The U.S. Department of Education lists COE as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and Subsequent Legislation.

Documentation regarding the accreditation and licensure of the Lebanon Campus is available by request.

**Copyright Infringement Policy 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. 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 details see title 17, United States Code, Sections 504 and 505.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## GRADUATION, PLACEMENT, LICENSURE AND RETENTION RATES

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Program	Graduation Rate	Placement Rate	Licensure Exam Pass Rate
Cosmetology	69.23%	79.25%	92.16%
Nail Technology	73.33%	100.00%	100.00%
Instructor Trainee	100.00%	100.00%	100.00%
Medical Assistant	62.50%	85.71%	N/A
Pharmacy Technician	No Data Available	N/A	N/A

Programs with no data are new programs that actively enrolling, but had no graduates in the cohort.

The cohort comprising the graduation data is broken down by gender, ethnicity, and financial aid eligibility and can be accessed by clicking the link below:

<https://nces.ed.gov/ipeds/datacenter/InstitutionProfile.aspx?unitId=adadabb2b1b0>

## VOTER REGISTRATION FORMS

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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>

[http://www.eac.gov/voter\\_resources/contact\\_your\\_state.aspx](http://www.eac.gov/voter_resources/contact_your_state.aspx)

<http://www.rockthevote.com/election-center/voter-registration-deadlines-by-state.html>

## GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

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Click on the links below to access gainful employment information for the following programs:

Cosmetology: [http://info.genesiscareer.edu/GE\\_Disclosure\\_Info/GE\\_Disclosure\\_030611\\_Cosmetology/Gedt.html](http://info.genesiscareer.edu/GE_Disclosure_Info/GE_Disclosure_030611_Cosmetology/Gedt.html)

Nail Technology: [http://info.genesiscareer.edu/GE\\_Disclosure\\_Info/GE\\_Disclosure\\_030611\\_Nail\\_Technology/Gedt.html](http://info.genesiscareer.edu/GE_Disclosure_Info/GE_Disclosure_030611_Nail_Technology/Gedt.html)

Instructor: [http://info.genesiscareer.edu/GE\\_Disclosure\\_Info/GE\\_Disclosure\\_030611\\_Teacher\\_%28300%29/Gedt.html](http://info.genesiscareer.edu/GE_Disclosure_Info/GE_Disclosure_030611_Teacher_%28300%29/Gedt.html)

Medical Assistant: [http://info.genesiscareer.edu/GE\\_Disclosure\\_Info/GE\\_Disclosure\\_030611\\_Medical\\_Assistant/Gedt.html](http://info.genesiscareer.edu/GE_Disclosure_Info/GE_Disclosure_030611_Medical_Assistant/Gedt.html)

Pharmacy Technician: [http://info.genesiscareer.edu/GE\\_Disclosure\\_Info/GE\\_Disclosure\\_008655\\_Pharmacy\\_Technician/Gedt.html](http://info.genesiscareer.edu/GE_Disclosure_Info/GE_Disclosure_008655_Pharmacy_Technician/Gedt.html)

## CAMPUS SECURITY

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Campus Annual Security Reports are distributed every October. To access the Lebanon

Campus Annual Security Report and crime statistics for the 2015-16 reporting period simply click on the following links and entering "Genesis Career College" as name criteria:

Annual Security Report: <https://ope.ed.gov/campussafety/#/institution/details>

You may request a hard copy of this report by contacting the campus student services coordinator.