

2018-
2019



[CONSUMER INFORMATION REPORT]

GENESIS CAREER COLLEGE: LEBANON, TN

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 Academic Department or email Karrie S. Kulick at kskulick@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

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.

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

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.

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. 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:

School of Beauty and Wellness:

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

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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
Mater Educator Textbook	978.1133.693.697
Master Educator Exam Review	978.1133.776.598
	Included in Tuition \$0.00

School of Health and Medicine:

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

Required Textbooks Medical Assistant	ISBN Number
Language of Medicine, 11 th Edition	9780323370813
Delmar's Comprehensive Medical Assisting; 6 th Edition Textbook	9781305964792
Comprehensive Medical Assisting and Clinical Competencies Workbook	9781305964853
Virtual Administration Skills	Access Code provided
	Bundle Cost \$465.00

The following chart estimates the total costs of attendance (as of July 2019) 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	\$185.00	\$246.00
Transportation	\$41.00	\$41.00

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 and certificates in Cosmetology, Instructor and Nail Technician.

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.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

The right to inspect and review the student's education records within 45 days after the day the Genesis Career College receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Genesis Career College decides not to amend the record as requested, GCC will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before GCC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

GCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the GCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving

on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the GCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Below is a list of the disclosures that postsecondary institutions may make without student consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the 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, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Genesis 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, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- 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, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- 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 university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, 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. (§§ 99.31(a)(3) and 99.35)

- 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. (§ 99.31(a)(4))
- 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. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, 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. (§ 99.31(a)(14))
- 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. (§99.31(a)(15))

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, especially their FAQ's at www.copyright.gov/help/faq.

GRADUATION, PLACEMENT, LICENSURE AND RETENTION RATES

Program	Graduation Rate	Placement Rate	Licensure Exam Pass Rate
Cosmetology	78.00%	94.00%	100.00%
Instructor Trainee	100.00%	100.00%	100.00%
Medical Assistant	78.00%	94.00%	N/A

No Licensure required for programs marked not applicable on Licensure Exam Pass Rate.

Job Placement Rate Disclosure

Job Placement rates are calculated using guidelines put forth by COE and is based on graduates who are eligible to be placed. Eligible to be placed is explained below.

If a graduate/non-graduate completer is seeking employment, they are eligible for employment unless they have not passed licensure examination (if required). Graduate/non-graduate completers are not eligible if they are documented to be unavailable because of situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc.... Also, graduate/non-graduate completers who, instead of securing traditional employment, are volunteering with a foreign aid service of the Federal government, such as the military or Peace Corps, or who are participating on an official church mission, are not counted as eligible.

Graduate/non-graduate completers are not eligible if they are documented as failing to keep interview appointments, enrolling in the program of instruction strictly for personal use, or simply refusing an employment offer in the field of instruction.

Graduate/non-graduate completers who cannot be traced for follow-up purposes are counted as eligible by COE.

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

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.rockthevote.com/election-center/voter-registration-deadlines-by-state.html>

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

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

Nail Technology: 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

Medical Assistant: http://info.genesiscareer.edu/GE_Disclosure_Info/GE_Disclosure_030611_Medical_Assistant/Gedt.html

CAMPUS SECURITY

Campus Annual Security Reports are distributed every October. To access the Lebanon Campus Annual Security Report for the 2018 reporting period simply click on the following links:

Crime Statistics: <https://ope.ed.gov/campussafety/#/institution/details>

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Annual Security Report: <http://www.genescareer.edu/consumer-information/>

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