SCHOOL CATALOG

January 1, 2026 – December 31, 2026

Main Campus Address:
880-A East 10th Street Cookeville, TN 38501
(931) 526-8735

Branch Campus Address:
520 Royal Pkwy Nashville, TN 37214
(615) 242-6811

www.genesiscareer.edu

Accredited by the Council on Occupational Education
Atlanta, GA.

Date of Publication: February 27, 2026
Version: 2026.02.27

Revision: 2/27/2026

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MISSION STATEMENT

At Genesis Career College, our mission is to attract qualified students, instruct them with quality education and training, and prepare them for career occupations in their respective fields.

We place "respect for the rights of the individual" at the forefront of our philosophy. We strive to provide a work environment which allows for the enhancement of our service to our employees, our students and our patrons.

EDUCATIONAL OBJECTIVES

All campuses affiliated with Genesis Career College (GCC) are dedicated to educating quality students...graduates who can meet both the present and future demands of their respective industry. Each student admitted to GCC receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for supervised work with the public. Each program offered by GCC is designed to provide a sound educational basis to maximize the employability of its graduates. Specifically, the objectives of all our instructional programs are as follows:

- To build a solid foundation of education and technical skills.
- To provide exposure to the role of the professionals, including opportunities for supervised practical "hands- on" work.
- To offer students an opportunity for exposure to modern equipment and techniques.
- To fulfill all State Board requirements, as applicable.

CAMPUS LOCATIONS

GENESIS CAREER COLLEGE: COOKEVILLE – MAIN CAMPUS (GCC-C): The main campus of Genesis Career College (GCC) is located at 880-A East 10th Street in Cookeville, Tennessee, Phone (931) 526-8735. The training programs offered at the main campus are Cosmetology, Nail Technology, Esthetician, Massage Therapy, Instructor Training, Medical Assistant, Dental Assistant, and HVAC-R Technician. GCC has one branch campus, the location of the branch campus and the programs offered are listed below:

GENESIS CAREER COLLEGE: NASHVILLE AIRPORT BRANCH CAMPUS (GCC-NA) is located at 520 Royal Parkway, Nashville, Tennessee, Phone (615) 242-6811. The Nail Technology, Instructor Training, Esthetician, and Master Barber programs are offered at the Nashville Airport campus.

All Campuses are owned by common ownership. All information in the Genesis Career College Catalog applies to all campus locations unless otherwise identified by specific campus location.

OWNERSHIP

Genesis Career College is owned by Genesis Career Group, Inc. Genesis Career Group is owned by Richard Bundy and David Pittman.

Corporate Office Address: 4600 Roswell Road Suite D205 Atlanta, GA 30342

ACCREDITATION

Genesis Career College is accredited by the Commission of the Council on Occupational Education. 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. Council on Occupational Education: 7840 Roswell Road, Building 300, Suite 325; Atlanta, GA 30350. Telephone: (770) 396-3898 / FAX: 770-396-3790, www.council.org

AUTHORIZATION STATEMENT AND LICENSES

Genesis Career College: Cookeville Main campus is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation by minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility. Genesis Career College is licensed by the Tennessee State Board of Cosmetology and Barber Examiners and is authorized to offer training in Cosmetology, Nail Technology, Esthetician and Instructor Training programs. Genesis Career College is approved by the Tennessee Board of Massage as an approved educational program for the Massage Therapy program and is approved by the Tennessee Board of Dentistry as a registered dental assisting program which also qualifies graduates for dental radiology certification.

- Tennessee Higher Education Commission: 312 Rosa Parks Ave, 9th Floor, Nashville, TN 37243 Phone (615) 741-3605;
- Tennessee State Board of Cosmetology and Barber Examiners: 500 James Robertson Parkway Nashville, TN 37243-0565

Phone (615) 741-2241;
- Tennessee Board of Dentistry: 665 Mainstream Drive, Nashville, TN 37243 Phone (615) 532-5073, dental.health@tn.gov;
- Tennessee Board of Massage: 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243 Phone (615) 253-2111, Massage.Health@tn.gov

Genesis Career College: Nashville Airport Branch campus is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation by minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility. Genesis Career College is licensed by the Tennessee State Board of Cosmetology and Barber Examiners and is authorized to offer training in Master Barber, Nail Technology, Esthetician and Instructor Training programs.

- Tennessee Higher Education Commission: 312 Rosa Parks Ave, 9th Floor, Nashville, TN 37243 Phone (615) 741-3605;
- Tennessee State Board of Cosmetology and Barber Examiners: 500 James Robertson Parkway Nashville, TN 37243-0565 Phone (615) 741-2241.
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For copies of licensure and certificates of accreditation please contact the Campus Director. Please refer to the campus School Catalog for information regarding state licensure, federal authorization, and national accreditation.

APPROVALS

Genesis Career College is approved:

- to train veterans and eligible veteran's dependents;
- to train for Vocational Rehabilitation;
- as an Eligible Institution of Higher Learning by the U.S. Department of Education, Division of Student Financial Assistance to participate in the federally funded Title IV program of Student Financial Assistance.

NONDISCRIMINATION

Genesis Career College in its admission, instruction, and graduation policies does not discriminate based on race, sex, religion, handicap, disability, creed, color, national origin, ethnic origin, age, marital status and military status.

SPECIAL SERVICES TO THE DISABLED

All facilities and programs have been designed for the accommodation of all our employees, students, and patrons. We do realize, however, that all needs may not be met for those who are disabled. If there is an unmet need that we can remedy, please contact the campus director or program director at each campus during regular business hours to discuss reasonable accommodations to make our schools a more comfortable environment for all people.

FACILITIES, EQUIPMENT, AND LEARNING RESOURCE CENTER

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 area, and break rooms.

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

For the Allied Health Programs, GCC has 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. The Dental Assistant Laboratory 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. The theory rooms serve as laboratories using hardware and software technologies to create a real-world employment environment.

The Massage Therapy Program has a clinical floor area for students to provide services on patrons to create realistic training scenarios in their professions. Classrooms are spacious and private. Student laboratories include a variety of equipment, particular to the

profession of training. Student laboratories have massage tables, sheets, and any other specialized supplies needed for the variety of massage training.

Learning Resource Center: GCC also houses a media/resource room supplied with books, DVDs, VHS videos, CDs, DVD/VHS/CD players and a TV. Students also have access to computers with internet access. 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. 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.

ADMISSIONS REQUIREMENTS

Students enrolling at GCC must:

- Be at least 17 years of age *(under 18 years of age may be accepted with the written consent of a parent or guardian)*. Applicants must be at least 18 years of age before any exposure to x-rays begins (Dental Assistant program only).
- Provide Proof of High School Education Completion or equivalent;
- Be legally entitled to live and work in the United States;
- Provide Identification Picture prior to enrollment;
- Current State License (instructor's courses only)

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a personal interview and a scheduled campus tour. Qualified applicants will meet the basic admission requirements and demonstrate an aptitude and willingness that is necessary for successful completion in the career of their choice. Qualified applicants accepted to GCC will be placed in their programs based on a first come, first serve basis. High School transcript, high school equivalency transcript, HiSET or GED score sheet, official military document indicating that the student completed high school and proof of home school completion at a secondary level according to State regulations are acceptable forms of completion. Proof of High School Education Completion or equivalent must be received by the GCC Admissions Office within thirty (30) days of the start of classes. Only official transcripts or documents will be accepted as proof of High School Education Completion. Diplomas and transcripts from an institution located outside the United States must be translated by an approved credentialing evaluation service provider (members of NACES or AICE) to verify high school equivalency at a minimum.

Students must be aware that any adverse information on criminal background check may hinder an individual from obtaining licensure and/or employment. Students must be aware of and understand the requirements for licensure in their respective program, as applicable, specifically the provisions and the Board's policies regarding criminal offenses and convictions.

ADMISSIONS REQUIREMENTS –MASSAGE THERAPY STUDENTS (COOKEVILLE)

- Students enrolling at GCC must be at least 18 years of age;
- Proof of High School Education Completion: High School Completion or equivalent;
- Students enrolling at GCC must be legally entitled to live and work in the United States;
- Provide Identification Picture prior to enrollment;
- Student must not have been convicted of the offense of prostitution or sexual misconduct.

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a personal interview and a scheduled campus tour. Qualified applicants will meet the basic admission requirements and demonstrate an aptitude and willingness that is necessary for successful completion in the career of their choice. Qualified applicants accepted to GCC will be placed in their programs based on a first come, first serve basis. High School transcript, high school equivalency transcript, HiSET or GED score sheet, official military document indicating that the student completed high school and proof of home school completion at a secondary level according to State regulations are acceptable forms of completion. Proof of High School Education Completion or equivalent must be received by the GCC Admissions Office within thirty (30) days of the start of classes. Only official transcripts or documents will be accepted as proof of High School Education Completion. Diplomas and transcripts from an institution located outside the United States must be translated by an approved credentialing evaluation service provider (members of NACES or AICE) to verify high school equivalency at a minimum.

MASSAGE THERAPY PROGRAM ACKNOWLEDGEMENT: Students must be aware of and understand the requirements for licensure, specifically the provisions and the Board's policies regarding criminal convictions (*see TENNESSEE MASSAGE LICENSURE BOARD DISCLOSURE-POLICY ON APPLICANTS WITH CRIMINAL CONVICTIONS*). Furthermore, a student must understand that they are prohibited from receiving any form of compensation for massage, including but not limited to tips, gift cards, donations, etc., while enrolled in the program.

ABILITY TO BENEFIT

GCC does not accept students on an ability to benefit basis.

DISCLOSURE OF TRANSFERABILITY OF CREDITS

Credits earned at Genesis Career College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Genesis Career College. You should obtain confirmation that Genesis Career College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Genesis Career College to determine if such institutions will accept credits earned at Genesis Career College prior to executing an enrollment contract or agreement. The ability to transfer credits from Genesis Career College to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Genesis Career College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Genesis Career College and of any other educational institutions you may in the future want to transfer the credits earned at Genesis Career College before you execute an enrollment contract or agreement.

POLICY CONCERNING TRANSFER CREDITS

TRANSFER OF PREVIOUS CREDITS

- At least 25% of the credits or hours required for completion of any program must be earned through instruction taken a Genesis Career College. Note: this standard shall not apply if any of the training was taken at accredited institutions while the student was a member of the U.S. armed services.
- Credit for courses completed from a previous enrollment from any institution, including a Genesis campus, for a student enrolling with GCC will be subject to approval. Credits will only be accepted from an institution that is accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency.
- The amount of credit accepted for coursework completed from a previous enrollment from any institution, including a Genesis campus, will be at the discretion of the Campus Director. For clock hour programs a decision on the amount of credit accepted will be after the student has completed a practical examination from an instructor within that program.
- The student is responsible for submitting an official transcript and catalog from the previous institution. An official transcript is one in which the prior institution mails directly to Genesis. Students requesting the transfer of clock hours earned for previous training in Cosmetology, Master Barber, Nail Technology, Esthetics, or an Instructor Training course must also submit documentation of the hours on record from the appropriate state agency.
- Clock Hour programs: Only credits earned within 2 years prior to enrollment at GCC will be considered.
- Credit Hour programs: Previously earned credit will be reviewed on a case-by-case basis.
- All requests for transfer of credits must be made prior to enrollment.
- All students will be notified of any credits accepted as transferable.
- Transfer credits that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Grades associated with these credits are not included in calculating cumulative grade point average.
- Eligibility for Federal Financial Aid programs can vary for transfer students.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

While we encourage the pursuit of higher learning, course work earned at GCC may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution.

Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

EXPERIENTIAL LEARNING AND ADVANCED PLACEMENT CREDIT: GCC does not recognize experiential learning as credit towards any of its programs of study. Additionally, GCC does not accept or offer advanced placement credit.

POLICY CONCERNING PROGRAM TRANSFERS

Any student who wishes to transfer programs offered within GCC must submit a request in writing, dated and signed by the student, to the Campus Director.

TREATMENT OF REPEATED COURSES, PASS/FAIL COURSES, AUDIT COURSES, INCOMPLETES, WITHDRAWALS AND READMISSION

REPEATED COURSE: A student must achieve a grade of "C" or higher in a course required for program completion. Students must repeat a course which they have failed. The grade earned in the repeat "RP" course will replace the previous grade, and the previous grade will be dropped from the cumulative GPA calculation. Both the failed "F" course and the repeat "RP" of that course will be counted as credit hours attempted in the quantitative calculation. The student will be charged pro-rated tuition per the tuition price at the time of repeating the course. A course may not be repeated more than once without the approval of the Campus Director.

PASS/FAIL COURSES: GCC does not offer courses as pass/fail. A grade will be earned for each course attempted. Student achievement will be determined by student performance of the required criteria established for each course. Grades will be assigned per the grading scale of the school (*see Grading System in this catalog*).

AUDIT COURSES: GCC will allow a continuing student to audit a course that the student has previously completed if the student is returning to school following a period of withdrawal or Leave of Absence. The Campus Director must approve in writing the course(s) to be audited. Students will not be charged tuition and/or receive federal aid for courses audited and students will not earn credit/grades for courses audited.

INCOMPLETES: Incomplete "I" grades will convert to an "F" if work is not completed within two weeks of the end of the grading increment, and will impact the qualitative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates. For clock hour programs, students who reach the required hours for program completion but have not completed all assignments and exams are considered incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

WITHDRAWALS: A student who wishes to withdraw from school for compelling personal reasons should notify the school in writing stating the reasons for withdrawal and whether the student intends to return later to pursue a program of study. A student who withdraws and re-enters in less than 180 calendar days from the date of interruption will be treated as an Unexcused Leave of Absence and the school's Leave of Absence Policy will apply. (Please refer to the *Leave of Absence Policy* for complete information.)

Students who fail to complete the program will be charged the applicable fees and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Financial Aid Officer.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school. In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible.

READMISSION: A student wishing to re-enter school may apply for readmission to the school. The student must meet with the Campus Director or Admissions Representative to determine if readmission is approved. During this meeting, the student's reason for withdrawal and the student's commitment to completion will be discussed. The student will also be provided information regarding credit earned from the previous enrollment and the potential transfer of that credit to the new enrollment. Previous credits must have been earned during the previous two years to be approved as acceptable transfer credit. The Student Services Coordinator will determine satisfactory academic progress (SAP) status at the time of the re-enrollment; however, students who withdrew while on SAP warning or probationary status will re-enter in the same status. The Campus Director will determine the remaining courses needed for completion, propose a schedule of attendance, and determine the anticipated graduation date. Students that are a re-admit more than 180 days from their last day of attendance plus, if applicable the number of days of approved leave of absence during the prior enrollment are considered a new enrollment. A new Enrollment Agreement must be completed. The previous enrollment agreement was nullified at the time of withdrawal/dismissal. A student who was dismissed and is approved for readmission will be placed on probation for the reason of dismissal (academic, attendance, or personal conduct). The terms of probation will be determined by the Campus Director and the Student Services Coordinator and provided to the student in writing.

ACADEMIC CALENDAR/HOURS OF OPERATION-COOKEVILLE

Genesis Career College: Cookeville Main Campus is Monday through Friday from 8:00 am until 5:00 pm. The school is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions or any other allowable circumstances, local radio and TV stations will be advised and the announcement will be posted on the school's website. Students are advised to refer to these resources for updates on school closings.

Students are accepted for enrollment monthly on the following dates for the 2026 calendar year:

Cosmetology (1500 Hrs.) (Full-time)	
Start Date	Anticipated Grad Date
1/12/2026	1/8/2027
2/9/2026	2/52027
3/9/2026	3/5/2027
4/6/2026	4/2/2027
5/4/2026	4/30/2027
6/2/2026	5/27/2027
6/29/2026	6/25/2027
7/27/2026	7/24/2027
8/24/2026	8/22/2027
9/21/2026	9/20/2027
10/19/2026	10/19/2027
11/16/2026	11/17/2027
12/14/2026	12/16/2027

Nail Technology (600 Hrs.) (Full time)	
Start Date	Anticipated Grad Date
1/12/2026	6/2/2026
2/9/2026	6/29/2026
3/9/2026	7/28/2026
4/6/2026	8/25/2026
5/4/2026	9/23/2026
6/2/2026	10/20/2026
6/29/2026	11/17/2026
7/27/2026	12/16/2026
8/24/2026	1/20/2027
9/21/2026	2/16/2027
10/19/2026	3/16/2027
11/16/2026	4/3/2027
12/14/2026	5/7/2027

Esthetician (900 Hrs.) (Full time)	
Start Date	Anticipated Grad Date
1/20/2026	8/19/2026
2/16/2026	9/16/2026
3/16/2026	10/14/2026
4/13/2026	11/11/2026
5/11/2026	5/7/2027
6/8/2026	6/4/2027
7/6/2026	7/1/2027
8/3/2026	7/28/2027
8/31/2026	8/24/2027
9/28/2026	9/20/2027
10/26/2026	6/2/2027
11/23/2026	6/30/2027
12/21/2026	7/19/2027

Massage Therapy (720 Hrs.) (Full time)	
Start Date	Anticipated Grad Date
01/12/2026	06/30/2026
7/6/2026	12/28/2026

Medical Assistant & Dental Assistant	
Start Date	Anticipated Grad Date
1/29/2026	10/12/2026
2/26/2026	11/9/2026
3/26/2026	12/8/2026
4/23/2026	1/13/2027
5/21/2026	2/11/2027
6/22/2026	3/11/2027
7/20/2026	4/8/2027
8/17/2026	5/6/2027
9/15/2026	6/7/2027
10/13/2026	7/5/2027
11/10/2026	8/2/2027
12/9/2026	8/30/2027

HVAC-R Technician	
Start Date	Anticipated Grad Date
1/5/2026	9/13/2026
2/2/2026	10/11/2026
3/2/2026	11/8/2026
3/30/2026	12/6/2026
4/27/2026	1/10/2027
5/26/2026	2/7/2027
6/22/2026	3/7/2027
7/20/2026	4/4/2027
8/17/2026	5/2/2027
9/14/2026	5/30/2027
10/12/2026	6/27/2027
11/9/2026	7/25/2027
12/7/2026	8/22/2027

ACADEMIC CALENDAR/HOURS OF OPERATION-NASHVILLE AIRPORT

Genesis Career College: Nashville Airport Branch Campus is open Monday through Friday from 8:30 am until 10:00 pm. The school is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions, local radio and TV stations will be advised and the announcement will be posted on the school's website. Students are advised to refer to these resources for updates on school closings.

Students are accepted for enrollment monthly on the following dates for the 2026 calendar year:

Nail Technology (600 Hrs.) (Full time)	
Start Date	Anticipated Grad Date
1/12/2026	6/2/2026
2/9/2026	6/29/2026
3/9/2026	7/28/2026
4/6/2026	8/25/2026
5/4/2026	9/23/2026
6/2/2026	10/20/2026
6/29/2026	11/17/2026
7/27/2026	12/16/2026
8/24/2026	1/20/2027
9/21/2026	2/16/2027
10/19/2026	3/16/2027
11/16/2026	4/3/2027
12/14/2026	5/7/2027

Master Barber (1500 Hrs.) (Full-time)	
Start Date	Anticipated Grad Date
1/20/2026	1/15/2027
2/16/2026	2/12/20237
3/16/2026	3/12/2027
4/13/2026	4/9/2027
5/11/2026	5/7/2027
6/8/2026	6/4/2027
7/6/2026	7/1/2027
8/3/2026	7/28/2027
8/31/2026	8/24/2027
9/28/2026	9/20/2027
10/26/2026	10/17/2027
11/23/2026	11/13/2027
12/21/2026	12/10/2027

HVAC-R Technician	
Start Date	Anticipated Grad Date
1/5/2026	9/13/2026
2/2/2026	10/11/2026
3/2/2026	11/8/2026
3/30/2026	12/6/2026
4/27/2026	1/10/2027
5/26/2026	2/7/2027
6/22/2026	3/7/2027
7/20/2026	4/4/2027
8/17/2026	5/2/2027
9/14/2026	5/30/2027
10/12/2026	6/27/2027
11/9/2026	7/25/2027

HOLIDAYS

Genesis Career College recognizes the following holidays for the 2026 Calendar year:

Holidays	Date Observed-2025
New Year's Day	January 1, 2026
Martin Luther King Day	January 19, 2026
Memorial Day	May 25, 2026
Fourth of July	July 3, 2026
Labor Day	September 7,2026
Thanksgiving	November 26, 2026
Thanksgiving Day after	November 27, 2026
Christmas Eve	December 24, 2026
Christmas Day	December 25, 2026
New Year's Eve	January 1, 2027

STUDENT SCHEDULE

In the Beauty (Cosmetology, Esthetician, Master Barber, Instructor Training, or Nail Technology) programs, full time students are scheduled to attend 30 hours per week while part time students are scheduled to attend 20 hours per week. Students enrolled in the Allied Health (Medical Assistant and Dental Assistant) and Skilled Labor (HVAC-R Technician) programs will be scheduled as full time and scheduled to attend 20 hours per week. In the Massage Therapy program, full time students are scheduled to attend 30 hours per week.

Class Schedules are offered as follows:

Beauty Programs-Day

Full-time:	Monday – Friday	8:30 AM – 3:00 PM (30-minute break daily, 30 hours/week)
Part-time:	Monday – Friday	8:30 AM – 12:30 PM (20 hours/week)

Allied Health Programs (Medical and Dental Assistant)

Day:	Monday – Thursday	8:30 AM – 2:00 PM (30-minute break daily, 20 hours/week)

Massage Therapy Program

Day:	Monday – Friday	8:30 AM – 3:00 PM (30-minute break daily, 30 hours/week)

Skilled Labor Programs (HVAC-R Technician)

Day:

Monday/ Wednesday	8:30 AM – 3:00 PM (30-minute break daily, 12 hours/week on campus and 8 hours/week online)
Tuesday/ Thursday	8:30 AM – 3:00 PM (30-minute break daily, 12 hours/week on campus and 8 hours/week online)

PROGRAM OFFERINGS-COOKEVILLE

All programs are delivered in English.

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

NAIL TECHNOLOGY: The Nail Technology program is a 600-hour program covering a period of 20 weeks for full time students or 30 weeks for part time students.

ESTHETICIAN: The Esthetician Course is a 900-clock hour program covering a period of 30 weeks for full time students or 45 weeks for part time students.

MASSAGE THERAPY: The Massage Therapy program is a 720-clock hour, full-time program covering a period of 24 weeks.

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

DENTAL ASSISTANT: The Dental Assistant Program is a 51-quarter credit hour program covering a period of 36 weeks.

HVAC-R TECHNICIAN (SOC CODE 49-9020/CIP Code 47.0201): The HVAC-R Technician Program is a 54-quarter credit hour program covering a period of 36 weeks. The HVAC-R Technician program is offered via hybrid online format.

PROGRAM OFFERINGS-NASHVILLE AIRPORT

All programs are delivered in English.

MASTER BARBER – the Master Barber program is 1500 clock hour program covering a period of 50 weeks for full time students or 75

weeks for part time students.
NAIL TECHNOLOGY: The Nail Technology program is a 600-hour program covering a period of 20 weeks for full time students or 30 weeks for part time students.
HVAC-R TECHNICIAN: The HVAC-R Technician Program is a 54-quarter credit hour program covering a period of 36 weeks. The HVAC-R Technician program is offered via hybrid online format.

PROGRAM DELIVERY FORMATS

Residential Format: Students physically attend class for the scheduled hours and complete outside preparation as required.

Hybrid Distance Education Format: This format consists of both classroom and online instruction. Each week, students are required to attend scheduled classroom sessions AND participate in online activities. Participation in the classroom, as well as online, is required each week. Classroom participation is defined as physical attendance, and online participation is defined as submission of an online graded assignment. An online graded assignment must be submitted within the school week, defined as Monday through Sunday to receive online attendance.

COSMETOLOGY: 1500 CLOCK HOURS (COOKEVILLE)

PROGRAM DELIVERY: RESIDENTIAL

The Cosmetology course is a well-rounded program covering all phases of cosmetology, preparing the student for a career as a Licensed Cosmetologist or in a related field.

COSMETOLOGY COURSE OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Standard Cosmetology textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: The program is divided into four sessions. Preceding sessions are considered prerequisites for the next session. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next session. Students will be evaluated and advised of their performance at the end of each session. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the session. There are three instances when a student may be evaluated earlier than the end of each session. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69 and Below

COSMETOLOGY CURRICULUM

HOURS:	SUBJECT:
300	General— Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law
600	Chemical—Permanent waves, hair re-laxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry
600	Physical—Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures

TOTAL PROGRAM HOURS—1500

NAIL TECHNOLOGY: 600 CLOCK HOURS

PROGRAM DELIVERY: RESIDENTIAL

The Nail Technology Program is a well-rounded program covering all phases of manicuring, pedicuring and artificial nails, preparing the student for a career as a Licensed Manicurist or a career in a related field.

NAIL TECHNOLOGY PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of manicuring, pedicuring and artificial nails.
6. Identify the composition of nails, disorders, diseases, and practical application of artificial nails, manicuring and
7. Pedicuring.
8. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Standard Nail Technology textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: The program is divided into two sessions. Preceding sessions are considered prerequisites for the next session. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next session. Students will be evaluated and advised of their performance at the end of each session. If the student did not satisfactorily complete the session according to the grading system, an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the session. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

NAIL TECHNOLOGY CURRICULUM

HOURS:	SUBJECT:
150	General—Sterilization, sanitation, bbacteriology, anatomy and physiology, state law, salon management, ethics and professionalism
100 C	Chemical—Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements
350	Physical—Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails and nail safety

TOTAL PROGRAM HOURS—600

ESTHETICIAN: 900 CLOCK HOURS-(COOKEVILLE)

PROGRAM DELIVERY: RESIDENTIAL

The Esthetician program is a well-rounded program covering all phases of esthetics, preparing the student for a career as a Licensed Esthetician or a career in a related field.

ESTHETICIAN PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Understand the basic knowledge and technical skills in cosmetology, nail care and esthetics.
5. Understand the education skills necessary to become a professional Esthetician.
6. Relate to the professional teaching skills, methods and techniques as well as the technical knowledge in cosmetology, nail care and esthetics.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student teaching activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady's Standard Esthetics textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: The program is divided into two sessions. Preceding sessions are considered prerequisites for the next session. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next session. Students will be evaluated and advised of their performance at the end of each session. If the student did not satisfactorily complete the session according to the grading system, an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the session. There are three instances when a student may be evaluated earlier than the end of each session. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

ESTHETICIAN PROGRAM CURRICULUM

HOURS:	SUBJECT:
150	General—Sterilization, sanitation, bacteriology, professional ethics, personality and salesmanship, anatomy and physiology, State Law
150	Chemical— Skin Conditions and Disorders, Nutrition, Aging Factors, Product Ingredients and Usage, Waxing, Lash and Brown Tinting, OSHA and EPA Requirements
600	Physical—Massage Movements and Manipulations, Masks and Packs, Facial Treatment with and without the use of Machines, Skin Analysis and Consultation, Application of All Products and Machines, Color Psychology, Make-Up and Corrective Make-Up Arching

TOTAL PROGRAM HOURS—900

MASTER BARBER: 1500 CLOCK HOURS (NASHVILLE)

PROGRAM DELIVERY: RESIDENTIAL

DESCRIPTION: The Master Barber course is a well-rounded program covering all phases of cosmetology, preparing the student for a career as a Licensed Master Barber or in a related field.

MASTER BARBER COURSE OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Understand the science of professional hair care.
2. Identify the composition of the skin and to provide the client with professional skin care services.
3. Identify the properties and characteristics of the hair.
4. Analyze the patron's hair.
5. Understand the elevations and designs of hair cutting.
6. Understand the components to shaving beards and mustaches.
7. Understand the basic knowledge and technical skills of barbering including shaving, haircutting, hairstyling, chemical services, business management and salesmanship.
8. Demonstrate the practical application of facials and make up application.
9. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady's Professional Barbering textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: The program is divided into four sessions. Preceding sessions are considered prerequisites for the next session. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each session. If the student did not satisfactorily complete the session according to the grading system, an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the session. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

MASTER BARBER CURRICULUM

HOURS:	SUBJECT:
240	General— History and fundamentals of barbering; elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene; barber implements; shaving; skin, scalp and hair; haircutting, hairstyling and hair setting; hairpieces (sales and service); chemical theory (permanent waving, hair coloring, bleaching and straightening); manicure and nail care; anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves; makeup and skin care; theory of massage and facial treatment; disorders f the skin, scalp, and hair; barber law, rules and regulations; business management and salesmanship; preparation for seeking employment
360	Chemical—Permanent waving, hair re-laxer, hair coloring, bleaching and toning, manicures
900	Physical—Shampooing and rinses, hair care and scalp care, hair cutting (male and female), shaving (beards and mustaches), hairpiece-fitting, hairstyling, facials and makeup, and manicures

MASSAGE THERAPY: 720 CLOCK HOURS (COOKEVILLE)

PROGRAM DELIVERY: RESIDENTIAL

The Massage Therapy program is a well-rounded program covering all phases of massage therapy, preparing the student for a career as a Licensed Massage Therapist or in a related field.

MASSAGE THERAPY PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of deep modalities, light modalities and pressure point modalities.
6. Perform the basic analytical skills to advise clients in the total wellness concept.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Theory and Practice of Therapeutic Massage textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: GRADING PROCEDURES: The program is divided into two terms divided by three sessions each. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

MASSAGE THERAPY CURRICULUM

Course Number	Course Name	Hours
BIO110	CPR	6
BIO111	Anatomy and Physiology I	30

BIO112	Anatomy and Physiology II	30
BIO113	Anatomy and Physiology III	15
BIO121	Kinesiology I	30
BIO122	Kinesiology II	30
BIO123	Kinesiology III	15
BIO124	Kinesiology IV	12
BIO125	Eastern Anatomy & Physiology	18
BIO131	Pathology I	12
BIO132	Pathology II	12
BIO133	Pathology III	12
BIO134	Pathology IV	12
MTB111	Fundamentals of Massage I	48
MTB112	Fundamentals of Massage II	48
MTB113	Fundamentals of Massage III	48
MTB114	Fundamentals of Massage IV	48
MTB208	Pre-Natal Massage	18
MTB215	Advanced Techniques of Massage	78
MTB340	Massage Intern Clinic	96
MTD115	Somatic Science	30
MTD310	Business Management	30
MTD315	Law	6
MTD316	Ethics	12
MTD320	Certification Exam Review	24
	Program Total Hours	**720**

MEDICAL ASSISTANT: 53 CREDIT HOURS (COOKEVILLE)

PROGRAM DELIVERY: RESIDENTIAL

The Program Delivery: Residential Medical Assistant program provides training of both knowledge and skill development to prepare the student for entry level employment within the health care industry. The institution's approach to training is based on sound educational methods and teaching fundamentals.

MEDICAL ASSISTANT PROGRAM OBJECTIVES

1. Prepare student with tools to care for patients and support medical personnel
2. Perform medical tasks such as
    a. Patient history
    b. Take vital signs
    c. Examination preparation
    d. Assist in minor surgeries
    e. Medicine administration
    f. Basic laboratory procedures
3. Prepare student for front office management
4. Project professionalism, visual poise and proper appearance
5. Understand the basic knowledge and skills necessary for entry level health care employment
6. Understand the ethical conduct necessary for medical employment

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various textbooks will be used in conjunction with a dry erase board and markers; audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: The program is divided into three terms divided by three sessions each. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69 and Below

MEDICAL ASSISTANT CURRICULUM

Course Code	Course Name	Qtr Credit
BIO101	Anatomy and Physiology	4.0

BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law and Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
CMP115	Computers in the Medical Office	3.0
MAA202	Patient Preparation	5.0
MAA206	Administration of Medicine	6.0
MAA212	Clinical Laboratory Procedures	6.0
MAA215	Phlebotomy	4.0
MAA314	Diagnostic Procedures	6.0
AHC311	Professional Development	2.0
MAA350	Medical Assistant Externship	2.0
TOTAL	Quarter Credit Hours	53.0

COURSE DESCRIPTION: ALLIED HEALTH CORE COURSEWORK

BIO101 - ANATOMY AND PHYSIOLOGY: Students learn specific structural components and functions of the human body systems, including the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory system, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine. 40 lecture hours

BIO111 - MEDICAL TERMINOLOGY: Students will learn prefixes, suffixes, combining forms, spelling, punctuation, abbreviations and the use of medical terminology. Medical terminology related to the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine will be studied in this course. 20 lecture hours/20 laboratory hours

AHC100 - INTRODUCTION TO HEALTH CAREERS: Students will be introduced to the healthcare industry as they study the history of medicine and the different areas of practice. Students will also study universal precautions, CDC guidelines, OSHA compliance, and infection control in the workplace. 20 lecture hours

AHC106 - LAW AND ETHICS: Students will learn the legal and ethical guidelines for health care providers. This course includes the ethical expectations and legal ramifications of all individuals working in healthcare regardless of their role. The AAMA Code of Ethics and HIPAA guidelines are also studied. 20 lecture hours

AHC120 - MEDICAL OFFICE PROCEDURES: This course will prepare students for the front office, administrative responsibilities of the Medical Assistant. Students will learn the specialties of the healthcare industry and will be trained in professional behavior, interpersonal skills, telephone techniques, appointment scheduling, patient reception, patient billing and payments, maintaining patient files, and other routine daily office operations. 60 lecture hours/20 laboratory hours

AHC150 - EMERGENCY MEDICAL PROCEDURES: This course includes instruction in Basic First Aid including use of an AED, adult, child, and infant CPT and Blood borne/Airborne Pathogens. Students will receive CPR certification at the completion of the course. 20 laboratory hours

CMP115 - COMPUTERS IN THE MEDICAL OFFICE: Students will learn to key by touch the alphabetic and numeric keypads. Students will gain experience and proficiency of skill as they progress from beginning keyboarding through more advanced keyboarding development. Students will learn formatting techniques of basic computer applications, including Windows, Publisher, Excel, Access, and PowerPoint. Students will apply these skills to producing various forms and documents used in the medical office. 20 lecture hours/20 laboratory hours

COURSE DESCRIPTIONS: MEDICAL ASSISTANT COURSEWORK

MAA202 - PATIENT PREPARATION: Students will learn about patient preparation, instruction and positioning for various examinations performed routinely in the medical office setting. Sterile technique will be taught. Students learn to relate the examinations to the body systems involved and apply the responsibilities of the medical assistant during the procedures. 40 lecture hours/20 laboratory hours

MAA206 - ADMINISTRATION OF MEDICINE: Students will learn the regulations and methods governing medicine administration and patient education. Students apply universal precautions, patient safety, and OSHA standards in handling, processing and administering medicine. 40 lecture hours/40 laboratory hours

MAA212 - CLINICAL LABORATORY PROCEDURES: Students will learn clinical procedures routinely performed in a medical office setting. Students will learn the medical laboratory including analysis of various types of specimens. Students will practice clinical procedures including venipuncture, handling blood samples and demonstrating standard precautions. 40 lecture hours/40 laboratory hours

MAA215 – PHLEBOTOMY: Students will learn professional, interpersonal skills needed to perform phlebotomy procedures in various patient care settings. Students learn to utilize the supplies, equipment and chemicals needed for phlebotomy procedures. Techniques for patient education, infection control, safety and quality assurance are learned and applied. 20 lecture hours/40 laboratory hours

MAA314 - DIAGNOSTIC PROCEDURES: Students will learn procedures to prepare patient for and assist physician with diagnostic examinations including electrocardiograph, phlebotomy, and radiologic imaging. 40 lecture hours/40 laboratory hours

MAA350 - MEDICAL ASSISTANT EXTERNSHIP: Externship is scheduled to be performed at a medical facility that provides appropriate activities to reinforce training received throughout the program. The externship reinforces learning experienced in lecture and laboratory courses. Students are expected to perform safe, competent, ethical and professional skill in a medical environment. 80 externship hours Pre-requisites—All theory and laboratory courses

DENTAL ASSISTANT: 51 CREDIT HOURS (COOKEVILLE)

PROGRAM DELIVERY: RESIDENTIAL

The Dental Assistant program provides training of both knowledge and skill development to prepare the student for entry level employment within the health care industry as a dental assistant. A Dental Assistant will work under the direction and oversight of a dentist to perform various tasks to assist the dentist as well as the patient during routine examinations and all other treatments and services. The institution's approach to training is based on sound educational methods and teaching fundamentals. Potential job opportunities include Dental Assistant and Dental Hygiene Technician.

DENTAL ASSISTANT PROGRAM OBJECTIVES

1. Prepare student with tools to care for patients and support dental personnel
2. Perform medical tasks such as
    i. Patient history
    ii. Take vital signs
    iii. Examination preparation
    iv. Assist in minor surgeries
    v. Medicine administration
    vi. Basic laboratory procedures
3. Prepare student for front office management
4. Project professionalism, visual poise and proper appearance
5. Understand the basic knowledge and skills necessary for entry level oral care employment
6. Understand the ethical conduct necessary for employment

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program. Student to instructor ratio shall not exceed 10/1.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various textbooks will be used in conjunction with a dry erase board and markers; audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: The program is divided into three terms divided by three sessions each. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

DENTAL ASSISTANT CURRICULUM

Course Code	Course Name	Qtr Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law and Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
AHC311	Professional Development	2.0
CMP115	Computers in the Medical Office	3.0
DAS102	Head and Neck Anatomy	3.0
DAS104	Pharmacology	2.0
DAS106	Oral Health and Prevention	3.0
DAS108	Patient Care in the Dental Office	3.0
DAS110	Dental Radiology	4.0
DAS112	Clinical Dental Procedures	5.0
DAS116	Restorative and Laboratory Procedures	5.0
DAS150	Dental Assistant Externship	2.0
TOTAL	Quarter Credit Hours	51.0

Course Description: Allied Health Core Coursework

BIO101 - Anatomy and Physiology: Students learn specific structural components and functions of the human body systems, including the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory system, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine. 40 lecture hours

BIO111 - Medical Terminology: Students will learn prefixes, suffixes, combining forms, spelling, punctuation, abbreviations and the use of medical terminology. Medical terminology related to the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine will be studied in this course. 20 lecture hours/20 laboratory hours

AHC100 - Introduction to Health Careers: Students will be introduced to the healthcare industry as they study the history of medicine and the different areas of practice. Students will also study universal precautions, CDC guidelines, OSHA compliance, and infection control in the workplace. 20 lecture hours

AHC106 - Law and Ethics: Students will learn the legal and ethical guidelines for health care providers. This course includes the ethical expectations and legal ramifications of all individuals working in healthcare regardless of their role. The AAMA Code of Ethics and HIPAA guidelines are also studied. 20 lecture hours

AHC120 - Medical Office Procedures: This course will prepare students for the front office, administrative responsibilities of the Dental Assistant. Students will learn the specialties of the healthcare industry and will be trained in professional behavior, interpersonal skills, telephone techniques, appointment scheduling, patient reception, patient billing and payments, maintaining patient files, and other routine daily office operations. 60 lecture hours/20 laboratory hours

AHC150 - Emergency Medical Procedures: This course includes instruction in Basic First Aid including use of an AED, adult, child, and infant CPT and Blood borne/Airborne Pathogens. Students will receive CPR certification at the completion of the course. 20 laboratory hours

AHC311 - Professional Development: Students will learn how to research job opportunities, compose an effective resume, and to successfully complete the application process. This course will also prepare the student to perform self-assessment evaluations and develop techniques for successful interviews. 20 lecture hours

CMP115 - Computers in the Medical Office: Students will learn to key by touch the alphabetic and numeric keypads. Students will gain experience and proficiency of skill as they progress from beginning keyboarding through more advanced keyboarding development. Students will learn formatting techniques of basic computer applications, including Windows, Publisher, Excel, Access, and PowerPoint. Students will apply these skills to producing various forms and documents used in the medical office. 20 lecture hours/20 laboratory hours

Course Descriptions: Dental Assistant Coursework

DAS102 – Head and Neck Anatomy: Students will be able to identify the different landmarks in the oral cavity. Students will also be able to identify the bones, muscles and nerves of the head and neck. Also, students will identify the temporomandibular joint (TMJ) and learn how it functions. The course will also include tooth morphology and components. 20 lecture hours/20 laboratory hours

DAS104 – Pharmacology: Students will be able to identify different drug classifications and understand the difference between generic and ancillary drugs. The course will include a study of the different routes of the administration of drugs. Students will also learn how to write a prescription. 20 lecture hours

DAS106 – Oral Health and Prevention: Students will be able to demonstrate and discuss with patients' different tooth brushing techniques, oral hygiene aids and using dental floss. Students will also understand special needs patients and their special dental needs. Students will have a basic understanding of carbohydrates, fats, proteins, vitamins, minerals and water. 30 lecture hours

DAS108 – Patient Care in the Dental Office: Students will be able to greet, seat, and serve the patient in preparation of treatment. Student will be able to identify the dental equipment and supplies and the location of these items throughout the dental office. Students will also be able to prepare tray set-ups for the many dental procedures. 10 lecture hours/40 laboratory hours

DAS110 – Dental Radiology: Students will be able to identify the components of the dental radiology unit. The student will learn about the safety and precautions associated with radiation exposure. The student will become familiar with the biological effects of radiation. 20 lecture hours/40 laboratory hours

DAS112 – Clinical Dental Procedures: Students will be able to maintain the operating field. Students will also understand the different anesthetics and pain control. Students will also understand the different dental specialties. 20 lecture hours/60 laboratory hours

DAS116 – Restorative and Laboratory Procedures: Students will be able to identify different dental materials for restorative dental treatments. Also students will be able to perform different laboratory techniques with specific dental materials. 20 lecture hours/60 laboratory hours

DAS150 - Dental Assistant Externship: Students are provided the opportunity to apply newly acquired skills to reinforce fundamental knowledge of theory and practice. Externship activities and experiences will reinforce theory and laboratory courses. 80 externship hours Pre-requisites—All theory and laboratory courses

HVAC-R Technician: 54 Credit Hours

Program Delivery: Hybrid

The HVAC-R Technician program provides training of both knowledge and skill development to prepare the student for entry level employment within the Heating, Ventilation, Air Conditioning, and Refrigeration skilled labor markets. The institution's approach to training is based on sound educational methods and teaching fundamentals.

HVAC-R Technician Program Objectives

1. Project a positive attitude and a sense of personal integrity, self-confidence, and professionalism
2. Prepare the graduate for real world experience in skilled trades industries
3. Understand and respect the importance of job site safety
4. Develop relevant industry skills to increase the graduate's employment value
5. Perform the manipulative skills in the areas of heating, refrigeration, residential and commercial equipment repair/maintenance, ductwork, equipment installation, and safety
6. Perform the basic analytical skills to advise clients
7. Successfully accomplish a passing score on certification exams

Program Delivery: Theory will be presented through hybrid online lecture and classroom discussions using PowerPoint slide presentations, video conferencing and content delivery through Canvas. Textbook reading, research, and demonstrations will be used to aid in the student's learning process. Students are expected to work both individually and in groups. This course is taught using a combination of lecture, small class discussion and demonstration if a lab component is required.

Teaching and Learning Methods: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Textbook, References and Other Resources: Various textbooks will be used in conjunction with a dry erase board and markers; audio/visual equipment, PowerPoint slides, and virtual reality simulation.

Grading Procedures: The program is divided into three terms divided by three sessions each. Students must achieve a passing score of 70% or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are two instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69 and Below

HVAC-R Technician CURRICULUM

Course Code	Course Name	Qtr Credit
HVAC 100	Industrial Safety	6.0
HVAC 101	Applied Electricity for Trades	6.0
HVAC 102	Basic Heating	6.0
HVAC 103	Basic Refrigeration	6.0
HVAC 104	Residential and Light Commercial Heating Systems	6.0
HVAC 105	Residential and Light Commercial AC Systems	6.0
HVAC 106	Air Conditioning Ductwork Design and Fabrication	6.0
HVAC 107	HVAC Installation and Start-Up Procedures	6.0
HVAC 108	Residential HVCAC Competency Exams and Codes	6.0
TOTAL	Quarter Credit Hours	54.0

COURSE DESCRIPTION: HVAC -R Technician Coursework

HVAC 100 – INDUSTRIAL SAFETY: This course provides an overview of 29 CFR 1910 and 1926 as applied to the Manufacturing and Facilities Maintenance field. This course places emphasis on OSHA regulations and policies.

HVAC 101 – APPLIED ELECTRICITY FOR TRADES: This course covers the basic concepts of electrical circuits as applied to heating, ventilation, refrigeration, air conditioning, industrial maintenance, and related trades. Circuit fundamentals, components, wiring diagrams and symbols, motors, motor control devices and power supplies are covered.

HVAC 102 – BASIC HEATING: An introduction to the principles and components used in heating systems. Pipe and tube fitting, theory of heat flow, sources of energy, combustion, electrical controllers, humidification, air filtering, venting and code requirements.

HVAC 103 – BASIC REFRIGERATION: An introduction to basic refrigeration and cooling systems, the theory of refrigeration, basic service methods and operation of mechanical refrigeration systems. Provides a fundamental understanding of mechanical refrigeration through study of major components and their detailed operation, piping connections and fabrication, refrigerant characteristics, and refrigerant management.

HVAC 104 – RESIDENTIAL AND LIGHT COMMERCIAL HEATING SYSTEMS: The major units covered in this course include HVAC service and preventative maintenance for residential electric, gas, oil, or hydronic and heat pump systems.

HVAC 105 – RESIDENTIAL AND LIGHT COMMERCIAL AIR CONDITIONING SYSTEMS: In this course, students review basic electrical and refrigeration principles needed for maintaining and troubleshooting equipment. Sequence of operational mechanical and electrical failures is covered for residential and light commercial equipment.

HVAC 106 – AIR CONDITIONING DUCTWORK DESIGN AND FABRICATION: This course covers basic duct work fabrication, as it applies to the Air Conditioning industry. The student should be able to determine proper sizing of residential HVAC equipment and ductwork to meet the requirements for high-quality climate control system.

HVAC 107 – HVAC INSTALLATION AND STARTUP PROCEDURES: Upon successful completion of this course, the student will be able to identify techniques and procedures to install new systems and retrofit systems. Topics include initial start-up, maintenance of furnaces and air conditioners, electrical requirements, permits and inspections, combustion air, sheet metal and applying mechanical standards.

HVAC 108 – RESIDENTIAL HVAC COMPETENCY EXAMS AND CODES: In this course, students will learn the relevant codes to residential heating, ventilation, and air conditioning. Other topics include residential air conditioning requirements, proper operating conditions, and servicing requirements. Students will take a nationally recognized competency exam upon completion of the course.

HYBRID INSTRUCTION POLICIES

Mode of Delivery: The HVAC-R Technician program is delivered in a hybrid format, which blends online and residential (on campus) learning formats. The online curriculum will be delivered using the learning management system, Canvas. Students will be trained on using Canvas during orientation and the first week of instruction. Students enrolled in these programs will need access to a computer, a webcam, internet connectivity, and web-based software (Canvas, Campus Café Student Portal, Microsoft 365). Onboarding for the web-based software systems will occur during the first week of instruction.

On site learning: For students enrolled in hybrid programs, the computer lab in the learning resource center will be available to attend the online portion of the program. It is good practice for students enrolled in their first quarter to attend the online portion of the curriculum in the school's computer lab, however, this is not a requirement.

State Authorization: If a student relocates to another state while enrolled in a hybrid program, the student is required to notify Genesis and the applicable state agencies within 10 days of relocating (see *Change of Address*). If the student moves to a state that Genesis is not approved to deliver online education, the students enrollment status could be adversely affected.

Genesis Career College has not made any determination if any of the programs fulfill the educational requirements for a specific professional licensure or certification required for employment in the field outside of the State of Georgia or Tennessee for the approved programs offered which includes the 50 United States of America, including the District of Columbia and the U.S. Territories. It is recommended that students who are located in or plan to relocate to a state other than where the physical campus offering the program is located, they should research any certification or employment requirements for their intended state.

Technology Requirements:

Software:
- Microsoft Operating System: Windows 10 or higher Operating System
- Google Chrome Operating System: Chrome OS (latest version)
- Apple Operating System: Mac OS X
- Productivity Suite: Microsoft Office 365

Web Browser:
- Google Chrome or Mozilla Firefox

Hardware:
- Intel I5 Processor or greater with minimum of 16GB RAM
- Broadband Connection
- Web Camera
- Speakers

There may be additional plugin requirements such as Adobe reader, etc.

Attendance Requirements for Hybrid Programs: Students enrolled in hybrid programs are expected to complete academic activities which consists of both classroom and online instruction. These completed activities designate the student as "present" or "attended". Each week, students are required to attend scheduled classroom sessions AND participate in online activities. In-class participation is defined as physical attendance, and online participation is defined as submission of on-time completion of activities and assignments, including but not limited to required postings in the online discussion forums, online labs, homework, quizzes and assignments.

DEFINITION OF CREDIT

GCC utilizes the following formulas for determining academic credit:

Clock Hour Programs: One clock hour is equivalent to 50 minutes of direct instruction with a 10-minute break.

Credit Hour Programs:
10 Contact Hours Lecture = 1 Quarter Credit Hour
20 Contact Hours Laboratory = 1 Quarter Credit Hour
30 Contact Hours Externship = 1 Quarter Credit Hour
A Contact Hour is defined as not less than fifty (50) minutes for every sixty (60) minutes of time.

ACADEMIC YEAR

The academic year for a quarter credit hour program is defined as including a minimum of 900 contact hours, 30 weeks and 36 quarter credit hours. The academic year for a clock hour program is defined as including a minimum of 900 clock hours and 26 weeks.

EDUCATIONAL COSTS AND FINANCIAL AID

Enrollee is hereby contracting for the full program. However, recognition of transfer hours is subject to the procedures listed in the most recent student catalog. Tuition cost is set and guaranteed for the entire enrollment regardless of program length.

COOKEVILLE:

Beauty Programs	Total Program Clock Hours	Program Length in Weeks	Admin Fee*	Tech Fee*	Supplies*	Textbooks	Kit	Tuition*	Total Cost**
Cosmetology	1500	FT-50/PT-75	$1000.00	$500.00	$1,500.00	$250.00	$1,250.00	$16,495.00	$20,995.00
Esthetician	900	FT-30/PT-45	$1000.00	$500.00	$450.00	$310.00	$685.00	$13,495.00	$16,440.00
Nail Technology	600	FT-20/PT-30	$1000.00	$500.00	$550.00	$260.00	$590.00	$8,070.00	$10,970.00
Massage Therapy	720	FT-24	$1000.00	$500.00	$450.00	$370.00	$630.00	$10,195.00	$13,145.00

Allied Health Programs	Total Program Quarter Credits	Program Length in Weeks	Admin Fee*	Tech Fee*	Supplies*	Textbooks	Kit	Tuition*	Total Cost**
Medical Assistant	53	36	$1000.00	$500.00	$895.00	$550.00	N/A	$13,495.00	$16,440.00
Dental Assistant	51	36	$1000.00	$500.00	$895.00	$550.00	N/A	$13,495.00	$16,440.00

Skilled Labor Programs	Total Program Quarter Credits	Program Length in Weeks	Admin Fee*	LMS/Tech Fee*	Textbooks	Tools	Tuition*	Total Cost**
HVAC-R Technician	54	36	$1,000.00	$1395.00	$395.00	$995.00	$12,995.00	$16,780.00

Non-refundable upon receipt: Textbooks, Kit or Tools
**Prorated: Admin Fee, Tech Fee, Supplies and Tuition*
***Total Program Cost excludes Transportation, Room & Board and Personal Expenses*

NASHVILLE AIRPORT:

Beauty Programs	Total Program Clock Hours	Program Length in Weeks	Admin Fee*	Tech Fee*	Supplies*	Textbooks	Kit	Tuition*	Total Cost**
Master Barber	1500	FT-50/PT-75	$1000.00	$500.00	$1,500.00	$275.00	$1,225.00	$16,495.00	$20,995.00
Nail Technology	600	FT-20/PT-30	$1000.00	$500.00	$550.00	$260.00	$590.00	$8,070.00	$10,970.00

Skilled Labor Programs	*Total Program Quarter Credits*	*Program Length in Weeks*	*Admin Fee**	*Tech Fee**	*Textbooks*	*Tools*	*Tuition**	*Total Cost***
HVAC-R Technician	*54*	*36*	*$1,000.00*	*$1395.00*	*$395.00*	*$995.00*	*$12,995.00*	*$16,780.00*

Non-refundable upon receipt: Textbooks, Kit or Tools
**Prorated: Admin Fee, Tech Fee, Supplies and Tuition*
***Total Program Cost excludes Transportation, Room & Board and Personal Expenses*

The administrative fee is not an application fee. This fee satisfies expenses incurred during the registration process prior to any educational transaction. Down payment of the administrative fee is not required for enrollment. Any down payment or deposit will be credited as a tuition payment.

ACCEPTABLE MEANS OF PAYMENT: Cashier's Check, Money Order, Cash, Credit Card and Federal Financial Aid Funds (if applicable)

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. In addition to costs for your tuition and fees, financial aid programs also estimate how much it costs to live under various circumstances (i.e., depending upon whether you live with your parents, or in a separate location).

To estimate the total expenses at this school, we have prepared the following chart based upon the Bureau of Labor Statistics research on a modest, but adequate standard of living under various conditions. (i.e., depending upon whether you live with your parents, or in a separate location). The cost of tuition, fees, books, supplies and equipment for the program in which you intend to enroll must be added to these figures. This estimate is based upon one half the cost of a two-bedroom apartment for students not living with parents and one half that cost for students living at home with parent.

ESTIMATES OF WEEKLY LIVING EXPENSES-COOKEVILLE, TN*

Expenses	Student Living With Parents	Single Student Not Living with Parents
Room and Board	$208.00	$278.00
Transportation	$58.20	$58.20

ESTIMATES OF WEEKLY LIVING EXPENSES-NASHVILLE, TN*

Expenses	Students Living With Parents	Single Students Not Living with Parents
Room and Board	$281.75	$751.00
Transportation	$70.70	$70.70

*Professional judgment can be given for unusual circumstances, such as expenses for a disabled relative, dependent childcare, etc. We can adjust your budget for these circumstances; however, this will require detailed documentation.

WITHDRAWAL POLICY

While it is GCC's mission to provide students the tools necessary to graduate and become employable, it is sometimes necessary for students to withdraw from enrollment. This can be initiated by the student or by GCC if the student is not compliant with GCC's rules and regulations. A student is considered withdrawn when the student does not complete all the days in the payment period or period of enrollment the student was scheduled to complete.

If a student wishes to officially withdraw from the Institution, he/she must submit a request in writing to the Campus Director stating the reasons for withdrawal and whether the student intends to return later to pursue a program of study. It is important to note that a withdrawal calculation will be made according to the Institutional Refund Policy (See below). This calculation can often result in a balance owed to the Institution.

Students who fail to complete the program will be charged the applicable fees and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including stated fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Financial Aid Officer.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school. In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible.

Termination Date/Date of Determination (DOD): The date of determination is defined as the date that the institution determined that the student was no longer in school, either officially or unofficially. A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- Date student provided official notification of intent to withdraw in writing (delivered to the Campus Director or date of postmark of a mailed written notice);
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet

financial obligations to the school.

- The student has failed to attend class for fourteen (14) consecutive calendar days or ten (10) consecutive scheduled days.
- Failure to return from an **approved** leave of absence.

Upon a student's withdrawal, two calculations are formed:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. Institutional Refund Policy (See School Catalog)

If applicable, refunds will be made to those students who have paid for more than the obligatory amount identified below in the Institutional Refund Policy within forty-five (45) days of the last date of attendance if written notification of the withdrawal has been provided to the institution **or** within forty-five (45) days from the date the institution terminates the student or determines withdrawal by the student. Unofficial withdrawals will be determined by internal monitoring of the attendance. Attendance is monitored weekly.

The types of withdrawal are listed below:

OFFICIAL WITHDRAWAL: If a voluntary written notice of withdrawal is received by the school, the "Date of Determination" is the date of receipt of written notice.

UNOFFICIAL WITHDRAWAL: Students who have not submitted a voluntary written notice of withdrawal will be withdrawn fourteen (14) consecutive calendar days after their Last Date of Attendance (LDA). The fourteenth consecutive calendar day of absence will be classified as the "Date of Determination". Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance weekly.

FAILURE TO RETURN FROM LEAVE OF ABSENCE: Students who do not return from a Leave of Absence on the date they are scheduled to return will be withdrawn from the school with their Date of Determination being the date they were scheduled to return from LOA.

TERMINATION OF ENROLLMENT BY THE INSTITUTION: Students may be withdrawn by the institution for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

FAILURE TO COMPLY WITH SATISFACTORY PROGRESS: Students who are reviewed for Satisfactory Academic Progress and are found not to be able to complete a program at the time and ½ maximum will be withdrawn from the program unless they are granted a successful appeal. The date of the withdrawal will be defined as the "Date of Determination".

Any student who wishes to return to GCC after withdrawal or termination must pay any outstanding balance owed GCC due to the withdrawal or termination before re-enrolling. Each case can be reviewed individually at the discretion of the Campus Director. A student who withdraws and re-enters in less than 180 calendar days from the date of interruption will be treated as an Unexcused Leave of Absence and the school's Leave of Absence Policy will apply.

CANCELLATION AND REFUND POLICY

Please refer to the Withdrawal Policy for procedures students must follow to officially withdraw. All refunds, when due, will be made with or without the request of the student. Refunds will be calculated and returned in a timely manner. This refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

The refund policy is as follows:

(a) A student who at any time withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend class is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.

(b) In addition to subparagraph (3)(a) of this rule, if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars ($100.00).

(c) In addition to subparagraph (43)(a) of this rule, if after the program has commenced and before expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro rata portion of refundable fees,

less an administrative fee of one hundred dollars ($100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the period of enrollment for which the student was charged, the institution is entitled to retain only ten percent (10%) of the refundable fees charged for the period of enrollment as well as one hundred dollars ($100.00). However, in no instance will the institution be responsible for any refund in excess of the amount paid by or on behalf of the student for the period of enrollment for which the student was charged.

(d) Except as provided for in subparagraph (3)(a) of this rule, if after expiration of twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.

(e) For a student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

For purposes of calculating percentages of attendance in clock hour programs the number of scheduled hours up to the last date of attendance will be the numerator. For credit hour programs, percentages are calculated based on calendar days. When computing refunds pursuant to the refund policy, the last day of attendance for a student who meets the definition of enrolled shall be either:

(a) The date of the student's last recorded day of attendance or
(b) When applicable, the date the student failed to return from an approved leave of absence.

The reconciled student account statement must indicate the period of enrollment for which the student is being charged for each tuition charge. If the institution does not maintain the requisite account statement or the reconciled account statement does not clearly indicate the period of enrollment for which the student is being charged, the institution shall be liable for all refundable fees paid by or on behalf of the student. Genesis defines a period of enrollment as the length of the program

In any event, the last date of attendance will be determined and any refund due disbursed within forty-five (45) calendar days of the last date of attendance.

FINANCIAL RESPONSIBILITY: Each student is personally responsible for all outstanding balances owed to the school. It is the student's responsibility to understand his/her financial status with the school. If it becomes necessary for Genesis Career Group, Inc. to hire a third-party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include but are not limited to: the cost of collection, attorney fees, and court costs.

FINANCIAL ASSISTANCE AND PLANNING

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. Federal student aid is financial assistance through the U.S. Department of Education that's available if you are enrolled in an eligible program as a regular student at a school participating in our federal student aid programs. Federal student aid covers school expenses such as tuition, fees, room and board, books, supplies, and transportation.

TYPES OF FINANCIAL ASSISTANCE

Financial aid is available for those who qualify.

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.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The awards range up to $6,495.00. The amount of the Pell Grant award you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at your school.

Students are eligible for a lifetime maximum Pell award equal to 600% of 1 year's eligibility. Students are eligible for 100% of the award year Pell Grant if they have less than 500% Lifetime Eligibility Used (LEU). Students who have used more than 500%, but less than 600% shall be eligible to receive a partial Pell grant award based on the percentage LEU remaining. Once a student receives the

maximum LEU, they are no longer eligible for any Pell Grant assistance.

WILLIAM D. FORD 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 all have low interest rates and the student loans do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. Students eligible for the DL program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits, or their estimated cost of attendance.

All Direct Loans are either **subsidized** (the government pays the interest while you're in school) or **unsubsidized** (you pay all the interest, although you can have the payments deferred until after graduation). To receive a subsidized Direct Loan, you must be able to demonstrate financial need.

With the unsubsidized Direct loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students who are eligible for Title IV assistance, regardless of need, are eligible for the unsubsidized Direct Loan. Direct Loans allow dependent undergraduates to borrow $3,500 to $5500 for the first academic year that can be divided between Subsidized and Unsubsidized Loans depending on the students need. Independent students and dependent students whose parents have been turned down for a PLUS loan can borrow up to an additional $4,000 in unsubsidized loans for a full academic year.

Parents of dependent students can take out loans to supplement their children's aid packages. The federal Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. Parents seeking a PLUS Loan must pass a credit check to become eligible.

PLUS loans are the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS loan, but fails to make the payments on time, the parents will be held responsible.

HOW TO APPLY FOR FINANCIAL AID

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a financial aid officer is available for prospects and current students during normal business hours.

The length of the program for which you are enrolled will determine under which award year you will apply. The award year covers the period from July 1 through June 30. If your course extends beyond June 30, your award eligibility will be calculated for the portion of the program to be completed through June 30. To receive the remainder of your award, you must file a Free Application for Federal Student Aid for the next award year when the applications become available.

Crossover Payment Periods *- Students who have applied, been approved by GCC, and are eligible for two Award Years of Pell and whose scheduled payment periods crossover from one Award Year to another will be analyzed on a case by case basis to determine which Award Year payment will benefit the student most. In addition, GCC will also use the EFC that is most beneficial to the student for loans and packaging purposes. If at the time of the scheduled disbursement for the crossover payment period, the student has not applied for the upcoming Award Year of aid, GCC will use the current Award Year for this payment period. Also, if at the time of packaging of aid and certification of loans, the student has not applied for the upcoming Award Year, the current year EFC will be used for packaging and certification of loans. Students applying for aid whose enrollment is scheduled to crossover into a new Award Year are encouraged to apply for both Award Years prior to the beginning of classes.*

To correctly fill out the application, you will need certain records. The most important record is your base year (usually the prior, (prior) year) tax return. You will need your tax return, your parents' tax return (if you are dependent), and your spouse's tax return (if you are married). You may also need copies of your W-2's, mortgage information, social security benefit statements and other agency benefit records. To find out specifically which records you need to fill out the application accurately, ask a financial aid representative.

All students are informed of the availability of Federal Aid to eligible applicants and the necessary documents that are needed to apply. It is the student's obligation to set an appointment with the Federal Aid Office and bring the documentation requested by that office to assist the student in the application process. Financial Aid will not be disbursed without required documentation. Students are encouraged to apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the awarding process. You may also have to verify some of the information you reported on the application.

Since your application is processed electronically, the school will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing Center receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid (FSA).

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with the financial aid administrator. These forms gather personal information and are to remain in your file at the school. For any questions involving financial aid and how to apply, contact the school director.

VERIFICATION

The federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit generally recognized patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Estimated financial aid awards will be removed if verification is not completed within specified deadlines. Any deferred tuition and fees become due immediately. The student will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the federal processor.

SELECTION OF APPLICANTS TO BE VERIFIED: GCC Office of Financial Aid may also select files for verification if there appears to be a conflict of information.
The following students are excluded from verification.

a) Applicants who die during the award year (regardless of conflicting information)
b) Applicants not receiving aid
c) Applicants only eligible to receive unsubsidized student financial assistance
d) Applicants verified by another institution
e) Applicants selected for verification post enrollment

The following dependent students are excluded from verification unless GCC has reason to believe the information is inaccurate:

a) Both parents are mentally incapacitated
b) Both parents or the custodial parent has died
c) Both parents are residing in a country other than the US and cannot be contacted via normal means
d) Both parents cannot be located because the student does not have and cannot locate their contact information

The following verification information of spouses of independent students is not required for verification unless GCC has reason to believe the information is inaccurate:

a) The spouse has died
b) The spouse is mentally incapacitated
c) The spouse is in a country outside the US and cannot be contacted by normal means
d) The spouse can't be located because the student does not have and cannot get his/her information

Based on the manual ISIR review process, those applicants or applications selected for verification are identified. Periodic review of the latest corrections and ISIRs ensures that all selected applicants are verified and appropriately documented.

ACCEPTABLE DOCUMENTATION AND FORMS: The importation of IRS tax data via the IRS Data Retrieval Tool is the best way to document this information. For students who cannot or will not use the IRS Data Retrieval Tool, the School accepts documents listed below:

For Adjusted Gross Income, Income Earned from Work, or US Income Tax Paid: When filling out the FAFSA the student should authorize permission for IRS information to be transferred to the application via the IRS data retrieval tool. If this is done, no tax transcript is necessary. If not, Genesis will accept the following:

a) A copy of the income tax return transcript of the applicant, his or her spouse, and his or her parents.
b) In the case an amended return, a copy of the income tax return transcript and the tax account transcript.
c) For a dependent student, a copy of each (IRS) Form W-2 received by the parent whose income is being considered if the parents are divorced, separated or one of the parents has died;
d) For an independent student, a copy of each IRS Form W-2 he or she received if the independent student—
    - Filed a joint return; and
    - Is a widow or widower, or is divorced or separated?

e) If an individual who filed a U.S. tax return does not have a copy of that return Genesis may require that individual to submit, in lieu of a copy of the tax return, a copy of an IRS form which lists tax transcript information

f) The School accepts the following, in lieu of an income tax return transcript or an IRS listing of tax account information of an individual whose income was used in calculating the EFC of an applicant:

- Has not and is not required to file an income tax return— W-2 forms or if not applicable a statement signed by that individual certifying that he or she has not filed nor is required to file an income tax return for the base year and certifying for that year that individual's sources of income earned from work as stated on the application and W-2 forms for amounts of income from each source;
- Is required to file a U.S. tax return and has been granted a filing extension by the IRS: (i) A copy of the IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that the individual filed with the IRS for the base year, or a copy of the IRS's approval of an extension beyond the automatic four-month extension if the individual requested an additional extension of the filing time; and (ii) A copy of each IRS Form W-2 that the individual received for the base year, or for a self-employed individual, a statement signed by the individual certifying the amount of adjusted gross income for the base year. NOTE: The applicant MUST provide a copy of his or her completed income tax transcript when filed. When the school receives the copy of the return, it may re-verify the adjusted gross income and taxes paid by the applicant and his or her spouse or parents.

If an individual is required to submit an IRS Form W-2 and is unable to obtain one in a timely manner, the school may permit that individual to set forth, in a statement signed by the individual, the amount of income earned from work, the source of that income, and the reason that the IRS Form W-2 is not available in a timely manner. The Verification Worksheet may be used for this purpose. A W-2 must be provided or information from the employer indicating the wages.

g) Has requested a copy of the tax return or Listing of Tax Account Information and the IRS or government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide a Listing of Tax Account Information

- A copy of each IRS Form W-2 that the individual received for the base year; or
- For an individual who is self-employed or has filed an income tax return with a government of a U.S. Territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of adjusted gross income for the base year.

Students must submit verification documents within 45 days of notification by the FAO. If the verification documents the student submits do not meet the requirements, the FAO will contact the student for additional or corrected information, either by regular mail, email, by sending notice to class instructor to be given to student, or by placing a notice on the bulletin board. If the information changes the student's eligibility, the FAO processes the changes to obtain a corrected ISIR and will notify the student via email or in person.

If a student terminates, the transaction 01 ISIR is selected for verification, it is found that corrections are required that will decrease the eligibility, and if the transaction 01 ISIR was signed before the last day of attendance, the school may collect what is due to the school if the transaction 02 ISIR is signed and dated within 90 days of the last day of attendance or August 30, whichever comes first.

If there is suspicion that another student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, you should report your suspicions with evidence to the Office of Inspector General. The OIG Kansas City office can be reached by telephone at (816) 268-0530 or by mail at 400 Maryland Avenue Southwest, Washington, DC 20202-1500.

UNTAXED INCOME AND BENEFITS: The following is acceptable documentation for untaxed income and benefits:

1. Copy of the tax return signed by the applicant/parent/spouse, or the IRS listing of tax account information; or
2. If no tax return was filed or is required to be filed, a statement signed by the relevant individuals certifying that no tax return was filed or is required to be filed and providing the sources and amount of untaxed income and benefits that were reported.
3. Social Security Benefits—
   a) Obtain document from Social Security Administration showing amount reported; or
   b) A statement signed by applicant/parent/spouse certifying that the amount on the applicant's aid application is correct. The Verification Worksheet may be used for this purpose.
4. Child Support—

a) Submit a statement signed by the applicant/parent/spouse certifying the amount of child support received, who paid it and who it was paid to, and the names of the children for whom it was paid; and
b) If the FAO has reason to believe that the amount reported is inaccurate, the applicant must verify the amount of child support received by providing a document such as—
    - A copy of a separation agreement or divorce decree showing the amount of child support to be provided; or
    - A statement from the parent providing the child support showing the amount provided; or
    - Copies of the child support checks or money order receipts.

5. SNAP Benefits (Food Stamps) – if SNAP benefits are reported on the ISIR, the student must provide a signed statement indicating receipt of the benefit. GCC may require documentation from the agency that supplied the benefit.

NUMBER OF FAMILY MEMBERS IN HOUSEHOLD: To verify the number of family members in the household, the applicant must submit a statement (signed by the applicant/parent), listing the name and age of each family member in the household and the relationship of that household member to the applicant (may be done on a Verification Worksheet).

NUMBER OF FAMILY HOUSEHOLD MEMBERS ENROLLED IN POSTSECONDARY INSTITUTIONS: To verify, the applicant must submit a statement signed by applicant/parent listing

a. The name of each family member who is or will be attending a postsecondary educational institution as at least a half-time student in the award year.
b. The age of each member; and
c. The name of the institution attended by each student.

If the FAO has reason to believe that the information included on the application regarding the number of family household members enrolled in postsecondary institutions is inaccurate, the FAO may require statements from the student for each household member, or from the institution that each reported member attended.

UPDATING INFORMATION: For verification purposes, only, an applicant is required to update—

1. The number of family members in the applicant's household and the number of household members attending postsecondary educational institutions, and
2. His or her dependency status (except for change in marital status), and

If, as a result of a change in the applicant's marital status, the number of members in the applicant's household, the number of those attending postsecondary institutions, or the applicant's dependency status changes, the applicant shall not update those factors or that status.

If the household size and the number attending college changes for a reason **other than a change in the applicant's marital status**, an applicant will update the information so that the information is correct as of the day the applicant verifies the information. An applicant's failure to provide required documentation within the specified time frame can result in the loss of all Title IV aid and all unpaid tuition charges become due immediately.

Document household size or number in college is not required in a subsequent verification in the same year if the information has not changed. For additional guidance please refer to the verification process as found in the most current edition of the *Application and Verification Guide* of ED's Federal *Student Aid Handbook*.

DATA ELEMENTS TO BE VERIFIED: In the verification process, GCC verifies the following data elements by Verification Tracking Groups:

Verification Tracking Flag	FAFSA Information Required to be Verified
V1	Tax Filers - Adjusted Gross Income - U.S. Income Tax Paid - Untaxed Portions of Individual Retirement Account (IRA) Distributions - Untaxed Portions of Pensions - IRA Deductions and Payments - Tax Exempt Interest Income - Education Tax Credits - Household Size - Number in College Nontax Filers - Income Earned from Work - Household Size - Number in College
V4	- High School Completion Status Identity/Statement of Educational Purpose
V5	- High School Completion Status Identity/Statement of Educational Purpose - All items listed under V1 group

The financial aid staff completes the verification process. If any data elements are found to be in error, corrections are made to the SAR/ISIR. The student SAR/ISIR records are thus resent or retransmitted to the CPS for reprocessing.

All documents are filed in the student's financial aid file in the school and retained for 3 years (in addition to the most current year). For additional guidance regarding the verification process please refer to the most current edition of the *Application and Verification Guide* of ED's *Federal Student Aid Handbook*.

CITIZENSHIP DOCUMENTATION: GCC requires all students to be US citizens or is a permanent resident of the United States. There are systems of checks and balance through several internal agencies when a FAFSA is processed, including the Department of Homeland Security and the Social Security Administration. A student may be required to provide proof of citizenship before their ISIR can be processed and an EFC can be given. In addition, GCC reserves the right to ask for a proof of citizenship for student file documentation purposes. In this case GCC notifies the student to obtain the documents which must be presented to the FAO within 7 days of the notification.

If the student does not provide the necessary documentation the financial aid application process cannot be completed, and the student will not be able to participate in any Title IV HEA programs. GCC will not decide that the student is not an eligible noncitizen until there has been ample opportunity to submit the documentation in support of the student's claim of eligibility.

If secondary confirmation is required, GCC will provide to the student a clear explanation of the documents the student must submit as evidence that the student satisfies the requirements and a clear explanation of the student's responsibilities which affect compliance with CFR 668.33(a)(2) including any deadlines for completing required action and consequences of non- compliance.

CHANGES IN THE FAFSA BECAUSE OF VERIFICATION: Pell Changes: Increases in Pell awards because of a change in EFC from verification can only be paid upon if the student or GCC has the output document supporting the increase. If the Pell grant is reduced because of the change the following disbursements will be adjusted as necessary. If all disbursements have been made, the student should reimburse the Pell grant program.

Direct Loan Changes: if the change in EFC causes the loan awards to be reduced the following disbursements will be adjusted as

necessary. If all disbursements have been made, GCC will promptly return the appropriate loan funds not yet disbursed.

MISREPRESENTATION

Genesis and any representative, agent, or employee of Genesis does not participate in the misrepresentation of information to deceive or confuse through written, visual, oral, or any other means of communication, whether directly or indirectly to a prospective student, current student, member of the public community or any state, federal or accreditation regulatory agency.

MISREPRESENTATION OF EDUCATIONAL PROGRAM: Genesis assures it does not and will not misrepresent information regarding its educational programs specifically as they relate to:

- Accreditation: Genesis' current status and extent of accreditation is represented factually and consistently per regulatory requirements in advertising, admissions processes, and academic progression.
- Transfer Credits: Transferability of credits is explained accurately during the admissions process. The Campus Director mandates each Admissions Officer use a power point presentation during the admissions appointments which contains Genesis' transfer of credits policy.
- Expectation After Completion: Any industry specific expectations or requirements necessary to secure employment in the industry of training is explained accurately and thoroughly prior to enrollment by the Admissions Officer and during the exit counseling session held by the Student Services Coordinator.
- Graduation Requirements / Termination of Enrollment: Prior to enrollment all prospective students are given a School Catalog which outline withdrawal procedures and graduation requirements. The withdrawal procedures include circumstances which could lead to termination of enrollment initiated by Genesis. Graduation requirements and withdrawal information are presented truthfully and accurately.
- Student Testimonials: All testimonials by students used in marketing materials are unsolicited and without compensation.
- Facility and Equipment: Prospective students are not allowed to enroll prior to taking a tour of the entire campus facility including a review of equipment used. Advisory Committee meetings are held twice annually in which industry representatives will review training equipment used to analyze its relevance in the current employment environment.
- Coursework and its Relevance to Occupation: Genesis holds Advisory Committee Meetings at least twice a year to analyze the relevance of its programs in meeting the employment needs of the training industry. The Advisory Committees are comprised of industry representatives not employed or compensated by Genesis and Genesis faculty and administration. Feedback results of these meetings are incorporated into the curriculum which is presented during the orientation phase of enrollment accurately and appropriately.
- Faculty: Admissions Officers will exhaust all efforts to introduce prospective students to as many faculty members as possible during the admissions process. All faculty members are required to introduce themselves to all new students during orientation which occurs on the first day of class. Each faculty member will describe their qualifications, background, and what their role in the students' education ensuring transparency of the faculty and their qualification, count, and availability.
- Specialized Instruction / Tutoring / Counseling: All GCC students are offered academic, attendance, career, and personal advising that might affect their completion of the course. Tutoring is available for students having trouble understanding and learning the material contained in the training programs. Tutoring sessions are scheduled outside of the normal classroom instruction hours at no additional cost. Arrangements may be made with the faculty or Program Director.
- Prerequisites and Course Content: All students are given a school catalog during orientation on the first day of class which includes program outlines and descriptions. Program descriptions are reviewed on the first day of class with staff and faculty. All students enrolled in programs which include multiple courses are given a program guide and schedule which breaks down each term including the prerequisites required to progress to the next term.
- Financial Assistance: All prospective students interested in financial aid are requirement to meet with the on campus Financial Aid Officer (FAO) prior to enrollment. The FAO will accurately and consistently describe all financial aid options available to the prospective student including state, federal and in house private financial options. In addition, all enrolled students participating in Title IV Financial Aid programs are required to an entrance counseling session before beginning school and an exit counseling session prior to graduation.
- Institutional Information: All students are given a school catalog prior to enrollment which accurately depicts institutional information such as the cost of attendance, the institutional refund policy, criteria for withdrawing, return of financial aid, academic programs, accreditation information, services available for students with disabilities, copyright infringement, and transfer of credits to and from another institution. These topics are reviewed during the admissions process and students are required to sign acknowledgement of understanding of these topics prior to enrollment.

MISREPRESENTATION OF THE NATURE OF FINANCIAL CHARGES: Genesis assures it does not and will not misrepresent information regarding its

financial charges specifically as they relate to:

- Cost of Attendance and the Institutional Refund Policy: all costs are presented to the prospective student prior to signing any enrollment agreement. The institutional refund policy is explained during the admissions process and is detailed in writing in the student catalog which is disseminated prior to enrollment. All charges and policies will be honored according to the executed enrollment agreement should changes occur on either account during a student's enrollment.
- Availability of Financial Assistance: All financial aid available is explained to interested students by the on campus financial aid officer prior to signing an enrollment agreement and is detailed in writing in the student catalog disseminated prior to enrollment. Included in this description is an explanation of loan repayment responsibility regardless of program completion. In addition, the Director of Default Management (DDM) schedules three loan counseling sessions (two as a group and one "one on one") with students participating in any loan program. The DDM accurately and consistently depicts the importance of loan repayment. These counseling sessions are in addition to entrance and exit counseling held in the financial aid office.
- Rejection of Financial Aid: Financial aid participation is not a requirement of enrollment to any Genesis program.

MISREPRESENTATION OF THE EMPLOYABILITY OF GRADUATES: Genesis assures it does not and will not misrepresent information regarding its job placement of graduates specifically as they relate to:

- Placement Services: The Student Services Coordinator (SSC) is responsible for the placement of graduates within the industry of training upon graduation. Neither Genesis nor any of its employees will guarantee employment. However, the SSC will assist and guide the upcoming graduate in finding employment.
- Industry Information: Students are advised during the admissions process about the current and future condition of their industry of training. This includes safety or health hazards and potential compensation. Supporting data is derived from the Bureau of Labor Statistics and is distributed accurately and consistently.
- State Licensure: All programs that lead to state licensure, including industries in which a license is required for employment, are accurately and consistently described to prospective students prior to enrollment.

MISREPRESENTATION OF GENESIS' RELATIONSHIP WITH THE U.S. DEPARTMENT OF EDUCATION: Genesis assures it does not and will not describe its relationship with the United States Department of Education in such a manner that suggests approval or endorsement by the US Department of Education of the quality of its educational programs.

GENERAL STUDENT ELIGIBILITY REQUIREMENTS

- Student must have a valid social security number.
- Student must be a U.S. citizen or eligible non-citizen.
- Student must be a regular student enrolled or accepted for enrollment in an eligible program for obtaining a degree or certificate.
- Student must meet the academic qualifications for study at the postsecondary level. (Student has high school diploma, GED, or home school certificate-if approved under or accepted from state regulation.)
- Student must be beyond the age of compulsory school attendance.
- Student must not be enrolled solely in a remedial program.
- Student must maintain satisfactory academic progress.
- Student must not be in default and must not owe an overpayment on a Title IV loan or grant.
- Student must not have borrowed more than loan limits.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- Student must have financial need.
- Verification must have been completed, if required.
- Is not enrolled in elementary or secondary school.
- Is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) DISCLOSURE

A student generally isn't eligible for Federal Student Aid (FSA) funds if he or she:

- Is in default of an FSA loan
- Owes an overpayment on an FSA grant or loan and;
- Has not made a repayment arrangement for the default or overpayment.

A student is also ineligible if he or she has inadvertently exceeded annual or aggregate loan limits. Genesis will run a NSLDS Financial Aid History Report on every student applying for admission to Genesis who also wishes to apply for Federal Funding.

If the NSLDS report and the Institutional Student Aid Record or "ISIR" (refer to "How to Apply for Financial Aid") show no Federal Aid History or if the prior aid history is in good standing, the student can continue the Federal Aid Application process. If the NSLDS report shows that the student is not in good standing, the student will be ineligible for Federal Aid until all the below are satisfied:

- The problem is resolved
- A letter of good standing is submitted to the Financial Aid Office and;
- A new ISIR showing the student in good standing has been generated.

It is the applicant's responsibility to resolve all issues affecting their eligibility. The applicant will be provided with a web address for student access to NSLDS for him or her to monitor their progress in the resolution of their eligibility issues. Once NSLDS has been updated to show the applicant in good standing and eligible for Federal Aid, he or she make an appointment with the Federal Aid Office to present the documentation showing the revised NSLDS status. Now the applicant can once again begin the enrollment application process. The Financial Aid Office at Genesis will confirm the updated status and decide of the eligibility of the applicant for Federal Student Aid.

HOW AID IS DETERMINED

To determine the amount of aid you will receive, the amount of money that your family can be expected to contribute towards education needs to be estimated. It is necessary to request confidential financial facts about your family's income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses to estimate this amount of family contribution. This "needs analysis" is conducted through the completion of the FAFSA. From this objective analysis, a parental contribution is calculated. Students are also expected to contribute from their savings and earnings. The combination of what parents can contribute and what the student can contribute is called the expected family contribution (EFC). School officials do NOT play a role in making a student eligible for federal funds. Eligibility is determined in accordance with information provided by student and or parents if student is dependent. The EFC does not represent the amount of money you will need to pay the school. It determines the aid programs and amount of aids for which a student is eligible.

The goal of financial aid programs is to bridge the gap between the amount you and your family are reasonably able to contribute and your educational expenses. It is very important to realize that aid is available to make education accessible, not to make it free of cost to you or your family. You do not have to be from a low-income family to qualify for financial aid, but you do have to have "financial need." Your "need" is the difference between what it costs to attend a school and what you and your family can contribute. Here's how it works:

COST OF GOING TO SCHOOL* (Tuition, fees, room and board, and travel expenses)

\- YOUR EXPECTED FAMILY CONTRIBUTION (The amount that you and your parents should be able to contribute)

= YOUR FINANCIAL NEED

It is important to note that your aid is determined by the concrete values listed above. The aid offered at this institution is not calculated by any other means. You are not in competition with any other student for funds. Your financial situation determines your financial assistance.

DISBURSEMENT OF FINANCIAL AID: CLOCK HOUR PROGRAMS

All Federal financial aid funds will be drawn down in payment periods, which are linked to the student's progression through his/her course. Four hundred fifty (450) hours represents one payment period for all courses at or above 900 hours in length. For courses greater than 900 hours; if the remaining portion exceeds 450 hours (one pay period), funds will be disbursed in two equal payments, if less than 450 hours (a payment period) it will be disbursed in one payment. For courses under 900 hours, the payment period equals half of the course length. All payments will be drawn on this basis.

Payments are ordered through electronic funds transfer and deposited directly into a holding account owned and managed by this institution. From this holding account, disbursements for each individual student are deposited into the institution's operating account through numbered transfers. Once deposited into the operating account, the student's ledger card is credited with the proper transfer number and disbursement amount on the same day as bank deposit. No student signature is necessary for these funds to be deposited.

DISBURSEMENT OF FINANCIAL AID: CREDIT HOUR PROGRAMS

All Federal financial aid funds will be drawn down in payment periods, which are linked to the student's progression through his/her course. Twelve (12) credit hours and 300 contact hours represent one payment period for all programs. Payments will be drawn down for eligible students at the beginning of the payment period. There are three (3) payment periods in one academic year. All payments will be drawn on this basis.

Payments are ordered through electronic funds transfer and deposited directly into a holding account owned and managed by this institution. From this holding account, disbursements for each individual student are deposited into the institution's operating account through numbered transfers. Once deposited into the operating account, the student's ledger card is credited with the proper transfer number and disbursement amount on the same day as bank deposit. No student signature is necessary for these funds to be deposited.

POLICY CONCERNING CREDIT BALANCES

As a student progresses through his/her education, there may come a time when a credit balance exists in a student's account. This balance is often a result of financial aid that is over and above the costs of tuition, fees, tools, and other charges. For questions regarding credit balances, to update address information to receive credit balance checks by mail, or to request a credit balance contact GCC Financial Aid Department by email at fainfo@genesiscareer.edu.

It is important to note that credit balances will not be disbursed in anticipation of *future* disbursements. Students are not entitled to receive a credit balance that does not yet exist.

TITLE IV LOAN CODE OF CONDUCT

As a participant in Federal Student Aid loan programs, Genesis Career Group, d/b/a Genesis Career College and its branches (Genesis), explicitly prohibits its officers, agents, and employees from:

- Participating in any revenue sharing arrangements with any lender,
- Persuading, encouraging, or steering borrowers to lenders or delaying loan certifications,
- Accepting offers of funds for private loans to student in exchange for providing concessions or promises to the lender for a specific number Federal Student Aid loans, a specified loan volume, or a preferred lender arrangement

Genesis officers, agents, and employees may not receive directly or indirectly: points, premiums, payments, stock or other securities, prizes, travel, entertainment expenses, tuition payment or reimbursement, the provision of information technology equipment at below market value, additional financial aid funds or any other inducement/gift from a guaranty agency, eligible lender, or loan servicer in any capacity.

Genesis strictly prohibits officers, agents, and employees from accepting compensation for:

- Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans, and
- Service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

Genesis officers, agents, and employees employed or related to a financial aid office who serve on an advisory board will not receive anything of value from the lender.

Genesis or its employees may not provide names and addresses and/or e-mail addresses of students or prospective students or parents to eligible lenders or guaranty agencies for conducting unsolicited mailings, by either postal or electronic means, of student loan applications.

Genesis will not allow any employee of the guaranty agency or eligible lender to perform any school-required function for a school participating in the Loan Program, except exit counseling. Genesis will not permit guaranty agencies to conduct fraudulent or misleading advertising concerning loan availability, terms or conditions.

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned based on scheduled hours or days as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations. The law specifies how Genesis must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. GCG participates in the Pell Grant, Direct Loans, and Direct PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn 100% of the assistance that you were scheduled to receive for that period. The earned amounts for clock hour programs are calculated differently than credit hours:

Clock Hour Calculation: The amount of Title IV aid earned in clock hour programs is based on the student's scheduled hours of academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. To calculate the percentage of period completed (or earned) the number of hours the student is scheduled to complete as of the withdrawal date is divided by the total number of clock hours in the same period of enrollment (typically an increment).

Credit Hour Calculation: The amount of Title IV aid earned in credit hour programs is based on the student's scheduled calendar days of academic attendance, and the total aid received. To calculate the percentage of period completed (or earned) the number of calendar days the student has completed as of the withdrawal date is divided by the total number of calendar day in the same period of enrollment (typically an increment).

The following Title IV refund distribution is used for all Title IV students due a return:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan
4. Federal Pell Grant

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, GCC must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. GCC may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). GCC needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive (or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If GCC is not required to return all the excess funds, you must return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must plan with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4- FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.gov.

FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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:

1. The right to inspect and review the student's education records within 45 days after the day Genesis Career College receives a request for access. A student should submit to the Campus Director 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.
2. 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, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Genesis Career College 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 typically includes a person employed by 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))

Genesis may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Genesis must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Genesis must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student catalog, or newspaper article) is left to the discretion of Genesis.

RIGHTS AND RESPONSIBILITIES OF TITLE IV STUDENTS

You Have the Right to Know:

1. The criteria for continued student eligibility
2. About the financial aid available from federal, state, local, private, and institutional financial aid programs;
3. How the school determines whether you are making satisfactory progress and how to re-establish eligibility if you fail to maintain satisfactory progress
4. The method by which financial aid disbursements will be made and the frequency of those disbursements;
5. The terms of any loan received as part of your financial assistance package, a sample loan repayment schedule and information about the necessity for repaying loans

6. The terms and conditions of Direct Loans received and both entrance and exit counseling regarding these loans.
7. The names of the organizations which accredit and authorize the school to operate;
8. About the programs, the faculty, and the physical facilities at the school;
9. The cost of attending the school;
10. The school's policy on refunds for students who drop prior to completion of the programs;
11. The procedures and deadlines for submitting applications for each available financial aid program;
12. The criteria used to select financial aid recipients;
13. How your financial need is determined;
14. The type and amount of assistance in your financial aid package;
15. The school's policy regarding your right to:
    a. Review and inspect your education records;
    b. Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;
    c. Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
    d. File a complaint with the Education Department concerning alleged failures by the school to comply with statutory and regulatory student and family privacy rights.

Student Responsibilities:

1. You must complete all application forms accurately and submit them on time to the right place;
2. You must provide correct information;
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid officer or the agency to which you submitted your application;
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;
5. You must accept responsibility for all agreements that you sign;
6. You must be aware of and comply with the deadlines for application or re-application for student financial aid;
7. You should be aware of your school's refund policies and procedures;
8. You are responsible for reporting name and address changes directly to the financial aid office;
9. You are responsible to bring or send the Student Aid Report to the Financial Aid Office in time to complete the verification process;
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and you will be responsible to pay any overpayment that is discovered during verification.

ATTENDANCE POLICY

The most successful graduates of GCC are those students who had a perfect attendance record in school. The following policy has been established to be as fair as possible to all students and to work for the benefit of all. A student's hours are scheduled on the date of enrollment. Student attendance is monitored daily and students are encouraged to maintain a good attendance record to successfully complete their program as scheduled. To meet satisfactory academic progress requirements, a student must maintain a pace to complete the program within 150% of the scheduled completion time.

CLOCK HOUR PROGRAMS: A student must maintain a 66.67% percentage of attendance to complete the program within 150% of the scheduled completion time. Students who fail to maintain a minimum of 66.67% percentage of attendance throughout the duration of his/her enrollment may be placed on a written Completion Plan for Attendance. This written plan will outline actions needed to raise the percentage of attendance to meet or exceed minimum attendance requirements. Student attendance will be monitored both during and at the completion of the written plan. Students who meet or exceed the requirements of the written plan will return to good standing regarding attendance. Students who fail to meet the requirements of the written plan will be subject to further disciplinary actions up to and including withdrawal from GCC. Students are expected to clock in upon arrival and clock out when leaving. A cumulative attendance of 85% is required to avoid potential additional overage charges upon graduation.

CREDIT HOUR PROGRAMS: The nature of the class sequence in term-based programs makes attendance essential for successful for progression. Each quarter term is a period of twelve (12) weeks and is comprised of 3 four-week sessions. There are approximately 16 scheduled classes during each session. Six (6) or more unexcused absences within one session will result in academic failure. The student will be required to repeat the session and will incur additional charges based on the number of credits repeated.

UNEXCUSED ABSENCES: In the case of an extended unexcused absence GCC will determine the student's enrollment status on or before fourteen (14) consecutive calendar days or ten (10) consecutive scheduled days from the last date of attendance, whichever is greater. For clock hour students, if there has been no contact from the student with GCC in 30 days from the last date of attendance, the student will be withdrawn from GCC. For credit hour students, if there has been no contact from the student with GCC during the greater of fourteen (14) consecutive calendar days or ten (10) consecutive scheduled days, the student will be withdrawn from GCC.

MAKE-UP WORK

All academic work required of the student must be satisfactorily completed within his/her enrollment period. The student is solely responsible to schedule any makeup work needed. A schedule to makeup work is to be made with the course instructor. Makeup work can be scheduled by appointment any weekday, Monday through Friday outside of scheduled course hours.

Clock Hour programs: If the institution is closed for inclement weather or any other allowable circumstance, the students' anticipated completion date will be extended by the same number of days due to the day(s) of closure.

Credit Hour programs: If the institution is closed for inclement weather or any other allowable circumstance, students are scheduled a make-up day(s) as a part of the official calendar and students will be required to attend these make-up day(s) to continue their rate of progress. Make-up days are typically scheduled on a Friday within the same course schedule where affected.

LEAVE OF ABSENCE

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically the time when a student is not in attendance. Any student wishing to request a LOA must notify the Student Services Coordinator in writing. The written request must be signed and dated and include the reason for the LOA.

The Student Services Coordinator will submit this request to an advisory committee to either grant approval or denial based on the circumstances and must do so within 5 business days. The student must give reasonable expectation that he/she will return from the LOA for approval from the advisory committee. The following criteria must be met at a minimum for an approved LOA:

- Leave of absences cannot exceed more than 180 days during a student's enrollment
- The student must resume the academic program at the point he/she began the LOA to be considered for the LOA.
- For credit hour programs, if a student begins a leave of absence during the middle of a session/course, that session will be required to be repeated. The student will also be required to complete the applicable term to be eligible to receive subsequent disbursements. Leave of Absence may not be available due to the nature and sequencing of the program subject matter.

While the student is on an approved LOA, the School will not assess any additional charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA to be considered off the LOA.

If a student does not return from the LOA, the Office of Student Services will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn as of the last date of attendance. This begins the withdrawal process. If the student is receiving Title IV Financial Aid, the Office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the Federal Student Aid Handbook. The Financial Aid Officer is responsible for explaining to the student, prior to granting approval, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

Upon return of a leave of absence the student will re-enter the program with the exact same status as when he/she left with regards to satisfactory academic and attendance progress. The LOA will not be approved unless the above criteria are met. If the student ceases to attend, he/she will be considered a withdrawal. In the case of an early return from LOA, the return date will become the new documented end date.

STUDENT PARKING

Ample parking is provided at no cost to our students in the designated area.

STUDENT SERVICES

STUDENT ADVISEMENT/TUTORING: All GCC students are offered academic; attendance, career, and personal advising that might affect their completion of the course. Tutoring is available for students having trouble understanding and learning the material contained in the training programs. Tutoring sessions are scheduled outside of the normal classroom instruction hours at no additional cost. Arrangements may be made with the Program Instructor.

EMPLOYMENT ASSISTANCE: GCC is committed to assisting in the placement of every graduate student seeking employment, not only upon graduation, but also during their entire career. We cannot and will not guarantee a job, nor level of income or wage to any student, but we are always willing to assist you in placement. Each campus employs a representative responsible for maintaining information about career opportunities available within the campus community as well as maintaining relationships with potential employers.

GCC provides extra-curricular employment preparedness services including:

- Resume writing classes
- Mock job interviews / hiring practice roll playing
- Business attire classes
- Professional development classes

GCC provides coursework within the curriculum focused on employment preparedness that are specific to the program of enrollment including:

- Externship opportunities that grant opportunity to apply skills and knowledge learned
- Mock state board coursework that recreates state licensure exams providing a realistic expectation
- Continued career placement for graduates

NEW STUDENT ORIENTATION: Orientation for new students is held either the week prior or on the first day of classes to acquaint students with GCC policies and procedures.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the designated number of program clock or credit hours, curriculum requirements, and meeting all financial obligations to the College, the student has earned the right to be graduated from their prescribed program of instruction. A student must achieve a grade of 70% (C) or higher in each course required for program completion. Students graduating from GCC will receive a diploma from Genesis Career College. Verification of graduation, including the release of completed clock hours, will be submitted to the appropriate state licensing board and/or testing agency by GCC, as applicable to the program.

Genesis Career College issues the first official transcript at no charge, subsequent transcripts are $10 each. All indebtedness to the college must be paid before a transcript will be issued. Request for transcripts must be in writing. Students/graduates should contact the school for a Transcript Release form.

INTERNSHIP/EXTERNSHIP INFORMATION

The training programs that includes an internship course is Cosmetology, Master Barber, Esthetician, Nail Technology, Massage Therapy and Instructor Training. The internship is made possible through the clinic business provided at the facility. Students will be scheduled to attend the required hours in the internship course in the clinic setting. An Internship Instructor will oversee the clinic, schedule student activities throughout the course, provide student direction, and evaluate each student to determine that each achieves the course objectives and skill development required.

Medical Assistant and Dental Assistant programs include an externship as part of the curriculum through affiliation agreements with health care facilities and businesses within the community of instruction. These externships occur during the last term of instruction.

STATE EXAMINATION REQUIREMENTS

After completion of programs requiring state licensure for employment, students are entitled to take the examination required by the applicable state board. Each student must take a copy of their driver's license or social security card. The board does not make copies of these items for you, so each graduate is asked to be prepared. To become licensed to practice your profession you must pass the state board examination requirements applicable to your course of study. Programs that require a passing examination for licensure include the following:

Program	*Name of certification or license, if applicable*	*Name of the Entity issuing the certification or license*	*Name of the Exam*
Cosmetology	Cosmetologist License	Tennessee State Board of Cosmetology and Barber Examiners	TN Cosmetologist (PSI exam)
Master Barber	Master Barber License	Tennessee State Board of Cosmetology and Barber Examiners	TN Master Barber (PSI exam)
Esthetician	Aesthetician License	Tennessee State Board of Cosmetology and Barber Examiners	TN Aesthetician (PSI exam)
Nail Technology	Manicurist License	Tennessee State Board of Cosmetology and Barber Examiners	TN Manicurist (PSI exam)
Instructor Training	Instructor License: applicants for an instructor's license must have been licensed for three (3) continuous years prior to applying for an instructor's license.	Tennessee State Board of Cosmetology and Barber Examiners	TN Cosmetologist OR Barber Instructor (PSI exam)
Massage Therapy	Massage Therapist License	Tennessee State Board of Massage Licensure	MBLEx

For more information on program specific exams required of the Tennessee State Board of Cosmetology and Barber Examiners, please visit: https://candidate.psiexams.com/index.jsp
For more information on program specific exams required of the Tennessee State Board of Massage Licensure, please visit: https://www.fsmtb.org/mblex/

TENNESSEE BOARD OF DENTISTRY REGISTRATION DISCLOSURE

Students need to be informed that any conviction must be explained to the Board of Dentistry with their application for registration and that all court documents regarding any conviction must be submitted. The Board of Dentistry reviews all court documents required to be submitted with the application for registration and they may deny registration or require an appearance before the Board before deciding to issue or deny the registration.

TENNESSEE MASSAGE LICENSURE BOARD DISCLOSURE- POLICY ON APPLICANTS WITH CRIMINAL CONVICTIONS

Any person who has applied for a license as a massage therapist or for an establishment license who has a felony conviction which occurred ten (10) or more years prior to the date of application for licensure; or a single misdemeanor conviction or group of misdemeanor convictions all arising out of a single incident which occurred five (5) or more years prior to the date of application for licensure MAY not be required to appear before the Board and the Board's manager, in consultation with the Board's advisory attorney or consultant when appropriate, is authorized to issue a temporary authorization pursuant to T.C.A. § 63-1-142 and determine whether or not the applicant needs to appear before the Board before a license can be issued.

The following are referred to the peer assistance program as described in the Board's Substance Abuse Policy and are required to appear before the Board before any license or practice authorization may be issued:

1. Any applicant who has a felony conviction which occurred less than ten (10) years form the date of application for licensure; or
2. Any applicant who has a single misdemeanor conviction or group of misdemeanor convictions all arising out of a single incident which occurred less than five (5) years from the date of application for licensure; or
3. Any applicant who has more than one felony conviction regardless of when they occurred; or
4. Any applicant who has a pattern of multiple misdemeanor convictions not arising out of a single incident regardless of when they occurred.

Furthermore, any person convicted of a crime described in T.C.A. § 63-18-105(b)(2) (prostitution or sexual misconduct) cannot be considered for or granted a license. Notwithstanding this policy, the Board's manager, in consultation with the Board's advisory attorney, may make exceptions to this policy on a case-by-case basis when referral to the Board's peer assistance program is not necessary. *Adopted by the Tennessee Massage Licensure Board on May 4, 2016.*

STUDENT EVALUATION

Programs are divided into sessions (clock hour programs) or terms (credit hour programs). The length of each session in clock hour programs can vary depending on the curriculum. Some preceding sessions/terms are considered prerequisites for the next session/term. Students will be evaluated and advised of their performance at the end of each session/term. If the student did not satisfactorily complete the session/term per the grading system, a completion plan will be compiled for the student by the Student Services Coordinator. The completion plan is intended to provide guidance to the student on how to complete the session/term. There are three instances when a student may be evaluated earlier than the end of each session/term. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%
-

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress (SAP) standards throughout their enrollment. Students who receive Federal Financial Aid must maintain satisfactory academic progress standards throughout their enrollment to maintain eligibility to receive Federal Financial Aid. GCC's SAP policy is the same for Title IV recipients and non-recipients enrolled in the same educational programs. It is a uniform policy for all students within the same course of study and for all students within the same attendance schedule. To maintain SAP, students must meet all the following requirements:

1. Maintain a cumulative grade point average (CGPA) of 70% or higher (*Qualitative SAP—See below*).
2. Maintain a pace to complete the program within 150% of their scheduled time (*Quantitative SAP—See below).*

Student academic progress will be assessed at the end of each evaluation increment. (*Increments—See below*) Students who fail to meet SAP requirements will be notified in writing by the Student Services Coordinator of their current SAP status and actions required to regain SAP. Students who are meeting SAP requirements will receive no notification of SAP status since no changes occurred. Students may request a meeting with the Student Services Coordinator to check SAP status and access evaluation results at any time.

INCREMENTS: To ensure the student is making enough progress both quantitatively (attendance) and qualitatively (academic performance), GCC's SAP policy divides the program length into equal evaluation periods per academic year called increments. These increments generally coincide with payment periods. In clock hour programs, these increments are determined by the completion of both scheduled hours and hours attended. In credit hour programs, these increments are determined by the completion of a term with a minimum enrollment of both 12 quarter credit hours and 300 contact hours. The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether the student is making satisfactory progress. Students who meet the minimum qualitative and quantitative requirements are making satisfactory academic progress until the next scheduled evaluation.

Evaluation Increments:

Clock Hour Programs				
Program	Program Length	Evaluation 1 (Actual Hours)	Evaluation 2 (Actual Hours)	Evaluation 3 (Actual Hours)
Instructor Training	300 Hours	150 Hours	N/A	N/A
Nail Technology	600 Hours	300 Hours	N/A	N/A
Massage Therapy	720 Hours	360 Hours	N/A	N/A
Esthetician	900 Hours	450 Hours	N/A	N/A
Cosmetology/ Master Barber	1500 Hours	450 Hours	900 Hours	1200 Hours

Quarter Credit Hour Programs			
Medical Assistant/ Dental Assistant/ HVAC-R Technician	Evaluation 1	Evaluation 2	Evaluation 3
36 weeks	Term 1 (12 weeks)	Cumulative Term 1 & Term 2	Cumulative Term 3 N/A

		(24 weeks)	(36 weeks)

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP): As stated above, at the end of each evaluation increment, grades are evaluated. Any student whose cumulative average is below a "C" (CGPA 70%) will not be deemed making satisfactory academic progress. As per CFR 668.34, the school conducts a qualitative measure of a student's progress. The measurement is graduated. The following table illustrates the grading system as appears on the transcript:

Grade	Description	GPA	Range
A	Excellent	3.7 – 4.0	90-100
B	Good	2.7 – 3.6	80-89
C	Satisfactory	2.0 – 2.6	70-79
F	Failure	1.9 or below	69-Below
I	Incomplete	N/A	N/A
RP	Repeat	N/A	N/A
W	Withdrawn	N/A	N/A
T	Transfer Credit	N/A	N/A

QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP): GCC's satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed federally required 150 percent of the published length of the program in which a student must complete their academic program. In quarter credit hour programs, the time frame is measured in cumulative quarter credit hours earned, divided into cumulative quarter credit hours attempted (scheduled) as noted above and is based upon the student's enrollment status. In clock hour programs, the time frame is measured in cumulative clock hours earned, divided into cumulative clock hours attempted (scheduled) as noted above and is based upon the student's enrollment status. An approved leave of absence will extend the student's contracted program length by the same amount of time taken in the leave of absence.

MAXIMUM TIME FRAME: All students must complete the program within 150% of the normal length of the program. In credit hour programs, the maximum timeframe is measured in credit hours. In clock hour programs, the maximum timeframe is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. Students are required to complete a minimum of 66.67% of the credits/hours possible based on the applicable program/schedule to not exceed maximum timeframe. Students who have not completed the program within the maximum timeframe will no longer be eligible for Title IV federal aid and be withdrawn. Withdrawn students may re-enroll at the institution on a cash pay basis in a manner consistent with the re-enrollment provisions of the admissions policy.

DETERMINATION OF PROGRESS STANDARD: Students meeting the minimum requirements for academics (qualitative) and pace of completion (quantitative) at the evaluation increment are considered to be making satisfactory academic progress until the next scheduled evaluation increment. Students deemed not maintaining Satisfactory Academic Progress may have their enrollment terminated and Title IV Funding, if applicable, unless the student is placed on a financial aid warning or wins an appeal resulting in being placed on a status of financial aid probation. The Institution will notify students of any evaluation in which the student is not meeting Satisfactory Academic Progress and/or impacts the student's eligibility for financial aid.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS:

Warning:

Student academic progress will be assessed at the end of each evaluation increment. The first time a student fails to meet one or more of the required SAP measures (quantitative or qualitative listed above) the student will be placed on financial aid warning. While on financial aid warning, the student can continue to receive Title IV Federal Financial Aid for the following evaluation increment. Financial aid warning status will be conferred automatically without the student appealing their SAP status. At the end of that evaluation increment, student SAP is re-evaluated. If at this time the student is meeting SAP standards, the student will be considered in good standing and will continue eligibility for federal financial aid. However, if at this time the student is still not meeting SAP standards, the student is deemed ineligible to receive Title IV Federal Financial Aid funds unless the student is on or prevailed upon appeal of the determination that has resulted in the status financial aid probation (please refer to the *SAP Appeals Process* below).

Probation:

Students will be placed on financial aid probation status only if:

- The Institution evaluates the student's progress and determines that the student did not make SAP during the payment period the student was on financial aid warning or previous evaluation period, and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation, and
- The Institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period, or
- The Institution develops an academic plan for the student that, if allowed, will ensure the student is able to meet the Institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the student.

While on financial aid probation, the student can continue to receive Title IV Federal Financial Aid for one evaluation period. The students will be advised in writing of the actions required to obtain satisfactory progress by the end of the probation period. If the student is not making progress at the end of the probation period, the student will become ineligible to receive Title IV Federal Financial Aid funds and no more financial aid may be paid to the student.

If the student does not appeal or loses the appeal, he/she can re-establish financial aid eligibility if they increase their cumulative grade point average to 70% and improve their cumulative attendance rate to meet a pace of 150% of the scheduled completion time after the incremental period of ineligibility.

SAP Appeals Process: Students may appeal a negative SAP determination for mitigating circumstances. Mitigating circumstances include, but is not limited to the death of a relative, injury or illness of the student or immediate family member, or other allowable special circumstances. Documentation must be provided to support the claim of any mitigating circumstance. An appeal must be submitted within 10 days of the negative SAP finding. In addition, the appeal must be submitted to the Financial Aid Office in writing and must include the following:

- A request for consideration
- Why the student failed to make SAP
- Description of mitigating circumstance
- What has changed that will allow the student to achieve SAP by the next evaluation

The student will be notified in writing as to the results of the appeal process. This decision is final. All documentation pertaining to an appeal will be maintained in the student's file.

Documentation for Mitigating Circumstances for SAP Appeals: As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding a SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

a. Newspaper obituaries or death certificates to substantiate deaths
b. Physician's statement to substantiate illness or accident
c. Statement from clergy or family member familiar with the student's situation
d. Statement from an employer
e. Statement from legal counsel

Appeal Committee: Appeals submitted according to the above guidelines will be reviewed on a case-by-case basis by an Institutional Review Committee. This committee will meet monthly to consider each appeal and consists of the following members: Campus Director, Director of Financial Aid and corporate office member(s). All decisions made by the committee are final, and the student is notified within three (3) days of the Committee's decision.

Re-Entry/Transfer of Credit Students: Students who are granted re-entry to the institution in the same program, regardless of whether the institution accepted their transfer of credits, do so under the same warning or probationary status under which they left. A student who re-enters after dismissal for failure to meet Satisfactory Academic Progress standards within six (6) months or earlier, is readmitted under the same SAP status as at the time of their withdrawal.

Students who are approved for transfer credits from previous enrollments, credits achieved at other institutions, or credits transferred from one program to another will have their amount of total credits, and maximum time from of 1 and ½ (150%) reduced by the number of hours/credits transferred into the program.

SAP Policy for Repeated Courses, Pass/Fail Courses, Audit Courses, Noncredit Remedial Courses, Incompletes, Withdrawals and

READMISSION, TRANSFER CREDIT

REPEATED COURSE: A student must achieve a grade of "C" or higher in a course required for program completion. Students must repeat a course which they have failed. The grade earned in the repeat course "RP" will replace the previous grade, and the previous grade will be dropped from the cumulative GPA calculation.

PASS/FAIL COURSES: GCC does not offer courses as pass/fail.

NONCREDIT REMEDIAL COURSES: GCC does not offer noncredit remedial courses.

AUDIT COURSES: GCC will allow a continuing student to audit a course that the student has previously completed if the student is returning to school following a period of withdrawal or Leave of Absence. The Campus Director must approve in writing the course(s) to be audited. Students will not be charged tuition and/or receive federal aid for courses audited and students will not earn credit/grades for courses audited.

INCOMPLETES: Incomplete "I" grades will convert to an "F" if work is not completed within two weeks of the end of the grading increment, and will impact the qualitative GPA, timeframe and quantitative completion rate. A withdrawal or repetition are not entered into the qualitative GPA but will be counted in the calculation of the timeframe and quantitative completion rates.

WITHDRAWALS: A Withdrawal "W" grade is given for any course a student is withdrawn from before the end of the scheduled course. All students who withdraw and re-enter the program will do so in the same progress status as when they left regardless of the amount of lapsed time. A student who withdraws and re-enters in less than 180 calendar days from the date of interruption will be treated as an Unexcused Leave of Absence and the school's Leave of Absence Policy will apply. (Please refer to the *Leave of Absence Policy* for complete information.)

READMISSION: A student wishing to re-enter school may apply for readmission to the school. The student must meet with the Campus Director or Admissions Representative to determine if readmission is approved. During this meeting, the student's reason for withdrawal and the student's commitment to completion will be discussed. The Student Services Coordinator will determine SAP status at the time of the re-enrollment; however, students who withdrew while on SAP warning or probationary status will re-enter in the same status.

TRANSFER CREDIT: Transfer "T" credit/hours from another institution that are accepted toward the student's education program are counted as both attempted and completed credit/hours and to identify which courses/hours have been accepted into the program of study to satisfy graduation requirements.

The Director of Compliance reviews the school's Title IV SAP policy to ensure that it meets all federal requirements. The Campus Director notifies the financial aid office if the school changes its academic policies.

GENERAL RULES OF CONDUCT

Adherence to GCC's General Rules of Conduct is required regarding the student's behavior and personal conduct. By complying with the standards of conduct and performance, students help to promote an environment conducive to learning.

All students are expected to conduct themselves within the boundaries of professional behavior and appearance that will enable the school to recommend them to prospective employers as courteous, reliable, considerate, and professional individuals. Students are required to conduct themselves in an orderly manner while in school and are expected to treat the school's equipment and facilities with proper care and concern. Failure to abide by these rules may be grounds for dismissal.

1. Excessive absences and/or tardiness. Students are to arrive early enough to begin classes as scheduled and are expected to be prepared with textbooks and other supplies.
2. GCC offers a ten (10) minute break for every sixty (60) minutes of instructional time. Students are expected to return to class promptly following breaks.
3. Dishonest use of the time clock will be grounds for disciplinary action.
4. Proper dress is required for each student in accordance with the expectations of the profession. Closed toed shoes are required and lab coats/smocks may be worn.
5. Students are to maintain clean personal hygiene and personal appearance.
6. No smoking, drinking or eating in classrooms, student laboratories, or on clinic floor. There are designated

areas on each campus for these activities.

7. Students are responsible for their books and personal belongings. Lost items or personal items that are broken must be replaced by the student at their expense. Students are asked not to bring personal items from home on campus.
8. Students are responsible to maintain a clean and sanitary environment at the campus.
9. Student insubordination to a staff or faculty member will not be tolerated and may result in disciplinary actions including but not limited to termination of enrollment.
10. Verbal and/or physical abuse by a student will not be tolerated and are grounds for termination.
11. Profanity is not permitted.
12. Stealing and/or possession of stolen property will be grounds for immediate dismissal.
13. Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug will be grounds for dismissal.
14. Consuming alcoholic beverages while on school premises, in school vehicles, or while on school business or time, or bringing alcohol onto school premises can be grounds for dismissal.
15. Abusing prescription drugs or possessing drugs that have not been prescribed for the student by physician will be grounds for dismissal.
16. Students are prohibited to receive personal phone calls during school hours. Messages will be taken and given to students at a convenient time. The use of cellular phones during school hours is not permitted. Using a cellular phone during class time may be considered academic dishonesty.
17. Computer use will be limited to educational purposes only. If a student utilizes any computer on campus for reasons other than for educational purposes, their actions may result in disciplinary actions including but not limited to termination of enrollment. Any student using any computer on campus for inappropriate activities, including viewing pornography, will be suspended immediately.
18. Reckless driving on campus is prohibited.
19. Academic dishonesty is prohibited (see "Academic Dishonesty" section below).
20. Violation of published or posted school policies or regulations, such as parking regulations, smoking and eating areas, etc. is prohibited.
21. Willfully refusing or failure to leave school property when requested to do so by school administration or security officers is prohibited.
22. Possession of weapons or firearms of any kind is prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.

If changes in these policies are necessary, they will be posted promptly.

UNRULY / VIOLENT CUSTOMER OR STUDENT: If a customer or student becomes overly irritable or violent, that person will be asked to leave the campus. Do not challenge or confront the wrongdoer. If he/she does not leave upon your second request, call the police department and ask for an officer to come and remove the unwanted parties.

STUDENT CONDUCT

Adherence to GCC's General Rules of Conduct is required regarding the student's behavior and personal conduct. By complying with the standards of conduct and performance, students help to promote an environment conducive to learning.

All students are expected to conduct themselves within the boundaries of acceptable behavior and appearance that will enable the school to recommend them to prospective employers as courteous, reliable, considerate, and professional individuals. Students are required to conduct themselves in an orderly manner while in school and are expected to treat the school's equipment and facilities with proper care and concern.

Disciplinary Actions and Student Dismissals: Students will be dismissed from school if their conduct is unbecoming, if they participate in disruptive behavior, or if they do not follow instructions. A student catalog is given to each prospective student prior to enrollment. A copy of the rules and regulations is given to each student prior to their start date. Prior to attending the first class, the rules and regulations are explained, and each student is given the opportunity to discuss any questions they may have about the rules. The rules and regulations have been developed and published to protect all students from unnecessary disruptions, provide productive learning environment, and instill professionalism into prospective graduates. Failure to abide by these rules may be grounds of dismissal.

The Institution reserves the right to suspend or dismiss a student who fails to show satisfactory academic progress, maintain continuous attendance, is in default on tuition, or whose conduct or activities are in violation of the stated rules and regulations. Rules

and regulations may be modified, and changes posted.

Disciplinary issues will become a part of the student's permanent file and can be problematic to future employment.

Policy of Failure to Return from Suspension

If a student fails to return from a suspension for any reason (conduct, academic, attendance, etc.), Genesis will determine the student's status as withdrawn as of the date the student was scheduled to return. The withdrawal process will begin immediately upon determining the student's status as withdrawn.

Academic Dishonesty

Student behavior viewed and/or considered dishonest will not be tolerated. Any student displaying dishonest activity will be subject to disciplinary actions including but not limited to probation or termination. Academic dishonesty is defined as using external objects, such as cell phones, PDAs, notes, or other students, to dishonestly alter performance on tests, quizzes, practicums, and other assignments.

Dress Code and Student Appearance

Proper dress is required for each student in accordance with the expectations of the profession. All students are required to dress in professional casual attire. Violations of dress code will be determined by the campus. Students applying for employment after graduation will be expected to present themselves in a professional and sanitary condition.

As in many industries, Allied Health professionals demonstrate a recognizable appearance required for success. Appearance is important and required due to the nature of the job. Allied health professionals work in sterile environments to serve patient needs. To prepare our students for successful transition into one of these careers, the following requirements have been established for the appearance of students enrolled in one of the allied health training programs. Tattoos are always required to be covered while on campus, extern sites, and while wearing the GCC uniform. Students with facial piercings are required to remove all jewelry prior to entering GCC facilities.

Change of Address

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform Genesis Career College of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a Change of Address form from the Student Services Coordinator and submit the correct information. Genesis Career College will not be responsible for any information not received by the student if a change of address form has not been turned in.

Sanitation Policy

We believe that sanitation and cleanliness are an essential component of professional development. All students will one-day work in environments that require cleaning and sanitizing that is reasonably related to the field for which the student is being prepared and is consistent with the types of tasks that the student would be expected to complete as part of the student's primary duties or functions when working in the field that the education is preparing the student to enter. Therefore, we require that all students participate in general cleaning throughout the school. Janitors have been contracted to take care of most of the work, but students must participate in the day-to-day cleaning of classrooms, student laboratories and clinic areas. Students are expected to maintain cleanliness in the student break areas by disposing of trash in appropriate receptacles and leaving the area clean after use. Cigarettes are to be disposed of in the provided receptacle. Refusal to participate will be grounds for suspension or termination.

Appeal Procedures

As stated previously, when a student has extraordinary or mitigating circumstances, an appeal may be submitted to the Student Services Coordinator at the school. This appeal must be in writing with an explanation and documentation of the circumstances that should be considered. The Campus Director will review the appeal and determine whether the action taken is justified. If the student fails to prevail, the decision of the Campus Director is final. Each case is individually considered, and the decision will be placed in the student's file after notification.

CAMPUS SECURITY

GCC Annual Campus Security report is provided to each student during the enrollment process prior to admission. The Campus Coordinator has a copy on file that is available upon request. If a crime should occur on campus, the Campus Coordinator, or the employee with the most immediate knowledge of the crime, will notify local authorities immediately. If a crime should occur after school hours, the Campus Coordinator will notify local authorities immediately upon discovery of occurrence. (Please refer to the *Annual Security Report* and the *Health and Safety Plan* section of this catalog for more information on campus security which can be found in hard copy on campus or online at www.genesiscareer.edu

SEXUAL HARASSMENT AND 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.

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 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: GCC expects that everyone will act responsibly to establish a pleasant and friendly teaching environment. However, if an employee/student feels he or she has been subjected to any form of harassment or assault, 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 assault or harassment to his or her immediate supervisor/instructor. Likewise, if an employee/student witnesses another employee/student harassing or assaulting another individual, the employee/student should report that conduct as well. The investigation of the assault or harassment claim will begin immediately by locally appointed staff or faculty. It is important to preserve the evidence for proof of the harassment or assault. If the victim of harassment or assault feels the incident was criminal in nature a school official will immediately notify the proper law enforcement agencies. Students and employees have the option to notify the local police directly. School personnel will assist the student in notifying the local police upon request.

GCC will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or assault 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 final determination from the investigation will be made the Genesis Board of Directors. Sanctions imposed because of the final determination may include disciplinary action including and up to termination of enrollment. If there is suspicion or evidence of criminal activity found during the investigation GCC will notify the local police immediately.

GCC will change the academic situation, as reasonable, of a student victim of an alleged sexual offense. In doing so, the student must request the changes in writing. Options for those changes will be discussed confidentially with the Campus Director.

A timely resolution of each complaint will be reached and communicated to the employee/student 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 the company President, Richard Bundy at rbundy@genesiscareer.edu.

Please note that it is the school's 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.

Information regarding registered sexual offenders for campus communities can be found by visiting the following web sites:
Tennessee: https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry-search/sex-offender-registry-search.html

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 and sexual misconduct awareness programs contact Rick Bundy, at rbundy@genesiscareer.edu.

DRUGS AND ALCOHOL POLICY

GCC is committed to providing a safe, healthy, and efficient working environment for all employees/students. To help achieve this goal, employees/students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming or selling alcoholic beverages while on campus, in company vehicles, or while on company business or time, or bringing alcohol onto campus; and
- Abusing prescription drugs or possessing drugs that have not been prescribed for the employee by physician.

The standards of conduct of this school clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities. Possession, use, or distribution as mentioned above can result in prosecution by local, state, or federal authorities and conviction can result in fine, imprisonment, or both. Any student who violates this policy is subject to corrective action up to, and including, termination of enrollment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being "under the influence".

Violations of this above mentioned polices occur when there is reasonable evidence of illegal prohibited activity. At this point the school will act against all violators. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies. Genesis will provide timely written notice to any student who loses financial aid eligibility for violating this drug policy.

GCC reserves the right to request random drug tests for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

While GCC does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, GCC does recognize that addiction to drugs and/or alcohol can be treated. If a student recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, GCC will assist the student in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved. Genesis implements policies to reduce access, identify substance abuse early, and provide students with access within their local community for necessary treatment.

Any employee or student that has been suspended or terminated based on violating this substance abuse policy that wishes to return to our schools must first provide legitimate evidence that he/she has entered and successful completion a recognized rehabilitation program and/or submits proof of negative drug screens.

Acceptable Legitimate evidence:

- For successful completion of Drug Rehabilitation Program would include but not be limited to certified certificate of completion, certified release from facility which indicates successful completion of a rehabilitation program.
- For proof of Negative drug screens would include but not be limited to original official drug screening results received by the school directly from the screening facility.

If approved to return, these students or employees must comply with random drug screens that are to be documented in the student/employee files. Requests for reinstatement must be in written from and submitted to the President, Richard Bundy. Decisions by the President on these matters are final.

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in the student's file. These medical files will be kept locked and secured, and access will be limited to certain individuals in the organization. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know. Our drug and alcohol policy are reviewed and evaluated every 2 years.

Drug abuse is extremely dangerous and can lead to dependency, addiction and death. Drug use and abuse causes approximately 20,000 deaths in the United States annually due to homicide and injuries, overdose, suicide, pneumonia, HIV infection, Hepatitis, and endocarditis.

SERVICES FOR ABUSE PREVENTION: If any student, staff or faculty has questions or is seeking advice for substance abuse and the prevention thereof, confidential counseling services will be available on and off campus. For more information on counseling services and abuse awareness programs contact Stacy Jones, Campus Director at Sjones@genesiscareer.edu or by calling (931) 526-8735.

HEALTH AND SAFETY PLAN

Genesis takes pride in providing a safe and healthy atmosphere for students to learn. While Genesis will notify students, staff and faculty annually about campus security procedures, students are encouraged to be responsible for their own security and the security of others. The following procedures should be followed:

FIRE EMERGENCY AND EVACUATION PROCEDURES: If fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the "Emergency Evacuation Plan" located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or using a mobile phone. The local area fire department assists in an annual emergency response evacuation drill.

EMERGENCY RESPONSE PROCEDURE: Genesis has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information?

NOTIFICATION OF THREATENING EMERGENCY ON CAMPUS: Should a threatening situation arise on campus alert the nearest staff or faculty member. The staff or faculty member will immediately notify the local police department, the Director of Technology and the President by email or phone. The Director of Technology will immediately post safety notification alerts via mass email, social media, and local news media notifying students, patrons, and employees of the threatening emergency IF the notification will not compromise efforts to contain the emergency. The President will confirm with local law enforcement and, if possible, a local campus employee of the threatening or dangerous situation. If it's safe to do so, immediately vacate the building using the route indicated on the "Emergency Evacuation Plan" located in each area of the campus. The local area fire department assists in an annual emergency

response evacuation drill.

REPORTING CRIMINAL ACTIVITY ON CAMPUS: Should any student, staff, or faculty member become victim or witness criminal activity on campus he/she has the option to either notify the local police or notify the Campus Coordinator immediately. The notification should include the nature of the crime, who was involved, and where the crime occurred. Notification is voluntary and will be held confidential. School personnel will assist the student if he/she requests to notify the police directly. The Campus Coordinator will report the criminal activity to the Chief Executive Officer who will immediately notify the police department.

TIMELY WARNING AND EMERGENCY NOTIFICATION:
Genesis will report in a timely manner to the campus community on crimes that:

- Are included in the campus crime statistics report (see the consumer information report)
- Are reported to local police agencies
- Considered by Genesis to represent a threat to students and employees

Genesis has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information Emergency procedures are tested on an annual basis?

FACILITY SECURITY: Genesis facilities are maintained regularly by the Director of Facility Maintenance to ensure safety and security for students, staff, and faculty while one campus. Only Genesis employees will have access to keys and students are not allowed on campus unless Genesis personnel are present.

ACCIDENT: If an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

BODILY INJURY / SERIOUS ILLNESS: If a student, staff member, or patron is injured on school premises immediately contact the nearest administrative staff member. A first aid kit is available near the cash register for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

BREAK-IN: If you see that the campus has been broken into, call the police department immediately. Keep all students and patrons away from the area and do everything in your power to keep the crime scene exactly as you found it. Call the Campus Director after the police have been notified.

WEAPONS OR FIREARMS: Possession of weapons or firearms of any kind are prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.

A full investigation by the Campus Director will be conducted after the emergency or accident is over. The investigation will include a review of the accident site and discussions with all parties involved including the local authorities or medical personnel (if applicable). The Campus Director will report the incident to the CEO or COO, if necessary. The CEO/COO will review the report with the Advisory Board to determine whether changes are needed for the Health and Safety Plan.

INSTITUTION POLICY FOR VETERANS

Please confirm with the Financial Aid Officer the campus' eligibility to participate in Veteran's benefits. GI Bill® is a registered trademark of the Department of Veterans Affairs (VA).

In accordance with Title 38 US Code 3679 subsection €, any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, this school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

ATTENDANCE REQUIREMENTS:

1. Students must maintain an attendance percentage of 66.67% or greater.
2. Students are required to verify their enrollment status to Veterans Affairs monthly.
3. Students who fall below the required percentage will be placed on a 30-day probation. At the end of the probation a student must have improved to 66.67% or will be terminated.
4. Attendance records will be maintained in the student's electronic file.

TRANSFER CREDIT: Previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD 214 discharge certificate and request that transcripts from all previous postsecondary schools attended be forwarded to Genesis Career College for review.

VETERAN'S REFUND POLICY: GCC Veteran's Refund Policy is the same as refund policy noted previously in the catalog.

VETERAN'S PROGRESS REQUIREMENTS: Grading is noted in the school's catalog, however, if a student's grades are 70 or below for practical work or theory, he/she will be put on probation for 30 days. At the end of that time, the student must have improved to 70 or above or he/she will be terminated.

- A student may re-enter the course after 30 days at the Campus Director's discretion.
- After two interruptions for unsatisfactory progress, a student may not re-enter the course.
- Progress records are maintained by the school within the student's file.

SCHOOL CLOSURE POLICY

If GCC closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, GCC will decide for students or implement any applicable teach-out plan in compliance with the following requirements:

A. The arrangements or plan will offer the student a reasonable opportunity to promptly resume and complete the cancelled program of study or transfer to a substantially similar program or course at an Institution which offers similar educational programs.
B. The arrangements or teach-out will be performed, by an institution in the same geographic area as the original Institution which provided the program or course.
C. GCC will not charge an amount student who continue their education and training an amount greater than that to which the original Institution would have been entitled under its contract with the student and for which the student has not yet paid.
D. The College shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The arrangements amount institutions may provide that these notices may be sent by the schools that are accepting students from the original Institution.
E. The College that is closing or has closed will submit to the applicable accrediting agency a list of all students who were enrolled at the time of closure and indicate on it the arrangements made for each student to complete his or her education.
F. The College shall dispose of school records in accordance with state laws.
G. If the College does not have a teach-out plan, students shall receive a pro-rata refund of tuition.

AFFIRMATIVE ACTION STATEMENT

Genesis Career College does not discriminate based on race, color, religion, sex, age, mental and physical handicaps, veteran status, or national origin in educational and employment opportunities and is committed to education of non- racially identifiable student body.

Genesis Career College prepared this catalog. Curriculum, tuition, fees, expenses, academic requirements, etc. are subject to change at the discretion of the College. Information contained in this catalog is true and accurate to the best knowledge of the School's

Administration.

Any inquiries and/or complaints should be directed to the corporate office, at 1927 Lakeside Parkway, Tucker, GA 30084.

GRIEVANCE POLICY-COOKEVILLE

If there is a grievance from a student, the following procedures must be followed: Submit the detailed grievance in writing to the Campus Director at 880-A East 10th Street, Cookeville, TN 38501 or by phone at 931-526-4515. Within 10 business days of receipt of the grievance, the Campus Director and one member of the corporate office will review the matter and reach a determination. The determination will be provided to the student in written form. Decisions made by the Campus Director and corporate member are final at the institutional level.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution using the following contact information:

312 Rosa Parks Ave, 9th Floor, Nashville, TN 37243 Telephone: (615) 741-3605

Students enrolled in the School of Beauty and Wellness may also contact the Tennessee State Board of Cosmetology and Barber Examiners using the following contact information:

500 James Robertson Parkway Nashville, TN 37243-0565 Telephone: 615-741-2241

If the response from the state agency fails to solve the student's situation and the student wishes to pursue it further, please contact, in writing, the following applicable accrediting agency:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 / FAX: 770-396-3790
www.council.org

GRIEVANCE POLICY-NASHVILLE AIRPORT

If there is a grievance from a student, the following procedures must be followed: Submit the detailed grievance in writing to the Campus Director at 30 Rachel Drive, Nashville, TN 37214 or by phone at 615-242-6811. Within 10 business days of receipt of the grievance, the Campus Director and one member of the corporate office will review the matter and reach a determination. The determination will be provided to the student in written form. Decisions made by the Campus Director and corporate member are final at the institutional level.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution using the following contact information:

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MEDIATION PROCESS

By entering into an enrollment agreement with Genesis all parties agree that it shall be a condition precedent to filing a lawsuit or other legal preceding that the parties shall mediate any dispute arising under or relating to the enrollment agreement. Mediation will be held in the county where the campus is located, pursuant to state laws.

To initiate the mediation, process the student, parent or a representative of the student shall contact the institution's legal representation. Contact should be made to Johnny Garrett; Bone McAllester Norton, PLLC; 511 Union Street Nashville, TN 37219. Mr. Garrett may be reached by phone at (615) 238-6300. If the institution should initiate the mediation process a representative will do so by contacting the student in writing notifying of its intent to do so. The notification will include a request for contact information of whoever will represent the student should the student not do so personally.

The parties shall first attempt to agree upon a mediator. If no such agreement is reached, either party may file an action with the court asking the court to appoint a mediator to mediate the case.

ADMINISTRATION AND FACULTY-COOKEVILLE

The following table illustrates the Genesis Career College Administrative Staff, Faculty and Management in Cookeville, TN.

ADMINISTRATION AND STAFF				
Name	**Department**	**Program / Role**	**Schedule**	**Qualifications**
Stacy Jones	Administration	Campus Director	Full Time	Licensed Cosmetologist and Instructor / 2 years in education administration experience
Colleen Clevenger	Administration	Campus Coordinator/Student Services	Full Time	High School Diploma/ 11 years administration experience
April Hartley	Admissions	Admissions Representative	Full Time	High School Diploma/ 6 years administration experience
Melanie Gonzalez	Financial Aid	FA Representative	Full Time	Associate's degree/ 1 year administration in Financial Aide

FACULTY						
Name	**Department**	**Program / Role**	**Schedule**	**Education Level**	**Credentialing Institution**	**Experience**
Brianna Hickey Registered Dental Assistant	Faculty	Dental Assistant Instructor	Part Time	Diploma, Dental Assistant	Dental Saff School	9 years of field experience
Heather Bryant, Licensed Cosmetology Instructor	Faculty	Cosmetology Instructor	Full Time	Diploma, Cosmetology Instructor Diploma, Cosmetology	Genesis Career College Georgia Career Institute	8 years of field experience/ 4 years in Instruction
Jennifer Ramos Agosto Licensed Cosmetologist	Faculty	Jr Nail Technology Instructor	Full Time	Diploma, Cosmetology	Genesis Career College	5 years in field of study
Peggy Wiley Licensed Massage Therapist	Faculty	Massage Therapy Instructor	Full Time	Associates of Applied Science Diploma Massage Therapy	Indiana Business College Genesis Career College	7 years of field experience/ 3 years in instruction
Rebekah Pringle	Faculty	Medical Assistant Instructor	Part Time	Certificate, Medical Assistant	Associate's degree Volunteer State Community College/ Kaplan Career Institute	15 years' experience/ 2 years instruction
Stacy Jones, Licensed Cosmetology Instructor	Faculty	Cosmetology Instructor	Full Time	Certificate, Cosmetology	Mr. John's School of Cosmetology	21 years of field experience/ 16 years in Instruction
Steven Jackson	Faculty	HVAC-R Instructor	Full Time	Certificate, HVAC-R	Tennessee College of Applied Technology-Hartsville	14 years' experience/ 2 years in instruction
Tracy Conley Licensed Cosmetologist	Faculty	Jr Cosmetology Technology Instructor	Full Time	Diploma, Cosmetology	Middle Tennessee School of Cosmetology	23 years' experience/ 2 years instruction

ADMINISTRATION AND FACULTY-NASHVILLE AIRPORT

The following table illustrates the Genesis Career College Administrative Staff, Faculty and Management in Nashville, TN.

ADMINISTRATION AND STAFF				
Name	**Department**	**Program / Role**	**Schedule**	**Qualifications**
Matthew Ardell	Administration	Campus Director	Full Time	Bachelor's degree/ 10 years Administration experience
Tonilya Lillard	Administration	Front Desk Coordinator	Full Time	2 years of customer service experience
Chrashone Dias	Administration	Student Services	Full Time	Licensed Cosmetology Instructor/ 13 years Administration/Education experience
Colby Williams	Admissions	Admissions Representative	Full Time	Associate's degree/ 11 years Administration experience
Andrea Nelson	Financial Aid	FA Representative	Full Time	Bachelor's degree/ 3 years Financial Aide experience

FACULTY						
Name	**Department**	**Program / Role**	**Schedule**	**Education Level**	**Credentialing Institution**	**Experience**
Dorothy Bruce, Licensed Instructor	Faculty	Master Barber Instructor	Full Time	Diploma, Master Barber Diploma, Master Barber Instructor	International Barber & Style Milwaukee Area Tech College	50 years' experience
Gary Sanders	Faculty	Master Barber Instructor	Part Time	Diploma, Master Barber Instructor	National Barber College	23 years' experience
Mikko Dooley	Faculty	Nail Technology Instructor	Full Time	Diploma, Barber, Cosmetology Instructor	Dudley Beauty College	28 years' experience
Sharon Campbell, Licensed Instructor	Faculty	Master Barber Instructor	Part Time	Diploma, Master Barber Master Barber Instructor	Arkansas Barber College	23 years' experience
Sylvia Blakney	Faculty	Esthetician Instructor	Full Time	Diploma, Cosmetology Instructor	Empire Beauty School	15 years' experience
Tomas James	Faculty	Master Barber Instructor	Full Time	Diploma, Barber, Cosmetology Instructor	International Barber & Style College	14 years' experience
Michael Beddingfield	Faculty	HVAC-R Instructor	Full Time	Diploma, HVAC	Miller-Motte Technical College	15 years' experience