

Consumer Information 2019-2020

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Chicago Professional Center

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www.chicagoprofessionalcenter.com

Consumer Information

Availability of employees for information dissemination purposes

Chicago Professional Center provides easy access to a wide variety of information about various aspects of the school's programs and activities. Information about certain items listed on the School Catalog (www.chicagoprofessionalcenter.com) is also distributed annually to all current students and/or employees, as applicable. Below is a table of the type of information that is disclosed annually to each enrolled student and/or employee, as applicable, and the office responsible for sending that information. Paper copies of any of the information below can be obtained by contacting the office listed as responsible for disseminating the information during normal business hours.

Methods of Disclosures

Consumer Information	Responsible Office
Students Right-To-Know Act https://www.chicagoprofessionalcenter.com/consumer-reports	Office of Admissions or contact 847-215-8203 taya@chicagoprofessionalcenter.com
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	Office of Admissions and Financial Aid Office taya@chicagoprofessionalcenter.com irina@chicagoprofessionalcenter.com or contact 847-215-8203
Drug and Alcohol Abuse Prevention Program: This information is included in the annual distribution of the Annual Security Report (to view the most current Annual Security Report, go to https://www.chicagoprofessionalcenter.com/consumer-reports)	School President 847-215-8203 vj@chicagoprofessionalcenter.com
Timely Warnings and Emergency Notifications: This information is included in the annual distribution of the Annual Security Report (to view the most current Annual Security Report, go to https://www.chicagoprofessionalcenter.com/consumer-reports)	School President and Director of Education 847-215-8203 vj@chicagoprofessionalcenter.com

<p>Voter Registration Forms</p> <p>Voter registration forms are included as part of the new enrollment packet. For additional detail and access to form, please see the Director of Admission</p>	<p>Office of Admissions or contact 847-215-8203 taya@chicagoprofessionalcenter.com</p>
<p>Code of Conduct for Education Loans</p>	<p>School President 847-215-8203 vj@chicagoprofessionalcenter.com</p>
<p>Net Price Calculator to view https://www.chicagoprofessionalcenter.com/net-price-calculator</p>	<p>Financial Aid Office 847-215-8203 irina@chicagoprofessionalcenter.com</p>
<p>Vaccination Policy to view https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>School President 847-215-8203 vj@chicagoprofessionalcenter.com</p>
<p>Copyright Information to view vj@chicagoprofessionalcenter.com</p>	<p>Director of Education 847-215-8203 vj@chicagoprofessionalcenter.com</p>
<p>Penalties associated with drug-related offenses to view https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>School President 847-215-8203 vj@chicagoprofessionalcenter.com</p>
<p>College Navigator Website to view http://nces.ed.gov/collegenavigator/</p>	<p>Financial Aid Office 847-215-8203 irina@chicagoprofessionalcenter.com</p>
<p>Student Body Diversity to view https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>Office of the Admissions 847-215-8203 taya@chicagoprofessionalcenter.com</p>
<p>Constitution and Citizenship Day to view https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>Director of Education 847-215-8203 vj@chicagoprofessionalcenter.com</p>
<p>Completion and graduation rates to view https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>Director of Education 847-215-8203 vj@chicagoprofessionalcenter.com</p>
<p>FERPA to view https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>Office of the Admissions 847-215-8203 taya@chicagoprofessionalcenter.com</p>
<p>Misrepresentation https://www.chicagoprofessionalcenter.com/consumer-reports</p>	<p>School President 847-215-8203 vj@chicagoprofessionalcenter.com</p>

Establishing and Maintaining an Information Security https://www.chicagoprofessionalcenter.com/consumer-reports	School President 847-215-8203 vj@chicagoprofessionalcenter.com
Gainful Employment to view https://www.chicagoprofessionalcenter.com/consumer-reports	School President 847-215-8203 vj@chicagoprofessionalcenter.com
Title IV Coordinator	School President 847-215-8203 vj@chicagoprofessionalcenter.com

Right to Know (Pre-enrollment information)

Chicago Professional Center provides access to this information in-house through the Right to Know document (pre- enrollment Information, including but not limited to graduation licensure and placement rates). This document is provided to all students at the time of contract signing, prior to the signing of the enrollment agreement contract.

Job Placement assistance is provided at Chicago Professional Center.

Information on the types of employment for our graduates is found in the Chicago Professional Center admissions office and in the Chicago Professional Center Catalog.

This information is gathered from graduate surveys, employer surveys, exit interviews, and follow-up calls with our graduates.

Annual Completion/Graduation and Transfer Out Rates

Reporting Period: 9/1/2018 to 8/31/2019

Program Name	Graduation Rate	Completion Rate	Transfer Out Rates
HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC	100%	100%	0%

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students the following rights:

- To inspect and review his/her education records within 45 days of Chicago Professional Center receipt of a request for access. To inspect and review records, submit a written request identifying the records to be inspected and reviewed to the President. The President will arrange for access and notify the student of the time and place for record inspection and review.
- To request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, submit a written statement to the President that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should Chicago Professional Center decide not to amend the record as requested by the student, the student will be informed of his or her right to a hearing regarding the request for amendment and provided with

information regarding the hearing procedures.

- To consent to disclosures of personally identifiable information • contained in the student's education records. Exceptions that permit disclosure without student consent are school officials (persons employed by Chicago Professional Center in administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff); persons or companies Chicago Professional Center has contracted with (such as an attorney, auditor, or collection agent); students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and upon request, officials of another school in which a student intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chicago Professional Center to comply with the requirements of FERPA.

The office that administers FERP is:

Family Policy Compliance Office

U S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Financial Assistance Information

Consumer disclosure information relating to financial aid includes cost of attendance, description of need and no need aid types, application procedures and processes, student eligibility requirements, students' rights and responsibilities, criteria for selection of recipients and awarding funds, loan counseling, disbursement information, refund and repayment policies, satisfactory academic progress policy for financial aid, appeal procedures, and financial aid availability for students abroad. All of this information can be accessed on the school website

www.chicagoprofessionalcenter.com or call Financial Aid office (847)215-8203.

Cost of attendance

Cost of Attendance (COA) falls into two categories:

1. Dependent students living at home with parents "All Others." Dependent students living in an apartment, or elsewhere;
2. Independent students

The COA is based on the length of the program, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Listed below is the COA Budget for each program that is qualified for Title IV, HEA funding.

COST OF ATTENDANCE

HVAC Technician /Electrician / Maintenance PLC

DEPENDENT:

TUITION AND FEES:	\$13,800.00
BOOKS, SUPPLIES, EQUIP:	\$ 1,100.00

ROOM AND BOARD: \$ 2,350.00
 MIS EXPENSES, TRANSPORTATION: \$ 1,430.00
 TOTAL COST OF ATTENDANCE: \$18,680.00

INDEPENDENT:

TUITION AND FEES: \$13,800.00
 BOOKS, SUPPLIES, EQUIP: \$ 1,100.00
 ROOM AND BOARD: \$ 4,670.00
 MIS EXPENSES, TRANSPORTATION: \$ 2,500.00
 TOTAL COST OF ATTENDANCE: \$22,070.00

College Navigator

The College Navigator website <http://nces.ed.gov/collegenavigator/> provides current and prospective student's information about the:

1. Student body diversity, including the percentage of enrolled, full-time students in the following categories: Male / Female
2. Self-identified members of a major racial or ethnic group Federal Pell Grant recipients.
3. The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other schools, retention, licensure, graduation and placement rates.
4. The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other schools, retention, licensure, graduation and placement rates.

Student Body Diversity

Reporting Period: July 1, 2018 to June 30, 2019

Program: *HVAC Technician /Electrician / Maintenance PLC*

ETHNICITY	GENDER	STATUS	FINANCIAL AID RECIPIENT
AFRICAN- AMERICAN...0%	Female...0% Male...0%	Full- time....0%	Financial Aid Recipient...0%
HISPANIC... 0%			Financial Aid Recipient...0%
Caucasian....50%	Female...0% Male...100%	Full- time....100%	Financial Aid Recipient...0%
ASIAN....50%	Female...0% Male...100%	Full- time....100%	Financial Aid Recipient...0%

Constitution and Citizenship Day

Constitution and Citizenship Day: Federal Register 5/24/2005 Educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. This notice implements this provision as it applies to educational institutions receiving Federal funding from the Department.

Chicago Professional Center officially recognizes a Constitution and Citizenship Day on September 17. Students of Chicago Professional Center will be required to prepare an activity to commemorate the United States Constitution and American citizenship.

Incentive Compensation

Chicago Professional Center will **not provide** a commission/bonus or other incentive payment based in any part, directly or indirectly, on success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding awarding Title IV funds.

Salaries for staff associated with Admissions or Financial Aid will be based on job responsibilities, length of employment, and standard evaluative factors.

Use of copyrighted materials and peer to peer sharing policy

Copyright is a protection given to original written materials and works of art. It allows the author or the artist to control the reproduction of her work. Since 1978, all materials enjoy copyright protection from their inception, even if the author or artist. As a result, Chicago Professional Center employee may not reproduce written materials or works or unless the works are considered within the public domain or meet the criteria established by the Fair Use Act.

Public Domain: Works that fall within the public domain are those that contain common information. Examples include height and weight charts, standard calendars, and the like.

Fair Use Act: Under the Fair Use Act, copyrighted works may be reproduced, for instructional purposes only, without permission, if ALL of the following criteria apply.

- Spontaneity: There is not enough time to obtain copyright permission.
- Single Use: The work is copied one time, i.e. for a class. If the work is to be copied for subsequent classes, copyright permission must be obtained.
- Length: The portions of the work may be copied are limited in length. Paragraphs or a few pages may be copied; whole chapters may not be copied.

For works that are not within the public domain or do not meet the parameters of the Fair Use Act, the Chicago Professional Center Education Department will seek copyright permission.

Employees are reminded that Chicago Professional Center curricula are the property of CPC and may not be copied or used outside of their employment with Chicago Professional Center. CPC's IT resources support a wide range of educational and administrative activities. Faculty, staff and students are expected to comply with all policies that apply to the use of these resources. As part of CPC's plan to fight the unauthorized distribution of copyrighted materials by users of IT resources, this policy addresses the issue of illegal peer-to-peer (P2P) file sharing. It is the intention of CPC to strictly enforce a policy of zero tolerance for illegal file sharing and to comply with all applicable laws and regulations.

Drug and alcohol abuse prevention policy and guidelines

Chicago Professional Center (CPC) is an institution that promotes excellence in education, as well as students' and employees' overall well-being. To ensure the health, safety and optimal performance of every individual in the work place, CPC enforces a strict policy on alcohol abuse and drug use as it relates to student or employee performance and individual safety.

CPC prohibits the use, possession, manufacture, and distribution of alcohol, controlled substances or other illegal drugs on campus and in functions, excursions and events sponsored by the institution. Students or employees in violation of this policy will be subject to any of the following disciplinary actions depending on the severity of the infraction, as determined by the School Director: verbal warning or counseling, written warning, temporary suspension or immediate dismissal/ termination of contract. After being suspended, a student may be readmitted only after a written request is approved by the school Director. Readmission will be on a probationary basis only. Similarly, employees who return from suspension will be employed on a probationary basis. CPC may contact the local law enforcement agency for further investigation.

In cases where a student or employee needs to take a controlled medication on campus for medical purposes, he or she must carry and present a written letter from his or her primary physician stating the purpose of the medication, the duration for which it is to be taken as well as any side effects that may affect the student or employee's performance. In such instances, the student or employee must notify his or her supervisor and take necessary actions to maintain safety for themselves or others (request days off, a change in responsibilities etc.). Students or employees who abuse controlled medication will be subject to the aforementioned disciplinary measures.

Students or employees who receive a criminal drug violation must notify CPC within five (5) calendar days and will be subject to the disciplinary measures as noted above. For employees, the school director will provide a written notification of the offense to the Grants and Contracts Service and the U.S. Department of Education within ten (10) calendar days of receiving the notification. Failure to report drug violations will result in immediate termination.

Students and employees who willingly seek help for a drug and alcohol abuse problem will be directed to the appropriate resources necessary for rehabilitation and healing. These issues must be communicated directly to the School Director who will then work with students and employees to determine appropriate time off to allow for treatment and rehabilitation. All information will be kept confidential, and will be limited to personnel essential to handling the student or employee's case.

Health Risks of Drug and Alcohol Abuse

Alcohol-related automobile accidents are the number one cause of death among people ages 15 through 24. Approximately 50 percent of all youthful deaths from drowning, fires, suicide, and homicide are alcohol- related. Furthermore, alcohol and other drug use is often a factor in date rape.

Repeated use of alcohol can lead to physical and psychological dependence. Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety,

tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents have an increased risk of becoming alcoholics themselves.

Use of Illicit Drugs

Drugs interfere with the brain's ability to take in, sort, and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. In addition to these general effects, specific health risks associated with particular types of drugs are discussed below.

Cocaine/Crack: Cocaine use is the fastest growing drug problem in the United States. One reason for this is the ready availability of cocaine in a cheap but potent form called crack or rock. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause Acquired Immune Deficiency Syndrome (AIDS), hepatitis, and other diseases.

Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly thus leading to higher and higher doses to produce the desired effect.

Crack or freebase rock is a purified form of cocaine that is smoked. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Once addicted, many users have turned to stealing, prostitution, and drug dealing in order to support their habit. The effects of crack are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychotic states similar to schizophrenia.

Cocaine in any form, but particularly in the purified form known as crack, can cause sudden death from cardiac arrest or respiratory failure.

Marijuana: Marijuana use causes a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, increased appetite, and it may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that motivation and cognition may be altered, making the acquisition of new information difficult. When marijuana contains 2 percent Tetrahydrocannabinol (THC), it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980s, most marijuana has contained from 4 to 6 percent THC - two or

three times the amount capable of causing serious damage.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics: Narcotics such as heroin, codeine, and morphine often cause drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. For pregnant women, addiction can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Amphetamines/Other Stimulants: Amphetamines (speed, uppers) and other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Barbiturates/Other Depressants: Barbiturates (downers), methaqualone (Quaaludes), tranquilizers (valium), and other depressants have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Hallucinogens: Phencyclidine (PCP, Angel Dust) interrupts the functions of the part of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP are unpredictable and

can vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders - depression, anxiety, and violent behavior - also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid: LSD, Acid, mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Designer Drugs: Designer drugs are produced by underground chemists who attempt to avoid legal definitions of controlled substances by altering their molecular structure. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Some of the designer drugs have been known to cause permanent brain damage with a single dose.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as those in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

Inhalants: The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

Anabolic Steroids: Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Physical effects in both sexes include jaundice, purple or red spots on the body, swelling of feet or lower legs, trembling, unexplained darkening of the skin, and persistent unpleasant breath odor. Psychological effects in both sexes

include very aggressive behavior known as "road rage" and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Promoting a drug-free environment in the CPC community

Students and employees of CPC are expected to work together as a community to ensure that the campus remains drug-free and safe. In addition to conducting themselves in a professional manner at all times while on campus, students and teachers are encouraged to engage in proactive measures such as reporting suspicious or drug-related behavior to their supervisor, and providing encouragement to colleagues and peers struggling with drug abuse. To facilitate this, supervisors are expected to inform students and employees on CPC' drug and alcohol abuse policies, monitor employee and student performance, take action when seeing suspicious behavior and provide support and assistance to employees or students seeking help. It is CPC' responsibility to educate students and employees on its drug and alcohol policies as well as to update them on changes made to the policies. Further information on policies and resources can be obtained from the School President.

Chicago Professional Center will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law), up to including expulsion, termination of employment, and referral for prosecution.

Programs for drug and alcohol abuse prevention:

- ◆ Cook County Public Health
The website for the county's public health department provides a database of a large and diverse group of programs that focus on preventing individuals from access, and potentially addiction to narcotics, tobacco and alcohol.

Cook County Public Health
3250 N. Arlington Heights Rd.
Arlington Heights, IL 60074
<https://cookcountyhealth.org/tag/substance-abuse/>
- ◆ Lake County Public Health
The website for the county's public health department provides a database of a large and diverse group of programs that focus on preventing individuals from access, and potentially addiction to narcotics, tobacco and alcohol.

Lake County Public Health
3010 Grand Ave
Waukegan, IL 60085
847-377-8000
www.lakecountyil.gov/health/default.htm
- ◆ Lake County After School Coalition

This group emphasizes the importance of after school programs as a means to prevent youths from getting involved with drugs and alcohol. The coalition believes if a student spends his or her hours after school playing sports or engaging in extra studies, they won't be exposed to poor influences.

Lake County after School Coalition
info@lakecountyafterschoolcoalition.org
www.lakecountyafterschoolcoalition.org

- ◆ Partners for Tobacco Free
This group focuses solely on the prevention of tobacco use in the county. It provides a support system for people who are trying to quit smoking and those who have quit, but are having difficulties staying away from tobacco. As well as working on prevention, the group, founded in the year 2000 and paid for through tobacco settlement funds, also works to raise funds and awareness for the treatment of tobacco-caused diseases.

Partners for Tobacco Free
310-577-9828
<http://www.tobaccofree.org>

Alcohol Abuse Treatment Helps to Bring Healing. Call (888) 494-8785

Legal Sanctions

Various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a physician's prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and City ordinances also prohibit public intoxication, the operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and the consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and permanent criminal record. Violation of drug laws may also result in civil seizure and forfeiture of property used in connection with the offense. A violation may also result in University disciplinary action.

The following sections set forth in some detail federal and state statutes with respect to illicit drug trafficking and possession, and state statutes regarding alcohol use by minors.

Federal Drug Sanctions

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). Federal penalties and sanctions for the simple possession of a controlled substance are quite severe. The law sets forth sentences and fines that include the following:

- First conviction: up to one-year imprisonment, a fine of at least \$1,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years, and a fine of at least \$2,500. After two or more prior drug convictions: at least 90 days in prison, not to

exceed three years, and a fine of at least \$5,000. A special, harsher sentencing provision applies for possession of crack cocaine. (21 U.S.C. §844(a))

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment, as well as forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. (21 U.S.C. §§853(a) & 881(a))
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to 10 years for second and subsequent offenses. (21 U.S.C. §862)
- Ineligibility to receive or purchase a firearm. (18 U.S.C. §922(g))

Moreover, revocation of certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies.

These penalties may be doubled, however, when a person at least 18 years old: (1) distributes a controlled substance to a person under twenty-one years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school, or a public or private college. (21 U.S.C. §§859 & 860)

Federal penalties and sanctions for trafficking in controlled substances are considerably more severe than those outlined previously for simple possession. Table A prepared by the Department of Justice outlines federal trafficking penalties for substances covered by the Controlled Substances Act.

State Drug Sanctions

Illinois statutes also cover a wide range of drug offenses 720 ILCS 550/1, et seq. (cannabis); 720 ILCS 570/401, et seq. (other controlled substances). Sentences and fines for simple possession of various controlled substances are outlined in Table B.

In addition to the sanctions listed in this table, the following additional penalties for possession of an illegal substance are prescribed by Illinois law:

- Possession of cannabis plants may result, depending on the number of plants, in prison terms of up to fifteen years and fines of up to \$25,000 plus costs.
- Conviction under the Controlled Substances Act or the Cannabis Control Act, in addition to all other penalties, may result in a fine of no less than full street value of the items seized.
- As with federal law, Illinois law provides much stiffer penalties for trafficking in a controlled substance. Sentences and fines for trafficking are outlined in Table C.
- In addition to these sanctions, the following additional penalties are prescribed by Illinois law. Conviction for the following may result in imprisonment, a fine, or both up to double the maximum otherwise authorized.
- Conviction for a second or subsequent offense under the Controlled Substances Act. A prior conviction under federal law or the law of any other state makes a conviction under Illinois law a second offense.
- Conviction for "cannabis trafficking" of 2,500 grams or more or for "controlled substances trafficking" (i.e., bringing these items into Illinois for purposes of manufacture or delivery).
- Conviction for delivery of a controlled substance by a person over eighteen to a person under

eighteen.

- Conviction for delivery of cannabis (marijuana or hashish) by a person over eighteen to a person under eighteen who is at least three years younger.
- A person over eighteen who uses another person under eighteen to deliver controlled substances may be sentenced to imprisonment for a term up to three times the maximum otherwise authorized.

Violation of provisions of the Controlled Substances Act in or on the grounds of any school or public housing complex, or within one thousand feet of the same, will increase the felony status (and prison term) and the applicable fine. Participation in any conspiracy with respect to cannabis may result in imprisonment for two to five years and a fine of up to \$200,000 plus certain forfeitures.

State Alcohol Sanctions

Illinois law provides for a prison term up to one year and for a fine of not less than \$500 for knowingly providing alcohol to persons under twenty-one or for providing false evidence of identity. Persons under twenty-one who present or offer false evidence for purposes of obtaining or purchasing alcohol may be jailed for up to one year and fined \$2,500. The same penalties apply to possession of alcohol by a person under twenty-one on or in any street or public place.

City Alcohol Sanctions

Under the Chicago Municipal Code, it is unlawful for any person to drink any alcoholic liquor on any public way or in a motor vehicle upon a public way in the city of Chicago. Penalties include a fine of not less than \$100 nor more than \$500, and/or punishment by imprisonment for a period of six months.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies. Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Drug Offenses Related to Title IV Aid

Offense	Possession of illegal drugs	Sale of illegal drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3rd plus Offense	Indefinite period	Indefinite period

- The student can gain eligibility the day after the period of ineligibility ends or when the student has successfully completed a drug rehabilitation program.
- If the student has further drug convictions, the student will become ineligible again.
- Students who have been denied ineligibility for an indefinite period of time can regain eligibility only after successfully completing a rehabilitation program or if the conviction was reversed, set aside, or removed from the student's record so that fewer than two convictions for the sale of illegal drugs or three convictions for possession remain on the student's record.

FINANCIAL AID

Application Process

Chicago Professional Center follows the application process as it is established by the United States Department of Education. To obtain Student Federal Aid, a student is expected to fill out a Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>. The FSA ID, which consists of a user-created username and password, replaced the PIN effective May, 2015. It allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA. The option for completing a paper FAFSA is also available.

The FAFSA collects financial and other information needed to calculate the Expected Family Contribution (EFC), which is the basis by which the student award amount is determined. Also, information contained in the FAFSA is computer matched by the Central Processing System (CPS) with other agencies such as Social Security Administration, Selective Services, the United States Citizenship and Immigration Services (USCIS) and the National Student Loan Data System (NSLDS) to determine student's eligibility for federal aid.

A dependent student will need to supply parental information on the FAFSA and for the purpose of loan, may also need parent(s) to request a PLUS loan. Additionally, students wishing to obtain federal loans are required to complete Entrance Counseling and a Master Promissory Note at <http://www.studentloans.gov>. For assistance with this process, student(s) may contact the school's financial aid office or the Federal Student Aid Information Center (FSAIC) at (800)-4-FED-AID or call 1-800-433-3243

Eligibility Requirements

According to the regulations, standards, and procedures established by the United States Department of Education, CPC's Financial Aid Department determines the prospective student's eligibility. CPC operates under the definition of eligibility from the Department of Education, which is the foundation for determining who receives federal student aid. A financial aid representative at CPC will confirm individual student(s') eligibility. To be qualified for financial aid a student must meet the following criteria:

1. Demonstrate financial need,
2. Be enrolled or accepted for enrollment as a regular student, working towards a degree or certificate in an eligible program,
3. Be a U.S. Citizen or eligible non-citizen,
4. Have a high school diploma or U.S. equivalent (if from a foreign school) or GED, and
5. Have a valid Social Security number,
6. Register with the Selective Service if required,
7. Maintain satisfactory academic progress once in school,
8. Certify that the student is not in default on a federal student loan and does not owe money on a federal student grant
9. Attest that one will use federal student aid for only educational purposes

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid. A student can regain eligibility if he or she passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Financial Aid Student's Rights

Financial aid applicant or recipient, students have the following rights:

- To be advised of what financial aid programs are available and how to apply for them.
- To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid.
- To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing.
- To have all application information treated with the highest confidentiality.

Financial Aid Student's Responsibilities

As a financial aid applicant or recipient, students have the following responsibilities:

- To apply for financial aid early if a student wishes to be considered for financial assistance.
- To submit all required forms accurately and completely.
- To provide documentation, verification of income, corrections and or/any information to complete financial aid file.
- To accept responsibility for all forms and agreements the student signs.
- To use financial aid only for the student's actual educational expense.

Student Aid Programs

Chicago Professional Center is approved by the U.S. Department of Education to participate in the following Title IV program:

Prospective students may secure an application to participate in Federal Student Aid programs from the Student Financial Aid department of the school or from a high school counselor. Chicago Professional Center will process the application electronically. The central processor will calculate the Expected Family Contribution according to the Federal Needs Analysis. All information submitted to the central processor is subject to various edits. Students also have the option of filing the application on their own by using FAFSA on the Internet or mailing the application via regular mail.

Federal Family Education Loans or William D. Ford and Federal Direct Loans (Subsidized and Unsubsidized)

Federal Family Education Loans or William D. Ford Federal Direct Loans are another source of Federal Student Aid. Loans may be obtained from either the Federal Family Education Loan (FFEL) funded by a lender, such as a bank, credit union or savings and loan association or the William D. Ford Federal Direct Loan Program funded by the U.S. Department of Education.

Loans obtained through these programs are lower interest rate loans that are insured by guarantee agencies or the U.S. Department of Education. A student can apply for Stafford Loans through the school's financial aid department.

Student eligibility must be determined using the results of the Free Application For Federal Student Aid, and a student must be enrolled in an approved program at least half-time to participate in Federal Title IV programs. The loan must be used to pay for direct and/or indirect

educational expenses.

Subsidized Loan – A student educational loan, which does not accrue interest before repayment or during deferment periods; the Federal Government subsidizes the interest during these periods. Both dependent and independent students are eligible for this need based loan, up to the annual or aggregate loan limit, whichever applies.

Unsubsidized Loan – The student is charged interest from the first disbursement through the life of the loan. A dependent student is only eligible for the additional unsubsidized portion of \$2,000. If a student's parent(s) is/are denied the PLUS loan, then the student is eligible to receive a maximum unsubsidized loan for the particular loan period.

PLUS (Parent Loan for Undergraduate Student) - Credit based loan, which allows the parent(s) of a dependent student to borrow money for student educational expenses. Interest is applied from the first disbursement until the loan is paid in full.

SCHEDULE OF FINANCIAL AID DISBURSEMENT

The program is 300 clock hours and 25 weeks of instructional time in length. The breakdown of the program will be as follows:

Total Hours	Payment Period
0-150 Hours	1st Disbursement
150-300 Hours	2nd Disbursement

Return of Title IV Funds Policy (R2T4)

If a recipient of federal Title IV aid withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the amount of grant or loan assistance to be returned to the Title IV programs must be calculated as outlined in the Higher Education Amendment of 1998.

When is R2T4 required?

R2T4 is required when a student receives Title IV financial aid and withdraws from all of his/her classes within the first 60 % point of the term, drops out, fails to earn a passing grade or is expelled from the school. Since funds are awarded based on a student attending the entire term, CPC Office of Financial Aid (FA) must recalculate student's eligibility for Title IV financials. The calculation will determine if the student received funds for which he or she is NOT eligible or if he or she is eligible for a post withdrawal disbursement.

The FA encourages students to consult with a Financial Aid Director before they actually withdraw. The Financial Aid Director will explain the Return to Title IV Policy and how it will affect the student.

The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS loans.

A student's withdrawal date is:
the date the student began the institution's withdrawal process (as outlined below) or officially notified the institution of intent to withdraw; or
14 days from the student's last date of attendance at a documented academically related activity.

Official Withdrawal Process

The official notice of withdrawal begins with the Office of the Registrar. The student completes a withdrawal form and the form is distributed to the Office of the Registrar, and Office of Financial Aid. Additionally, the information is also transmitted electronically to the Office of the Registrar, and Office of Financial Aid.

Unofficial withdrawal

If the student does not complete the official withdrawal process the school is required to use 14 days from the student's last date of attendance (or participation in an academic related activity) as the student's withdrawal date in the R2T4 calculation.

Procedures for R2T4 calculation:

FA will determine the date a student began the withdrawal process. Based on available information, the FA will use the earliest date, which is established as described above. FA will run a withdrawal report on a weekly basis up until the last day to withdraw, to identify students who have withdrawn from the school. The school has up to 30 days from the official withdrawal date to complete the R2T4 calculation.

Using the official withdrawal date, the FA will then determine the percentage of the semester the student attended. This percentage is then applied to the aid disbursed or that could have been disbursed to determine the amount of aid earned by the student. If the amount disbursed to the student is less than the amount earned, the FA will notify the student of his or her eligibility and giving them the opportunity to receive that aid. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned. FA must return the amount of title IV funds for which the institution is responsible for returning no later than 45 days after the date the institution determined the student withdrew.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

The percentage of Title IV aid earned shall be calculated as follows:

The number of clock hours the student was scheduled to complete as of the official withdrawal date	= Percent of Title IV Financial Aid Earned
Total number of clock hours in the period	

The percentage of Title IV aid that is unearned is calculated by subtracting the percentage of Title IV aid earned by 100%.

The amount of unearned Title IV aid (i.e., to be returned to the appropriate program) is calculated by multiplying the percentage of unearned by the amount of Total Title IV Financial Aid disbursed or could be disbursed.

Example:

- *John's official withdrawal date is October 1, 2018*
- *John was scheduled to complete 120 clock hours in the payment period as of that date.*
- *The total number of clock hours in the payment period is 300.*
- *Total Title IV Financial aid disbursed is \$1,000 for the payment period*

Percentage of Title IV Financial Aid earned is calculated as follows:

120 (clock hours scheduled as of the student official withdrawal date ÷ 300 total clock hours period = 40%

Percentage of Title IV Financial Aid Unearned = 100% - 40% = 60%

Total Amount of Unearned Title IV Financial Aid = 60% (Percentage of Title IV Financial Aid Unearned) multiplied by \$1,000 (Total Title IV Financial aid disbursed for the payment period) = \$600

The school will return to the Department of Education the lesser of

Total institutional unpaid eligible charges X percent of unearned aid

OR

Total Amount of Unearned Title IV Financial Aid

The student is responsible for paying any unearned Title IV Financial Aid to the Department that was not returned by the school. The student is also responsible for paying any balance due to the school when the unearned Title IV financial aid has been returned.

Unearned Title IV aid owed by the school shall be returned to the Department of Education within 45 days from the date the school determined the student's withdrawal date. The funds will be applied to the Title IV programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent Loans to Undergraduate Students (PLUS)

Notifications of the R2T4 calculation will be mailed to the student's address on file within 45 days of the student's official withdrawal date. It will detail what funds were returned to the Department of Education and what funds if any, the student owes to the Department of Education. It will also describe how the student refunds money to the Department of Education. The student will not be

eligible for additional Title IV financial aid until all unearned Title IV financial aid funds have been returned to the Department.

Post withdrawal disbursement

When the total amount of the Title IV loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. If a post-withdrawal disbursement includes Loan funds, the school must get student permission before it can disburse them. If a student does not give permission, the funds will be offered. In the student's best interest to allow the school to keep the funds in order to reduce any debt owed to the school.

Post-Withdrawal Disbursement of Loan Funds

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student (or parent if a PLUS loan) will be notified in writing (electronically) within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. Upon receipt of a timely response from the student (or parent) (14 days from date of notification), the school will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student (or parent).

The school maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing (electronically).

What is the repayment process?

Students who owe a repayment are encouraged to immediately pay the amount owed in full to the Cashier's Office. The Cashier's Office will apply repayments to the student's account. If the student is unable to repay the amount in full, he/she may request an approved Payment Agreement with the Student Accounting Office. The Payment Agreement will allow the student to repay in monthly installments to prevent the outstanding balance from being referred to external collections.

Institutional and student responsibilities in regard to the Return of Title IV funds:

FA's responsibilities in regard to the return of Title IV funds include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs
(FA must return the amount of title IV funds no later than 45 days after the date the institution determined that the student withdrew)

The student's responsibilities regarding the return of Title IV funds include:

- Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
- Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
If you would like examples of the refund policy, contact the Office of Financial Aid.

Summary of civil and criminal penalties for violation of federal copyright laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Chicago Professional Center's students or employees found to have violated copyright law are subject to the full range of disciplinary action. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov , especially their FAQ's at www.copyright.gov/help/faq.

Vaccinations Policy

Chicago Professional Center does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination. <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

Incarcerated students

Incarcerated students are not eligible for enrollment as all classes and student clinical area education is conducted at the physical location.

A student is not considered incarcerated if the student is in a half-way house, has home detention, or is serving a sentence on weekends only.

Textbook Information

National Electrical Code NFPA 70

Author: (NFPA) National Fire Protection Association

ISBN: 978-1-4559-1277-3

Price: \$120.00

Color Coded EZ Tabs for the 2017 National Electrical Code 3rd Edition
ISBN: 133740201X
Price: \$20.00

Code Check Electrical 8th Edition:
An Illustrated Guide to Wiring a Safe House
ISBN: 978-1-63186-916-7
Price: \$30.00

Heating and Cooling Essentials 4TH Edition
Author: Jerry Killinger, Don Crawshaw, Ladonna Killinger
ISBN: 978-1631260599
Price: \$100.00

Heating and Cooling Essentials 4TH Edition Lab Work book
Author: Jerry Killinger, Ladonna Killinger
ISBN: 978-1-63126-063-6
Price: \$60.00

Section 608 Certification Exam Preparatory Manual 9th Edition
ISBN: 1930044607
Price: \$20.00

Low Pressure Boilers 4th Edition
Author: Frederick m. Steingress, Daryl R. Walker
ISBN: 9780826943651
Price: \$100.00

Textbook

Students using Title IV funds, the charge for textbooks can be added to the institution charges. Funds for these will be disbursed by the payment period.

- The textbook costs are due and payable in the first payment period.

Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and will not have to give a written authorization for this purpose only.

NOTE: The Student using Title IV funds (financial aid) only receives Title IV funds if the student is making satisfactory progress or is eligible to be placed on financial aid warning or financial aid probation per the SAP policy.

For those students that are on a cash payment plan, a down payment of the total cost (tuition, textbooks) is paid before classes begin and the remaining balance is divided out over the number of months in the program with payment due every month.

The textbook refundable if not used.

Personal Identifying Information Data Handling

To ensure the security, confidentiality and appropriate use of all data processed, stored, maintained, or transmitted on Chicago Professional Center computer systems. The school's IT Department has identified "Personal Identifying Information" and guidelines for handling and disposal. This includes protection from unauthorized modification, destruction, or disclosure, whether intentional or accidental for information identified as personal identifying information.

Personal Identifying Information is defined to include:

- An individual's first name or first initial and last name combination with any one or more of the following data elements (when the name or data element is not encrypted):
 - Social security number
 - Driver's license or government issued identification number
 - Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account
 - Does not include publicly available information that is lawfully made available to the general public from the Federal government or a state or a local government
- Student related data protected under FERPA Department of Education FERPA Web Site
- Medical or health data protected under HIPAA [U.S. Department of Health & Human Services Web Site](#)
- Student Loan data protected under GLBA (Gramm Leach Bliley Act)
- Data of birth
- Employee Financial/salary data
- Proprietary research data

Scope

School wide - applies to all individuals who have access to Chicago Professional Center data, computer systems and networks, including but not limited to all Chicago Professional Center employees and students, who may or may not have been granted access to Personal Identifiable Information during the normal course of their employment with the school.

Policy

Whether or not you deal directly with Personal Identifiable Information; you should take the following steps to reduce risk to Chicago Professional Center information assets.

Below are a few guidelines that will help in the protection of Personal Identifying Information:

- Avoid copying or downloading Personal Identifying Information from the School's administrative systems to your desktop computer, web server, PDA, laptop, Blackberry, iPhone, USB Drive, or another storage media unless absolutely required and encrypted.
- If there are no other viable alternatives to copying or downloading data from administrative systems, then additional security controls must be implemented. Below are some suggested recommendations:
 - Remove the confidential part of the information from the data
 - Store the data on the U: drive rather than on your C: drive of your local computer
 - Password protect data
 - Physically protect devices that can be easily moved such as PDA or Laptop by locking in a secure area.

- Avoid creating databases or applications that use SSN as identifiers. Create a unique identifier that does not use SSN.
- Do not send un-encrypted sensitive data voicemail.
- Periodically check hard disks and document backups to ensure that SSN or other sensitive personal data isn't included in old personnel files, employee lists, student grade rosters, etc. Remove any sensitive personal data you don't need by deleting the files altogether or removing the sensitive portions.
- Periodically delete temporary Internet files, cookies, and history files from your Browser.
- Avoid social engineers who try to get you to share sensitive personal information over the phone or by their means such as phishing emails.
- Secure your workstation. Don't let hackers or worms use your workstation as a way to access sensitive data on other computers on the network U: Drive.
- Appropriately maintain and protect the confidentiality of any data to which access has been granted, regardless of the method used to retrieve or display it.
- Never download or copy Personal Identifiable Information to your home computer.
- Destroy media (such as disks, CDs, DVDs, hard drives) that contain Personal Identifiable Information in a manner that protects the confidentiality of the information.

Misrepresentation

Chicago Professional Center is committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, honesty and accuracy in all of its communications with students, accrediting agencies and the public.

1. The institution is privately owned and operated.
2. The institution is committed to using procedures and practices aimed at eliminating inadvertent errors in communications with students and the public.
3. Achieving these goals is critical to the institution's missions to provide high quality education and services.
4. It is the institution's policy that its staff, administration and all other representatives must be committed to transparency, honesty and accuracy in all of their communications and must specifically strive to avoid errors or omissions in certain areas described in more detail below.

The institutions misrepresentation policy covers the following:

1. The integrity of the institution and its reputation as a quality institution are of the utmost importance.
2. The institution's staff, enrolled students and affiliations shall not misrepresent the institution or make false, erroneous or misleading statements concerning.
3. Transfer of credits and / or conditions under which the institutions will not accept transfer credits.
4. The prerequisites established for enrollment in any program.
5. Scholarships provided to enrolled students.
6. Testimonials or endorsements from industry manufacturers, affiliations, high school counselors, employers, students or former students.
7. The circumstances that would constitute grounds for termination of enrollment.
8. The size, location, age or type of the equipment or facilities of the institutions.
9. The employment objectives the program is designed to meet.
10. The availability or frequency of any programs.

11. The institution's staff, including but not limited to number of staff, qualifications, including staff training experience, and availability of staff.
12. The availability of institution's supplementary assistance, including but not limited to tutorial or specialized instruction, part-time employment or any other form of financial assistance, including consumer or Federal student loans.
13. The content contained in the program of study.
14. Any facts related to the diploma awarded upon the successful completion of the program of study.
15. Approved authorization of state licensing or accreditation agencies.
16. Financial aid information, including but not limited to the availability of federal, state, local, private or institutional student aid programs, the student's right to refuse any particular type of financial assistance, the student's responsibilities to repay any loans, regardless of whether or not the student completes the program of study, the rights and responsibilities of students receiving financial aid, the criteria for continued eligibility for each program in the financial aid package.
17. The institution's satisfactory academic progress (SAP) policy, the terms and conditions of student aid, disbursement methods and frequency, and the terms of education and loans.
18. Institutional information including but not limited to cost of attendance information (including tuition and fees, books and supplies, kit charges, room and board, and transportation) and the institution's refund policy.
19. Employability of graduates, including the institution's relationship with any organization or business.
20. The institution's Misrepresentation Policy requires not just avoiding misrepresentations, but affirmatively providing full disclosure, including being transparent with prospective students.
21. Approaching prospective students with full honesty.
22. Providing complete, accurate information concerning placement assistance and the current employment conditions, compensations or job opportunities available to the institution graduates.
23. Approval or endorsement by the United States Department of Education concerning the quality of the institution's educational program.

The institution's policy of misrepresentation policy applies to:

- All institution's staff
- Enrolled students and former students acting on behalf of the institutions or who were encouraged by the institutions to recruit students or otherwise speak about the institutions to others.

Failure to follow this policy can result in severe repercussions to the institution's including:

- Revocation of the institution's eligibility to participate in Title I programs.
- Imposing limitations on the institution's participation in the Title I program.
- Initiation of a fine, limitation, suspension or termination proceeding against the institutions.

Repercussions to employees from failure to comply with the institution's misrepresentation policy may include but is not limited to:

- An inquiry into the cause of any truth and honesty compromise will be conducted
- Based on findings a possible suspension or termination of employment
- Possible pursuant of legal action taken against parties involved

Repercussions to affiliations from failure to comply with the institution's misrepresentation policy may include but is not limited to:

- An inquiry into the cause of any truth and honesty compromise will be conducted
- Based on findings a possible loss of contract renewal (externship site) or business relationship
- Possible pursuant of legal action taken against parties involved.