

Falcon Institute
of
Health and Science
Catalog

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Instructional Sites Nurse Aide Training Program:

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2125 Elizabeth Ave, Laureldale, PA 19605
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This catalog is true and correct in content and policy.

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MISSION STATEMENT:

The mission of the Falcon Institute of Health and Science is to provide quality, state of the art healthcare education to the students in an affordable way in order to help fulfill the great need for quality health care workers in the community.

FACILITY DESCRIPTION:

The Falcon Institute of Health and Science is a facility that is in a quiet section of Bethlehem, PA. It is located less than one mile from the exit off Route 22, providing easy access for students from a variety of areas including Easton, Allentown, Quakertown, Bethlehem, and New Jersey. It is within walking distance to the public bus transportation. There is adequate parking at the school. The school is equipped with a classrooms and state of the art laboratory for quality education.

CLASS SCHEDULE:

Practical Nurse Education Program classes and clinicals are held Monday to Friday 8:00 AM to 3:00 PM. Nurse Aide Training Program classes and clinical are held Monday to Friday from 7:00 AM to 3:30 PM.

PRACTICAL NURSE EDUCATION PROGRAM:

Program Description:

The length of the Practical Nurse Education Program will be 12 months and includes 1550 hours of study. After successful completion of the program requirements, students will qualify to take the NCLEX-PN Licensure Examination for the State of PA.

Units of Study:

SEMESTER I			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
FOUNDATION OF NURSING	120	20	300
ANATOMY & PHYSIOLOGY	80		
SEMESTER II			

Course	Classroom Hours	Laboratory Hours	Clinical Hours
MATH & MEDICATION ADMINISTRATION	40	10	40
ADULT HEALTH NURSING I	70	10	185
PHARMACOLOGY	50	10	70
SEMESTER III			
Course	Classroom Hours	Laboratory Hours	Clinical Hours
ADULT HEALTH NURSING II	60	10	195
PEDIATRIC NURSING	40		30
MATERNAL HEALTH NURSING	50		30
MENTAL HEALTH NURSING	50		80
TOTAL	560	60	930

Educational Program Objectives:

Upon completion of the program, the graduate practical nurse will demonstrate the following entry level competencies:

- Understands the importance of the school's nursing philosophy that caring comes before curing.

- Utilizes the nursing process effectively in provision of care and health promotion of individual clients and families experiencing multiple health states in acute and long term health care settings.
- Demonstrates satisfactory performance of psychomotor skills in caring for individual clients and families experiencing multiple health states in acute and long term health care settings.
- Utilizes critical thinking and problem solving skills to make decisions concerning nursing care of individual clients and families experiencing multiple health states in acute and long term health care settings.
- Apply critical thinking and the nursing process based on scientific and evidence-based nursing research to deliver care to client.
- Utilize a holistic framework in nursing care for patients of all ages.
- Demonstrates effective verbal and written communication with patients, families and healthcare team members.
- Displays knowledge of appropriate conflict management skills in order to resolve conflicts.
- Assists in development and implementation of a teaching plan for patients/clients and families in a variety of settings in order to assist them in maintaining their optimal level of wellness.
- Demonstrates values, attitudes, and personal qualities reflecting a commitment to respect, human dignity and individual rights.
- Performs all nursing functions within safe, legal and ethical parameters.
- Students will have education and knowledge necessary to pass NCLEX – PN Licensure Examination for the state of Pennsylvania.
- Students will satisfactorily complete their nursing education.
- Students will obtain the nursing education and skills to be effectively prepared for their role as healthcare providers.

Admission Requirements:

1. Applicant must complete the registration form.
2. Applicant is responsible for a \$100.00 registration fee. The registration fee is fully refundable if the student requests cancellation within 5 calendar days after submitting the application. If the student leaves the program or decides not to attend for any

reason, in order to return to the Practical Nurse Education Program, student will be charged \$100.00 registration fee to hold their place on the next class roster.

3. All applicants must pass Test of Essential Academic Skills (TEAS) test to be accepted in the Practical Nurse Education Program. Applicants are allowed one re-take of the exam if they did not pass the first time.

4. Upon passing the written entrance exam, the applicant must successfully meet the criterion during an interview with the Program Director/ Administrator.

5. Applicant must submit proof of a GED or high school equivalency. If high school diploma is not from the US, it must specify that it is the equivalent of a US High School Diploma.

6. Applicants must be at least 18 years of age.

7. Applicants are required to submit Federal, PA and NJ State, and PA State Child Abuse Registry clearance. In order to be accepted into the Practical Nurse Education Program, the prohibited offenses listed in act 169 of 1996 should be excluded. Admission into the program will be denied if applicant is on List of Excluded Individuals/Entities from state or federal health care programs.

8. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Resident Alien card (along with all other requirements as stated above).

After meeting the admission criteria (1-7) the clinical requirements must be meet prior to clinical rotation:

9. Each student is required to submit documentation of a physical exam which must be performed within one (1) year prior to admission to the Practical Nurse Program

10. Applicant may submit documentation of a negative Two-Step Mantoux that is dated within one (1) year prior to admission. If the Two-Step Mantoux is documented as a positive result or history of a positive reaction, a negative chest x-ray less than three (3) years old must be submitted.

Applicant is required to obtain the following immunizations or documents of prior immunization:

MMR (Measles, Mumps and Rubella) – 2 doses are required if born after 1957.

TD (Tetanus and Diphtheria) – last dose must be within 10 years.

Hepatitis B – series of 3 immunizations *

Varicella – 2 doses are needed (if received after age 13) or history of Chicken Pox disease.

*If records of these immunizations cannot be obtained, blood titers are required to document immunity. If titer is negative, booster is required.

10. Applicant will be required to submit to a urine drug screening test; they will be directed to a specific lab by the school. The result of this test must be negative in order for the student to be accepted into the Practical Nurse Education Program.

*If it is found that clinical site requires further testing, students will be required to submit to that prior to the start of clinical.

11. Applicant must submit PA State Child Abuse Registry clearance.

***If applicant does not pass the Entrance Test background check there is no reason to bear the expense of the physical examination or drug screening test; therefore they may wait until after they obtain the result of the TEAS testing and background checks to have the physical exams and drug screening if they so choose.**

12. All applicants must submit copy of current Basic Life Support (BLS) for the Professional certification card.

13. All applicants must purchase malpractice insurance prior to start of clinical rotation.

Additional Requirements upon admission to the Practical Nurse Education Program:

1. Purchase the required textbooks (must be current edition in order to be seated in the class).
2. Purchase health insurance (Recommended).
3. Purchase uniform

Satisfactory Academic Progress (SAP) Policy:

Grading:

1. Grades represent the individual student's mastery of course and clinical objectives. Grades will be assigned both a numerical value and letter grade based on the following scale:

A = 90 – 100 %

B = 81 – 89 %

C = 75 – 80 %

F = less than 75 % (74.9 or below)

Grades are not rounded

2. Semester I – includes two courses:

- a. Foundation of Nursing
- b. Anatomy and Physiology

The student must score 75% in each of the semester I courses in order to progress to the next semester.

The student must reach Level 1 on the ATI Foundation of Nursing Proctored Test in order to progress to the second semester.

Students are required to retake the Proctored Assessments two times to achieve a Level 1 (3 attempts total).

If a student passes Anatomy and Physiology with a 75 %, the course does not have to be repeated even if the student does not pass Foundation of Nursing. If the student does not pass Foundation of Nursing with a 75 % and a Level 1 on proctored exam, but passes Anatomy and Physiology, only Foundation of Nursing must be repeated before student moves into Semester II.

Readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat the courses.

3. Semester II – includes three courses:

- a. Math and Medication Administration
- b. Adult Health Nursing I
- c. Pharmacology

The student must score 75% in the Math and Medication Administration course in order to progress to the next course, which is Adult Health Nursing I.

The student will earn one grade for completing Adult Health Nursing I and Pharmacology combined; the student must score 75% or above for this combined grade in order to progress to Semester III.

If one of these courses is failed, both courses in Semester II must be repeated in order to assist the student toward their greatest amount of success; readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat the courses.

4. Semester III – includes four courses:

- a. Adult Health Nursing II
- b. Mental Health Nursing
- c. Maternal Health Nursing
- d. Pediatric Nursing

The student must score 75% or above in the Adult Health Nursing II course in order to progress to the next courses, which is Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

The student must reach Level 1 on the ATI Med/Surg Proctored Test in order to progress to the next courses, which is Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing.

The student will earn one grade for completing Mental Health Nursing, Maternal Health Nursing, and Pediatric Nursing combined; the student must score 75% or above for this combined grade in order to graduate.

If one of these courses is failed, all courses in Semester III must be repeated in order to assist the student toward their greatest amount of success; readmission will be based on space availability in the following class. There will be no additional charge to repeat the courses; students have only one chance to repeat Semester III.

5. Achievement of clinical objectives is evaluated via course specific clinical evaluation tools on a pass/fail basis.

6. Students must pass both the theoretical and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program. All PN nursing semester have concurrent clinical time.

7. All classroom, clinical, and lab hours must be made in order to progress, to the next course.

Attendance:

1. Student absence from scheduled nursing classes, laboratories or clinicals are strongly discouraged. Attendance is recorded for each class, lab and clinical day by the instructors. A maximum absent time of 35 hours is allotted during the course of the Practical Nurse Education Program.

***IT IS THE STUDENT'S RESPONSIBILITY TO KEEP A RECORD OF THEIR TIME MISSED, SO THAT THEY WILL BE AWARE WHEN THEY ARE APPROACHING 35 HOURS, IN ORDER TO AVOID RISK OF LOSING THEIR FINANCIAL AID.**

2. Absence on the day of a scheduled examination is strongly discouraged. Five percentage points are deducted for each quiz or exam missed on the scheduled day and time it is given. The Test Taking Policy and Exam Make-Up Policy provide further details on these occurrences.

3. Absence from the clinical area due to communicable illness, or change in health condition, will require written documentation from a physician or other acceptable authority to be presented upon return to the school stating the student meets Physical Requirements to return to school.

The student must fill out a Clinical Make Up form for an excused absence, the next school day after a missed clinical; this is time sensitive to ensure ability to schedule make up.

4. The student is required to notify the instructor a minimum of one hour prior to the start of clinical, theory or lab, if they will be absent that day. Failure to provide appropriate notification will be considered an unexcused absence.

6. Tardiness is considered unprofessional behavior and will not be tolerated.

a. Discipline for tardiness in the classroom and laboratory setting will be at the discretion of the instructor.

b. Repeated tardiness may require the student to miss clinical or class that day and the day will be considered as an unexcused absence.

7. Students must be prepared for each clinical day, prepared to promptly begin at 8:00 am with all necessary supplies. Students who are not prepared for the clinical day will be dismissed by the clinical faculty for the day. Dismissal for lack of preparation is counted as an unexcused clinical absence. Clinical documentation and assignments are due on the date and time assigned by the instructor.

8. Excused absences must be approved by the Program Director. Excused absences consist only of the following reasons:

Road closure or “No Unnecessary Travel” advisories with documentation of proof

Jury duty and mandated court appearances with documentation of proof

Military service with documentation of proof

Medical documentation for communicable disease

Medical documentation for student illness or injury

Observance of a Religious holiday must be approved one week in advance

Unplanned hospitalization of the student or first degree relative with documentation of proof

Funeral of a first degree relative with documentation of proof

First degree relatives include:

Spouse

Child

Sibling

Parent

Grandparent

Mother/Father-in-laws

9. Unexcused absences consist of the following reasons, including but not limited to:

student illness with no medical documentation,

family member illness with or without medical documentation

childcare problems

transportation problems

Students are encouraged to use good judgment about their health and safety and protection of the health and safety of patients and others when deciding whether or not to attend.

11. If student is delinquent in paying for their tuition on a timely basis, they will not be allowed to attend classes until the student brings these payments up to date. The dates missed are considered being absent and the student is required to follow the policies as outlined for a student who is tardy or absent and make up time policy.

12. The student must remain in good standing with this attendance policy in order to progress between semesters. Unexcused absent time must stay below 35 hours throughout the duration of the program; a maximum of 24 hours of excused time is eligible for make up in each semester with appropriate documentation.

Evaluation of student progression to remain eligible for Title IV funding:

In order to remain eligible for Title IV funding, each student must meet the satisfactory progress requirement at the completion of each payment period term, which will be evaluated as following:

- First Payment Period (First Evaluation Point) - after completion of the first 450 hours of the program
- Second Payment Period (Second Evaluation Point) - after the completion of the second 450 hours of the program (900 hours of the program)
- Third Payment Period (Third Evaluation Point)- after the completion of an additional 325 hours of the program (1225 hours of the program)
- Fourth Payment Period (Fourth Evaluation point) – after the completion of the final 325 hours of the program (1550 hours of the program)

The students who have a minimum of a 75% cumulative grade average, and have successfully passed lab and clinical portion, ATI requirements of the course, have met attendance, and maximum timeframe, have met satisfactory progress and will be allowed to proceed.

If the students' grades, attendance, and/or maximum time frame do not meet Satisfactory Academic Progress standards, and the Program Director determines that the student has the ability to be successful, the student is placed on financial aid warning status.

At the end of the financial aid warning period if student is not meeting satisfactory progress, financial aid will be terminated. The student may apply for a financial aid appeal by completing an appeal form. If appeal is approved, student will be placed on financial aid probation for one additional payment period and will remain eligible for financial aid. At this time a student may be placed on an Academic Plan as applicable.

At the end of the probation, if student is not successful, they will be terminated. However, if student was on an Academic Plan during probation and was making progress on their Academic Plan as applicable, they may be allowed an extended

period to meet satisfactory progress standards and continue financial aid eligibility. If student continues to be unsatisfactory, they will be terminated from the program.

Appeal process for the financial aid:

A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Program Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Program Director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation and will be eligible for financial aid. Course incompletes and remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy:

Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Program Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to reenroll more than twice. Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Program Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

Reestablishing Title IV Eligibility:

Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Maximum Time Frame:

The maximum time frame for satisfactorily completing a program may not exceed one hundred fifty percent of the published length of the program.

Normal Time = 1550 hours

Maximum Time Frame = 2325 hours

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

Make Up Time Policy:

1. No make-up time is allowed for unexcused absences. Unexcused absences consist of the following reasons, including but not limited to:

- student illness with no medical documentation,
- family member illness with or without medical documentation
- childcare problems
- transportation problems

Note: students are only permitted to be absent for a total of 35 hours during the entire program; the student MUST stay below 35 hours missed in order to continue to receive financial aid.

2. Make up time is allowed only for excused absences; a maximum of 24 hours is eligible for make-up per semester, only with appropriate approved documentation. It is the student's responsibility to schedule a meeting with the instructor to make a plan for make-up time. The student MUST stay below 35 hours of missed time whether excused or unexcused, in order to continue to receive financial aid. Excused absences consist of the following reasons:

- Road closure or "No Unnecessary Travel" advisories with documentation of proof
- Jury duty and mandated court appearances with documentation of proof
- Military service with documentation of proof
- Medical documentation for communicable disease
- Medical documentation for student illness or injury
- Observance of a Religious holiday must be approved one week in advance.
- Unplanned hospitalization of the student or first degree relative with documentation of proof
- Funeral of a first degree relative with documentation of proof

First degree relatives include:

- Spouse

- Child
- Sibling
- Parent
- Grandparent
- Mother/Father-in-laws

The student must fill out a Clinical Make Up form the next school day after a missed clinical. This is time sensitive to ensure ability to schedule make up.

***IT IS NOT THE INSTRUCTOR'S RESPONSIBILITY TO REMIND YOU THAT YOU ARE APPROACHING 24 HOURS. ONCE YOU HAVE MISSED 24 HOURS OF MISSED EXCUSED TIME, IT IS YOUR RESPONSIBILITY TO IMMEDIATELY HAVE A MEETING WITH YOUR INSTRUCTOR WHO WILL SCHEDULE YOUR MAKE-UP TIME AT NO ADDITIONAL COST.**

If, for any reason, the student cannot attend the make-up time that has been scheduled with the instructor, the student will be required to meet with the Program Director. The Program Director will check the availability of the instructors to schedule another date and time; the student will then be required to pay \$38.00 per hour for the make-up time.

Tuition Cost and Fee:

Tuition	Registration Fee
\$21,000	\$100

The registration fee is fully refundable if the student requests cancellation within 5 calendar days after submitting the application.

Other Expenses:

Child Abuse Check.....	\$8.00
Drug Test.....	\$40.00
Uniform.....	\$100.00 (approximately)
Malpractice Insurance.....	\$35.00 for 1 year
Text Books.....	\$250.00 (approximately)
Physical Exam and Immunization	\$150.00 (approximately)

Cost included in tuition:

ATI Books & ATI Online program	\$440.00 (approximately)
Background Check.....	\$45.00
Comprehensive Predictor Test	\$55.00 each attempt (approximately)

Lab fee is included in the tuition.

After successful completion of the Program and PA State Board of Nursing's requirements, there will be an additional fee for the National Council Licensure Examination (NCLEX). This fee must be paid directly to the Pearson Vue, not to the Falcon Institute of Health and Science. The Pearson Vue will issue a receipt of payment to each student who pays for the NCLEX.

Financial Aid Policy:

Falcon Institute of Health and Science participates in the Federal Pell Grant Program and Direct Loan (DL) Programs, and State Funding Programs as described below:

1. Federal Pell Grant

Federal Pell Grant is a grant and does not need to be paid back and must be considered before any loan funding. For more information visit the link provided below:

<https://studentaid.ed.gov/sa/types/grants-scholarships/pell>

2. Federal Direct Subsidized and Unsubsidized Stafford Loan

Subsidized Loan –

Students may be eligible based on need. The subsidized has a fixed interest rate. The federal government pays the interest on the loan while the student is in attendance at least halftime. Repayment begins six months after the last day of attendance or once the student falls below half-time status

Unsubsidized Loan –

Available to dependent and independent students who need additional assistance to help pay their education costs. The student is responsible for the interest payments on the loan while in school. The interest rate is fixed and repayment begins six (6) months after the last day of attendance or once the student falls below half-time status. For more information, visit the link provided below.

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

3. Federal Parent Plus Loan

Federal Parent Plus Loans Federal loans are available to parents of dependent students. Parents can borrow up to the cost of attendance, less other financial aid received. Approval is based on the parent(s) credit history and repayment begins sixty (60) days from the last disbursement of the loan.

4. Veterans Education Benefits

Falcon Institute of Health and Science accepts Veterans Educational Benefits under the GI Bill® for eligible veterans. Falcon Institute of Health and Science is approved for the training of veterans and eligible veterans' dependents. Students must apply for these benefits prior to admission and must submit the application to the Falcon Institute of

Health and Science's certifying official. For more information, visit the link provided below.

<https://www.va.gov/>

5. Trade Adjustment Act Benefits

Falcon Institute of Health and Science accepts students eligible for the Trade Adjustment Act benefits approved by Department of Labor and Industry. For more information, visit the link provided below.

[https://www.uc.pa.gov/unemployment-benefits/federal/Pages/Trade-Adjustment-Assistance-2009-\(TAA\).aspx](https://www.uc.pa.gov/unemployment-benefits/federal/Pages/Trade-Adjustment-Assistance-2009-(TAA).aspx)

6. PA Career Link

Falcon Institute of Health and Science is approved Service Provider for Commonwealth Workforce Development. Eligible students may receive grants through PA Career Link. For more information, visit the link provided below.

<https://www.pacareerlink.pa.gov/jponline/>

7. Payment Plans and Institutional Loans

If financial aid and awards are not enough to cover your tuition cost, Falcon Institute of Health and Science offers a variety of plans to help you finance any remaining balance.

Financial Aid Packaging Policy:

This policy has been developed to ensure consistency to all financial aid applicants.

In order to assist students in financing their education, we offer financial aid to all students who qualify, as follows:

1. First, the applicant should apply for the free application for Free Application for Federal Student Aid (FAFSA), which is available through the student financial aid office and also at (www.fafsa.ed.gov). Follow all instructions carefully to ensure a timely financial aid process.
2. The Financial Aid staff will review the National Student Loan Data System (NSLDS) prior to awarding loans to review any prior loan history, default status, Pell Grant overpayment, lifetime limit on Pell and Subsidy Usage Limit
3. Falcon Institute of Health and Science uses the criteria established by the US Department of Education for processing financial aid applications.

In order to be eligible for the financial aid, applicants must meet the student eligibility requirements that have been set by the US Dept. of Education as follows:

1. Demonstrate financial need
2. Possess a high school diploma, GED or equivalent

3. Be enrolled in an eligible program
4. Be a U.S. citizen or eligible non-citizen
5. Maintain a satisfactory academic progress as determined by the school.

4. Calculation of Financial Need:

A student's need is determined by the following formula which has been established by the US Dept. of Education:

Cost of attendance (COA) minus expected family contribution (EFC) from ISIR/SAR) = financial need

COA-EFC = financial need

5. Estimated Financial Aid

a. Pell Grant

Eligible amount determined by EFC from ISIR/SAR

b. Career Link / TAA/ Veterans Benefits/ Scholarship

Eligible amount varies

c. Direct Subsidized Loan amounts for **independent and dependent students**

1st year \$3500

2nd year \$4500

d. Unsubsidized loan amounts:

Independent students

1st year \$6000

2nd year \$6000

Dependent students

1st year \$2000

2nd year \$2000

Note: Aggregate loan limits are \$57,500.

e. Direct loans can never exceed the cost of attendance minus EFC minus EFA

Subsidized loans are based on financial need with the following formula:
COA minus EFC minus EFA=Financial Need

COA-EFC-EFA= Financial Need

Unsubsidized and PLUS loans are based on financial need with the following formula:
COA minus EFA=Financial Need

f. The student's aid is processed by the school's third party servicer (FAME) after a student's eligibility and financial need are determined and an award letter is generated for the student. The student will be notified of the financial aid they are eligible to receive.

You may review more information at the U.S. Department of Education's web site at the link provided below

<https://studentaid.ed.gov/sa/>

If you have questions, you may call the financial aid staff at the school at 610 - 253-2527 Monday to Friday from 8:00 am to 3:30 pm.

Cost of Attendance:

Federal Financial Aid eligibility is determined based upon a number of different factors, including the "cost of attendance" for your program of study. The Cost of Attendance (COA or student budget) includes both direct costs (like tuition, books, and supplies) and indirect costs (like housing and food costs, and the cost of getting back-and-forth to school). The federal COA is used primarily as a tool for computing eligibility for federal student aid. Actual costs may vary depending on multiple factors (particularly the indirect costs). The costs used in the federal cost of attendance are for one academic year.

Direct Costs: Your direct costs include tuition, books, and supplies. These are billed to you by the school (less any payments you have made, estimated financial aid, or approved education loans).

Indirect Costs: Most of a student's indirect costs are living expenses. Students would likely have these expenses whether or not they were attending school. The school will NOT bill students for these costs, they are simply estimates to help students plan for living costs and other and out-of-pocket expenses while attending school.

The standardized Cost of Attendance budgets at Falcon Institute of Health and Science are calculated annually and can be obtained by contacting the Financial Aid Office. While most students will fall into one of the standardized budgets, your individual budget may be customized to meet your specific enrollment circumstances. Your individual

COA budget will be provided to you in your award letter after completion of your financial aid application.

If you have any questions about program costs, direct costs, indirect costs, or how your financial aid is calculated; please visit the financial aid office the school or give us a call at 610-253-2527.

Financial Aid Verification Policy:

Falcon Institute of Health and Science has developed a policy for the verification of information provided by applicants for Federal Title IV student financial aid.

1. A student's ISIR may be selected for verification. Verification is a process that U.S. Department of Education (ED) requires for certain students in which the student must present the following documentation:

- a. documentation to substantiate their adjusted gross income (AGI),
- b. documentation of taxes paid,
- c. documentation of certain untaxed income,
- d. documentation to prove number of household members,
- e. documentation to prove number of household members attending school at least half time, and any unusual enrollment history.
- f. Additional documentation may be requested for verification.

*AGI and tax paid documentation is usually their tax return from the base year that is used on the FAFSA for the award year in question. When a student is selected for this verification, it is indicated by an asterisk next to the student's Expected Family Contribution (EFC) on the ISIR.

2. The most current Application and Verification Guide (AVG) in the Federal Student Aid (FSA) handbook for the award year in which the student applied for eligibility will be used by the financial aid staff at the school.

3. Any information previously provided to the school, will still be verified and the student must complete a verification worksheet provided by the financial aid staff member.

4. The verification worksheet must be signed by the student and if the student is a dependent, must also be signed by at least one parent whose data was used to complete the Free Application for Federal Student Aid (FAFSA).

5. The student must complete the appropriate worksheet, an independent verification worksheet or a dependent verification worksheet.

6. Falcon Institute of Health and Science will give a notice of what is needed for verification, and will provide the deadlines for submission to any student who did not complete the FAFSA at the

school. For students who did complete their FAFSA at the school by paper and pen must submit their required documentation, and they must complete and sign a verification worksheet.

7. Title IV funding will be disbursed only when verification is completed satisfactorily.

8. Students have 10 days to complete verification from the day of notification, barring extenuating circumstances; if there are extenuating circumstances, the student must communicate in writing and receive approval in writing from the financial aid staff at the school that the date has been extended.

9. If corrections are needed on ISIR during the verification process, the financial aid staff will run a new need analysis in the FAME software system to see if the student's EFC is going to change and, if so, if their scheduled award will change.

10. For students who are selected for verification and receiving subsidized student aid, changes that result to any non-dollar item must be submitted for processing. If there is no change in the EFC or scheduled award, the student can be paid on the original ISIR. If the EFC or scheduled award changes, then corrections will be made to the ISIR and Falcon Institute of Health and Science will wait for a new ISIR before disbursing Title IV aid.

10. There are exclusions where students are not required to complete the verification process:

a. A student who died during the award year.

b. A legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

c. A student who is incarcerated

d. Students whose parents do not live in the United States and cannot be contacted via normal communication

e. A student immigrant (however, the student must meet the citizenship requirement)

f. A dependent student whose parents cannot comply because of specific reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside.)

g. If the student is an immigrant who arrived in the United States during calendar years 2011-2012.

h. Spousal information does not have to be certified or signed by spouse if the spouse is deceased or mentally or physically incapacitated, residing in a country other than the US and cannot be contacted by normal communication, cannot be located because his or her address is unknown, and the student cannot obtain it.

i. If the student's data was verified at a prior postsecondary school in the current award year, verification does not have to be completed if a letter is obtained from the prior school with all of the following information and there is no conflicting information in the student's file:

- A statement that the student's application data has been verified

- The transaction number of the verified application
- The reasons why the school was not required to recalculate the student's EFC if applicable

Secondary Citizenship Confirmation Policy:

The Falcon Institute of Health and Science has established this policy for the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the Institutional Student Information Record (ISIR) does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process through the US Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS).

All students who indicate an eligible status, but whose eligible status is not confirmed by the tape match as evidenced on their Institutional Student Information Record (ISIR) or Student Aid Record (SAR) must follow the following procedure:

1. Students have 30 days from the date the school receives the ISIR/SAR to submit documentation for consideration of eligible non-citizen status.
2. Failure to submit the information by the deadline prevents the school from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
3. The school will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
4. The financial aid staff will collect the student's documentation of their current immigration status. This documentation must be official documents from the USCIS/DHS. The documents must be legible and demonstrate the student's latest status with USCIS / DHS.
5. The school will initiate secondary confirmation within 10 business days of receiving both the output documents (ISIR /SAR) and the student's immigration status documents.
6. Once the appropriate documents are received, the financial aid staff will complete Form G-845
 - a. Each item on the top half of the form must be completed
 - b. The student's alien registration number (A#) is entered in Box 1.
 - c. Box 5 must have the 15 digit DHS verification number that is printed on ISIR/SAR on page 3 top right hand corner. USCIS/DHS will not process the G-845 without that number.
 - d. "Education Grant/Loans/Work Study" must be entered in Box 8.

- e. At the bottom of Box 8, write "SSN" in the space marked "Other" and the student's SSN in the space next to it.
- f. The Financial Aid Administrator's Name should be used as the submitting official and the school's name as the submitting agency.
- g. Front and back copies of the student's immigration documents must be attached to the G-845.
- h. The G-845 form must be mailed to the following USCIS field office:
US Citizenship and Immigration Services
26 Federal Plaza, Room 5-100A
New York, NY 10278
Attn: Immigration Status Verification Unit

Graduation Requirements:

1. Achieve a minimum of 75% exam average in all theory courses
2. Satisfactorily meet all ATI testing and remediation requirements
3. Satisfactorily meet all program requirements
4. Satisfactorily meet all clinical objectives
5. Pay all graduation fees and outstanding debts
6. Complete 1,550 program hours

Credential Awarded at Graduation:

Upon graduation, students will be given a diploma.

Licensure Requirements:

1. The following are requirements for each student in order to be eligible to take the licensing examination provided by the National Council for State Boards of Nursing (NCLEX):

- A. The student must have completed the prescribed curriculum, successfully completing all required courses with a final grade point average of at least 2.00.
- B. The student must have the recommendation of the faculty.
- C. Financial obligations must be met.

*There are fees associated with both the test administration and license acquisition. Additional information concerning this procedure will be provided to the students at the appropriate time within the program.

2. A person convicted of any felonious act, as described below, may be prohibited from licensure by the Board of Nursing.

A. Any student who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 223, No. 64) known as "The Controlled Substance, Drug, Device, and Cosmetic Act"

B. Any student who has been convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

1). at least ten years have elapsed from the date of the conviction;

2). the applicant satisfactorily demonstrates significant progress in personal rehabilitation since the conviction to the PA Board of Nursing such that licensure should not create a substantial risk of further violations; and the applicant otherwise satisfies the qualifications contained in this act at the time of application for licensure.

* Students who have known convictions must meet with the Program Director prior to the start of the program to discuss the possibilities of completing a nursing education program and achieving licensure.

* The State Board of Nursing in Pennsylvania requires the applicant to report any misdemeanor or illegal act associated with alcohol or substance abuse.

3. For senior-level students the transcript and Nursing Education Verification (NEV) form will be withheld until all program requirements are met.

Return of Title IV Funds Policy:

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Practical Nurse Education Program Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Practical Nurse Education Program Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at the Falcon Institute of Health and Science is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 (calculation was performed). The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 30 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Leave of Absence:

Student seeking a leave of absence must submit a written request to the Program Director.

Student is allowed to take multiple leaves of absence.

The total of all leaves of absence may not exceed 180 days in any 12 month period.

Students who are on leave for more than 180 days in 12 month period may be withdrawn from the program and asked to re-apply. These restrictions do not include time spent in the military.

Refunds will be made within 30-calender days of the date the student fails to return from a leave of absence.

For Federal Loan Borrowers-

If student fails to return from leave of absence, the period of leave of absence will reduce the grace period

NURSE AIDE TRAINING PROGRAM (NA 013):

Program Description:

The Falcon Institute of Health and Science Nurse Aide Training Program will prepare students to become entry-level Nurse Aides by achieving a level of knowledge, skills, and abilities essential to provide quality care and safety to the residents of long term care facilities/nursing homes and home health care as set forth by the profession of nursing and regulated by the Commonwealth of Pennsylvania. The Nurse Aide Training Program is a 120-hour intense training opportunity for those who wish to become Certified Nurse Aides. The program will take 18 days to complete.

Units of Study:

Role and Function
Communication Skills
Infection Control
Safety/Emergency
Client's Rights
Client's Independence
Nutrition
Identify and Report Conditions of Body Systems
Client's Environment
Personal Care Skills
Restorative Care
Behavioral Health and Social Services Needs
Care of Cognitively Impaired Clients

Educational Program Objectives:

1. Understand the role and organization of health care facilities and interdisciplinary health care items.
2. Identify the role and responsibilities of the Registered Nurse, Licensed Practical Nurse and Nurse Aide within the health care system.
3. Understand theoretical knowledge necessary in providing basic health care services.
4. Demonstrate the ability to perform clinical skills essential in providing basic health care services.
5. Communicate accurately & appropriately in the role of Nurse Aide.
6. Demonstrate professional & personal qualities and characteristics of a Nurse Aide.
7. Demonstrate the ability to function as a Nurse Aide under the supervision of Registered Nurse or Licensed Practical Nurse.

Tuition and Fee:

Program Name	Tuition	Registration Fee
Nurse Aide Training Program	\$798.00	\$25.00

The registration fee is fully refundable if the student requests cancellation within 5 calendar days after submitting the application.

Other Expenses:

Physical exam prior to start of program	\$ 50.00 approximately
TB Test	\$15.00 approximately
Background check	\$ 10.00 approximately
Drug Test	\$40.00 approximately

Lab supplies and text book will be included in tuition.

*State Competency Exam Fee after successful completion of the program will be the student's responsibility.

*After successful completion of the Nurse Aide Training Program, there will be an additional fee for the State Competency Exam provided by the Pearson Vue. This fee is in addition to the initial Nurse Aide Training Program tuition and must be paid directly to the Pearson Vue, not to the Falcon Institute of Health and Science. The Pearson Vue will issue a receipt of payment to each student who pays for the State Competency Examination.

Admission Requirements for the Nurse Aide Training Program:

1. Applicant must complete the registration form and pay \$25.00 registration fee.
2. Applicant must obtain a physical exam prior to registering for the Nurse Aide Training Program. The physical exam form must be signed by a physician or certified registered

nurse practitioner, or physician's assistant. The physical exam form must include the following information:

- b. be dated within one year of admission to the program
- c. include affirmation that the student is free of communicable diseases
- d. include documentation of a negative 2-step Mantoux or negative Quantiferon TB Gold test. A negative chest x-ray must be submitted if a student's test results are positive. The chest x-ray may not be older than five years.
- e. must include verification of eligibility to perform the duties of the nurse aide; (the occupational responsibilities of the candidate may involve having full use of their hands, the ability to stand for extensive periods of time, and the ability to perform bending, pushing, pulling, and lifting a minimum of 40 pounds without restrictions.)

3. Applicant will be required to submit to a urine drug screening test after initial application to the program; they will be directed to a specific lab by the school representative. The result of this test must be negative in order for the student to be accepted into the Nurse Aide Training Program.

4. Applicants must submit proof of High School Diploma or Equivalent.

5. Applicants must be at least 18 years of age.

6. Each candidate needs an understanding of basic math, and reading/ writing skills in English. All applicants are required to take an entrance test. Minimum score required to be accepted in the Nurse Aide Training Program is **eighth grade level in each subject** on TABE D test, (Reading, **and Language**).

EXCEPTION to this requirement: Any student who successfully completed an interview and was hired by a long term care facility, who has a contract with Falcon Institute of Health and Science to train their employees, will not be required to take TABE D test if that facility is paying for their program.

7. All applicants must complete the Verification of Pennsylvania Residency Form. The Verification of PA Residency form must be thoroughly and accurately completed prior to the start of the class.

8. All Applicant must sign the Attestation of Compliance with Act 14. The applicant must also check the box stating they have not been convicted of any prohibitive offenses, which is toward the bottom of the Verification of PA Residency form.

9. Applicants who have resided in Pennsylvania for the last two years must submit a Pennsylvania State Police Criminal History Record Information report. In order to be accepted in the program Criminal History Record Information must be free of prohibitive offenses as mentioned in Nurse Aide Resident Abuse Prevention Training Act 14.

10. Applicants who have resided in PA for less than two (2) full years prior to the date of application or who reside in state other than PA must complete and submit an FBI clearance report before registering for the program.

11. If applicant is not a citizen of the U.S., the applicant must submit a copy of their Resident Alien card (green card) at the time of registration.

Attendance Policy:

- All students must complete the entire amount of 120 hours of the Nurse Aide Training Program. This includes all classroom, laboratory, and clinical time.
- In compliance with Regulation Section §483.152 of OBRA and Section 3 of Act 14, a student must complete a minimum of 16 hours in instruction in the five content areas as listed below before any resident contact. The five content areas are as follows:

1. Communication and interpersonal skills
2. Infection control
3. Safety/emergency procedures, including abdominal thrust
4. Promotion of resident's independence
5. Respecting resident's rights

- Therefore, if student is tardy or absent on a day when the 5 content areas (above) are taught, student may be asked to re-enroll in a future class unless make-up time is completed prior to any resident contact. The program director will determine if the student will be permitted to complete the make-up time for an excused absence or if they will be required to attend a future class. (The circumstances that are considered excused are explained in the make-up time policy.)
- Attendance will be documented on a daily basis and reflect the number of classroom/lab/clinical hours, class for class, lab for lab, and clinical for clinical time.
- Any class or clinical time that is missed MUST be made up within the time frame which is specified in the make-up time policy. The student must complete all the approved program hours, class for missed class, lab for lab, and clinical for clinical time. Student will not be permitted to perform any objectives or tasks in the clinical environment for which they have not first been deemed competent.
- The accepted method of reporting absences is that the student must telephone the instructor prior to the start of the class via the telephone number that is provided to them on the first day of orientation.

Make - up Time Policy:

- All students must complete the entire amount of 120 hours of the Nurse Aide Training Program. This includes all classroom, laboratory, and clinical time.
- Make up time is permitted only to students with excused absences, and make up time is limited to a maximum of one day.
- An excused absence will be approved only when acceptable documentation below is provided:
 - Court order

- Physician’s note only for the student, only for emergency/illness, (not for a family member)
- Documentation of Death of family member
- Any class, lab or clinical time that is missed must be made up. The student must complete all the approved program hours, class for missed class, lab for lab, and clinical for clinical time.
- Any excused absence that occurs within the first eight days, must be made up prior to the start of the clinical; make-up time is approved at the discretion of the program director based on availability of an additional instructor. If no instructor is available, the student will be advised to re-enroll in another class.
- Homework assignments will not substitute for missed theory, lab or clinical time.

Tuition Policy:

Students are responsible for the full tuition at the time of registration; the program must be paid in full before training begins.

*The return of a check issued to the Falcon Institute of Health and Science will result in a \$15.00 returned check fee being placed on the account of the student.

Level of Achievement Policy:

Grading System:

There is a consistent grading policy for all the tests/quizzes during the Nurse’s Aide Training Program.

I. The final grade point average must total 80% or above in order to pass the theory portion of the program. The grading scale for theory quizzes and final exam is:

90-100	A
80-89	B
Below 80	F

- All numerical grades will be recorded to two (2) decimal places.
- At the end of the program, the final grade will be calculated to two decimal places and rounded mathematically as follows:
 - Less than 0.50 – Round down to next whole number -- “89.49” would be rounded to “89”
 - 0.50 or greater – Round up to next whole number -- “90.95” would be rounded to “91”

II. All lab grading will be Satisfactory/Unsatisfactory and all clinical grading will be Satisfactory/Unsatisfactory/Above Satisfactory grading using a clinical evaluation tool.

Performance Level:

1. Requirements for successful completion of the Nurse’s Aide Training Program are as follows:

A. Theory

1. Required final cumulative average of 80 % which includes:
 - a. 8 Quizzes
 - b. 1 Final Exam
2. A student with a final cumulative average grade of less than 80% will be afforded one opportunity to re-test the quiz or final exam on which they scored the lowest.
3. Final exam will account for 20% percent of the final theory grade.

B. Lab

- Each student will complete all 50 Procedure Evaluation checklists. Each procedure must be satisfactorily demonstrated before it is performed on a resident.
- Each Procedure will be evaluated as Satisfactory or Unsatisfactory. Instructor will document satisfactory or unsatisfactory on the procedure checklist.
- Satisfactory level of achievement is attained if no more than 2 **noncritical** steps are missed. Missing more than 2 noncritical steps equates to an unsatisfactory level of achievement.
- Missing a critical step will result in a failure of the procedure

C. Clinical

- Clinical assignments will require the satisfactory demonstration of performance objectives.
- The following areas must be satisfactorily demonstrated and evaluated on a daily basis
 - Infection Control
 - Resident Care
 - Safety
 - Communication
 - Resident Rights
 - Professional Conduct
- Instructor will maintain anecdotal notes to support progress, incidents and a satisfactory level of achievement.
- A satisfactory rating will be awarded when procedures are performed consistently as instructed in the classroom and lab with few to occasional reminders or with minor infractions

Unsatisfactory performance is defined as:

- frequent or major infractions
- frequent cueing
- unsafe or incorrect demonstration
- violation of resident's right's
-

A major infraction is defined as actual or the potential for actual harm, or immediate jeopardy. A minor infraction is defined as no actual harm with the potential for minimal harm

The clinical evaluation tool that will be used is on the following scale:

3-4 Unsatisfactory 5-6 Satisfactory

7-8 Above Satisfactory

All clinical grading will be Satisfactory/Unsatisfactory/Above Satisfactory grading using a clinical evaluation tool. **Students must satisfactorily demonstrate all of the required 50 skills/procedures during the clinical portion of the program.**

2. If a student demonstrates unsatisfactory progress in any component of the nurse aide training program, the instructor may choose to provide counseling, remediation, issue a written warning or dismiss him/her from the program.

3. After successful completion of the required 120 hours of theory, lab and clinical studies, students will be given a copy of their final grade, performance checklist and, a Certificate of Completion.

Graduation Requirements:

Successful completion of the required 120 hours of theory, lab and clinical.

Credential Awarded at Graduation:

Upon graduation, students will be given a copy of their final grade, performance checklist and, a Certificate of Completion.

STANDARDS OF CONDUCT:

Falcon Institute of Health and Science's students are encouraged to maintain positive attitudes and a willingness to learn.

Professional and safe behavior is expected of all students at all times. All students must abide by the school's dress code for the clinical setting:

Dress code for clinical setting:

- Students are required to wear the Falcon Institute scrub top, white scrub pants, and non-skid sneakers or shoes every day.
- Students are required to wear a wrist watch with a second hand.
- Jewelry: no dangling earrings, excessive chains, or bracelets are permitted. No rings except wedding band are permitted.
- Body jewelry: no facial or tongue jewelry is permitted.
- Body art: tattoos must be covered at all times.
- Fingernails: must be clean and cut to a moderate length; artificial nails are not permitted.
- Hair: must be styled above the collar (cut short or pulled up in a hairstyling device).

No cell phones are to be used or turned on during theory, labs or clinical. Use of cell phones is permitted only during break times.

Sleeping in class will not be tolerated. If a student is found sleeping in class, he or she will be asked to clock out for the remainder of the day. It will be the student's responsibility to schedule the make-up time.

Confidentiality with resident information must be maintained at all times. This is in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations.

Evidence of behavior related to drug or alcohol use will be cause for immediate dismissal from the program. Refund will be issued from the last date of attendance.

ACADEMIC INTEGRITY:

Academic honesty is expected student behavior. Students shall practice academic integrity and are expected to do their own work. Students may not engage in the following practices:

1. represent someone else's work or ideas as their own without citation (plagiarism)
2. utilize inappropriate or prohibited aids for an examination or graded assignment including but not limited to others answers, notes, phone or other electronic devices, test files, etc.
3. obtain inappropriate or prohibited materials before an examination or graded assignment including but not limited to test questions, test answers, instructor files, etc. (cheating)

Students who engage in the above practices will be subject to disciplinary action. The penalty for a first offense may include failure of the assignment. A second offense may result in the student being terminated from the program, and a refund will be issued from the last date of attendance.

TARDINESS:

All students are expected to arrive in class, lab and clinical at or before the scheduled time.

RE-ADMISSION POLICY:

When progression is interrupted for any reason, the student may request to be re-admitted. The student shall be considered for readmission after having met the following requirements:

1. Student must submit a letter of intent to return to the Program Director including a Registration Fee to the Falcon Institute of Health and Science.
2. Student must complete admission requirements.
3. All outstanding school financial obligations must be met.

4. Student who were previously dismissed from the program related to student code of conduct violations must show proof of their rehabilitative efforts. Final approval will be made by the Program Director.

The following criteria must also be met:

1. Students readmitted must complete program hours.
2. Students readmitted who had partially completed any course must repeat the entire course after readmittance.

JOB PLACEMENT SERVICES:

The school will provide job placement services to the students. Placement services consist of resume workshops, posting of job openings and interview skill workshops.

THE SCHOOL DOES NOT GUARANTEE JOB PLACEMENT, however, the school will provide services and support to assist students in obtaining employment.

STUDENT GRIEVANCE POLICY:

The Falcon Institute of Health and Science is committed to providing the highest level of satisfaction possible to all students. It is highly recommended that students should first bring their complaint to the school via the process below. Students may however choose to submit their complaints to the State Board of private Licensed Schools, Pennsylvania Department of Education, and/or the Commission of the Council on Occupational Education (see address below).

The 3 step Grievance procedure is developed in order to provide a process for any student to express a grievance, complaint, or dissatisfaction.

Step One – Student should submit the initial grievance to the primary instructor. The Primary instructor will review and respond to the grievance within three days.

Step Two - If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the Program Director within 72 hours.

Step Three - If the decision rendered by the Program Director is not satisfactory to the student, the student may appeal to the School President within 48 hours. Within 72 hours the President will make a final decision regarding this issue. The decision of the President will be final.

Falcon Institute of Health and Science is licensed by the Pennsylvania Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333. Falcon Institute of Health and Science is Accredited by the Commission of the Council on Occupational Education. Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of Council on

STUDENT SERVICES:

Falcon Institute of Health and Science offers services to all students including tutoring, career building assistance, job placement assistance and student counseling services.

SEXUAL VIOLENCE EDUCATION POLICY:

The Falcon Institute of Health and Science is committed to supporting PA Act 104 legislation. Education will be provided to each student regarding:

- A discussion of sexual violence
- A discussion of consent, including an explanation that the victim is not at fault
- A discussion of drug and alcohol-facilitated sexual violence
- Information relating to risk education and personal protection.
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to school authorities and local law enforcement. (Please refer to the student handbook regarding sexual violence reporting policy.)
- The possibility of pregnancy and transmission of sexual diseases.
- Introduction of members of the educational community from:
 - Local law enforcement
 - Women's Center and Rape Crisis Center
 - School Counseling Services
- A promise of discretion and dignity.
- A promise of confidentiality for victims of sexual assault

Materials that will be used to provide this education are as follows:

- Sexual Assault is a Serious Crime Brochure

This dual language brochure (one side in English, Spanish on reverse) defines sexual violence, it address who is at risk for sexual victimization, the emotions that may be experienced, offer advice on how to get help and also provides information how others can offer support.

- Gonna Make it Music Video (DVD)

This 4-minute rap video addresses incest and drug-facilitated sexual assault. It sends an important prevention message to which it is easy to relate

- Risk Reduction Brochure

Written for teens and adults, it offers tips for reducing one's risk of being victimized. It also explains sexual violence cannot be prevented and it is not the victim's fault.

TRANSFER POLICY:

Transfer of students between programs within the institution:

After successful completion of Semester 1 in the Practical Nursing Education program students are eligible to apply for the State Competency Test for the Nurse Aide Training Program.

Transfer of students from other institutions:

Practical Nursing Education Program:

All applicants must successfully complete all admission requirements, including the pre-entrance testing and be accepted into the program prior to being considered for the transfer.

Applicants who may apply for transfer are: - previous students in prior State Board-approved Practical Nursing, diploma, associate degree, and baccalaureate programs who have successfully completed congruent course work.

Nurse Aide Training Program:

Credits earned within the institute or at another institution will be considered for transfer and granted when appropriate.

Transfer of credit earned at another institutes:

Practical Nursing Education Program:

1. Applicants may receive advanced placement by completing a transition course which includes taking challenge exams for selected courses in Semester 1 and II.

2. All challenge exams require a minimum score of 75% (C) to exempt the course. Clinical competencies related to the course must be satisfactorily met.

3. Transcripts and course descriptions from previously completed courses must be submitted for faculty review prior to applicant taking challenge tests. All courses must be comparable to those being challenged and must have been completed successfully within two years prior to admission. A minimum grade of C (75%) must have been attained. The faculty reserves the right to consider extenuating circumstances.

4. Credit for clinical experience will be granted only to those students who have successfully completed comparable clinical studies at a nursing level. References from previous nursing

instructors / supervisors shall be required as well as official transcripts in order for faculty to determine eligibility.

5. Advanced placement beyond Semester II shall be at the discretion of the Program Director of the Practical Nursing Program, following examination of all required documentation.

8. Applicants will be required to meet all graduation requirements.

Nurse Aide Training Program:

Credits earned within the institute or at another institution will be considered for transfer and granted when appropriate.

REFUND POLICY:

Refund for Classes Canceled by the Institute:

- a. If tuition and fees are collected in advance of the start of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
- b. The institution makes these refunds within 30 days of the planned start date.

Refunds for Students Who Withdrew On or Before the First Day of Class:

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.
- b. Appropriate refunds for a student who does not begin classes are made within 30 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal After Class Commences:

- 1. Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less
 - i. During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;

ii. After the first 10% of the period of financial obligation and until the end of the first 25 % of the period of obligation, the institution refunds at least 50 % of the tuition.

iii. After the first 25% of the period of financial obligation and until the end of the first 50 % of the period of the obligation, the institution refunds at least 25 % of the tuition; and

iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

2. Refund Policy for Programs Obligating Students for Period Beyond Twelve Months

i. For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.

ii. The calculation of the refund for the unused portion of the first 12 months is based on

i. During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;

ii. After the first 10% of the period of financial obligation and until the end of the first 25 % of the period of obligation, the institution refunds at least 50 % of the tuition.

iii. After the first 25% of the period of financial obligation and until the end of the first 50 % of the period of the obligation, the institution refunds at least 25 % of the tuition; and

iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

If a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded on a prorated basis.

REGISTRATION FEE CANCELLATION POLICY:

The application or registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement or 5 calendar days after submitting the application, if no classes have been attended, lessons completed or materials used. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of 5 calendar days. The school may retain all of the fee after 5 calendar days or after 10 calendar days absent written confirmation, where required.

PERIOD OF REFUND:

Refunds will be made within 30-calender days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

TERMINATION DATE:

The termination date for refund computation purposes is the last date of recorded attendance of the student.

NONDISCRIMINATION POLICY:

~ Falcon Institute of Health and Science is committed to providing equal education and employment opportunities without discrimination or harassment of any nature. The goal is to provide equal education and employment opportunities encompassing persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, and disability in accordance with the Americans with Disabilities Act (ADA). ~

1. The Falcon Institute will not tolerate discrimination by any student. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the Institute. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the Institute, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the Institute.
2. The Institute will not tolerate any behavior by staff or students which constitutes sexual harassment of any person.
3. If a student feels that his / her rights under the aforementioned laws and regulations have been violated, or to address issues concerning equal opportunities, they may contact the Program Director.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY:

All parents and students will be notified of their rights through publication in the catalog of the fact that students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of the school to comply with The Family Educational Rights and Privacy Act.

Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

1. A parent or student must make a request in writing to review educational records and has the right to inspect and review the records within 45 days of the day the request is received.
2. Records will be made available in the President's office on an appointment basis.
3. The right to request (in writing) an amendment of the student's education records that the student believes are inaccurate or misleading.
4. No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:
 - a. To other institution officials who have educational interest in the information;
 - b. To officials of another institution where the student seeks or intends to enroll;
 - c. To representatives of the Comptroller General of the United States, the Secretary of Education or State and local education authorities;
 - d. Relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and conditions of the aid;
 - e. To State officials if required by State statute;
 - f. To organizations conducting studies for educational agencies or colleges to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study;
 - g. To accrediting agencies to carry out accrediting functions;
 - h. To parents of a dependent student;
 - i. To comply with a judicial order or subpoena;
 - j. To meet a health or safety emergency;
 - k. To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the alleged perpetrator of the crime.
5. All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
6. Personally identifiable information which is designated as directory information includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, credentials and awards received and the most recent previous educational agency or college attended.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

AMERICANS WITH DISABILITIES (ADA) POLICY:

Falcon Institute of Health and Science is committed to providing “reasonable accommodations” in keeping with Section 504 of the Rehabilitation Act and the Americans with Disability Act of 1992.

Although facility is fully accessible to physically handicapped persons, the Falcon Institute of Health and Science will take necessary actions to ensure that no qualified person is denied the benefits of, excluded from participation in, or use of any programs or activities provided by the school.

Students must provide appropriate documentation of the disability, which should include appropriate diagnostic testing and a recommendation form prepared by qualified personnel outside of Falcon Institute of Health and Science. “Reasonable accommodations” will be determined by school staff in consultation with the student, faculty and/or staff member. Accommodations are not retroactive.

Examples of accommodations include, but are not limited to, restructuring or altering clinical experiences, giving supplementary learning materials, extended test time, testing environment with minimal distractions, note-taking services, assessment referral, registration assistance and accessibility.

Accommodations are designed to equalize opportunities for students with disabilities, not to lower academic standards or to alter the essential nature of the program requirements. To that end, accommodations at Falcon Institute of Health and Science do not include the following:

- Reduced standards of academic performance
- Evaluation or diagnostic testing of learning disabilities
- Separate or special tutorial programs for students with disabilities
- Waivers of completion of clinical hours

Falcon Institute of Health and Science will meet federal standards of accessibility by reassignment of classes and clinical sites or other services to accessible locations, or through alterations or new construction. Structural changes to existing facilities will not be required where other methods are sufficient to comply with the federal standards as published. Students seeking accommodations should contact ADA Compliance Officer at the school (610-253-2527).

Falcon Institute of Health and Science does not offer any Avocational course/program.

THE VETERANS BENEFITS AND TRANSITION ACT OF 2018 POLICY:

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

The school will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the school, a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Ch. 31 and Ch. 33 students must take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Falcon Institute of Health and Science shall not permit any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer, as this is prohibited by law.

If any student is accused of copyright violation or infringement, the school will not assist in resolving these matters; this will be the students' responsibility to resolve it.

Students must comply with the school's Guidelines for Computer Use policy and are subject to disciplinary action if these policies are violated.

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.

COMPUTER USE POLICY

The Falcon Institute of Health and Science provides computing, networking and information resources in order to assist students in successful completion of their programs.

All users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

All computing resources, used by students, should only be used for educational purposes that have been assigned by school staff. Those who misuse computing, networking, or information resources may face restriction of computing privileges as well as disciplinary action up to dismissal from the school, and prosecution under applicable statutes.

Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Any user who is found in violation of local, state, or federal laws may face restriction of computing privileges, and will be reported to the and law enforcement authorities.

WARNING/PROBATION:

1. When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a verbal or a written warning which will be documented on the Advisory form.
2. If the student is placed on probation, a written notification will be given to the student. VA will be notified if a student is on probation longer than two semesters.

3. Maximum length of probationary period is 18 days for the Nurse Aide Training Program and 12 months for the Practical Nurse Education Program months.
4. The Program Director reserves the right to place a student on immediate probation.
5. Based on the nature of the circumstance the director reserves the right for immediate dismissal without warning or probation.

DISCIPLINARY ACTION AND DISMISSAL POLICY:

The following guidelines will be instituted by the faculty to discipline and/or counsel students:

Category I - verbal warning

When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a verbal warning.

- Dress code violation
- Disruptive classroom behavior
- Violation of cell phone policy
- Late to class without acceptable documentation
- Parking violation
- Left early without signing out during classroom hours at the school

Category II— written warning

When a deficiency in performance or violation of program rules and regulations is noted, the student shall be given a written warning which will be documented on the Advisory form.

- Repeat of violation of category I
- Left early without signing out at the clinical site
- Abuse of equipment and supplies
- Failure to demonstrate satisfactory attendance
- Swearing/Offensive language
- Smoking or possession of tobacco
- Yelling, slamming doors, outbursts, etc.
- Inappropriate gestures

- Insubordination
- Negligence (seriousness of the infraction may result in probation or dismissal)
- Unsafe Patient care delivery (seriousness of the infraction may result in probation or dismissal)
- Cheating/copying work
- Lying
- Based on the nature of the circumstance the Program Director reserves the right for immediate dismissal without warning or probation

Category III— Probation

- Depending upon the severity of the violation of category II, and/or if the student does not heed the written warning(s), the student will be placed on probation, and a written notification of probation will be given to the student.
- Maximum length of probationary period is 18 days for the Nurse Aide Training Program and 12 months for the Practical Nurse Education Program.
- The program Director reserves the right to place a student on immediate probation.
- Based on the nature of the circumstance the director reserves the right for immediate dismissal without warning or probation.

Category IV- Dismissal

When a student is on a probation status, and they violate any program rules from any category, they will be dismissed from the program.

Below are the violations that will result in immediate dismissal:

- Arrest by government law enforcement agencies
- Assault of another student
- Assault of any school personnel
- Bullying/cyber bullying
- Drug related activity
- Ethnic/Racial intimidation or harassment
- Violation of patient confidentiality
- Failure to disclose an arrest

- Falsification of records
- Fighting
- Forgery
- Lewd behavior
- Positive drug test
- Possession of a weapon
- Possession of a controlled substance
- Possession of drug paraphernalia
- Theft
- Under the influence of a controlled substance or alcohol
- Verbal threats to anyone
- Physical threats to anyone

This list is not all inclusive. The faculty and the Program Director reserves the right to discipline students based on the severity of the action. Students must always display the highest regard for safety, patient confidentiality, and respect for their instructor.

Regardless of the student's grades, behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the instructor's direction may result in immediate dismissal from the program. The student may not be eligible for readmission. The refunds will be issued from the last date of attendance.

FULL TIME FACULTY AND SUPPORT STAFF:

Preet Chahal
 President
ADN Northampton Community College, Bethlehem, PA
BSN Regis University, Denver, CO
MSN Regis University, Denver, CO

Kassidy Lax
 Director Practical Nursing Education Program
 Director Nurse Aide Training Program
BSN Cedar Crest College, Allentown, PA
MSN Waden University, Minneapolis, MN

Karissa Ann Mitch
 Nursing Instructor
BSN Cedar Crest College, Allentown, PA

Candice Urffer
Nursing Instructor
BSN DeSales University, Center Valley, PA
MSN in progress

Navjot Padda
Nursing Instructor
Nurse Aide Training Instructor
BSN Cedar Crest College, Allentown, PA

Rupinderjit Kaur
Financial Aid Coordinator
Quality Assurance Specialist
PN Falcon Institute of Health and Science, Bethlehem, PA
BSN Swami Vivek Nand, IND.

Dorris Lynn Knauer
Nurse Aide Instructor
PN PA School of Technocolgy , Williamsport, PA
AS Reading Community College, Reading, PA
BS Saint Leo University, Saint Leo, FL

Kim Cestaro
Admissions Coordinator
PN Warren Technical School, Washington, NJ

Magalie Curet
Admissions Coordinator
MA Star Technical Institute, Allentown, PA

Adjunct Faculty:

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Nursing Instructor
BSN Duquesne University, Pittsburg, PA
MSN University of Arizona, Tucson, AZ

Sally Hull
Nursing Instructor
Nurse Aide Instructor
ADN Regents College, Albany, NY
BSN Excelsior College, Albany, NY
MSN University of Phoenix, Phoenix, AZ

Darney Kezengwa
Nursing Instructor

Nurse Aide Instructor
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BSN East Stroudsburg University, Stroudsburg, PA

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BS University of Francis, Joliet, IL

Leah Walia
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Ghiath (Gus)Mrich
Nursing Instructor
BSN Cedar Crest College, Allentown, PA

Lauren Bozilesky
Nursing Instructor
BSN Cedar Crest College, Allentown, PA

Gretchen VanVelsor
Nursing Instructor
BSN DeSales University, Allentown, PA

SCHOOL CALENDAR:

The Falcon Institute of Health and Science will conduct Nurse Aide Training Program at least two times and Practical Nurse Education Program two times per year. Falcon Institute of Health and Science observes holidays on the following days:

New Year's Day

Martin Luther King's Birthday

Memorial Day

July 4

Labor Day

Thanksgiving

Christmas Day

If classes must be cancelled due to inclement weather or other emergencies, cancellation will be announced on 69 news channel. Any time missed for emergency cancellations must be made up as scheduled with the instructor.

Academic Calendar – Practical Nurse Education Program

August 2018 to August 2019

August 20, 2018 – Orientation

August 22, 2018 – First Semester Start Date

November 22, 2018 – Thanksgiving/Holiday

November 23, 2018 – Thanksgiving/Holiday

December 18, 2018 – ATI Proctored

December 21, 2018 – Last Day First Semester

December 25, 2018 – Christmas/Holiday

January 1, 2019 – New Years Day/Holiday

January 3, 2019 – Second Semester Start Date

January 21, 2019 – Martin Luther King Day/Holiday

January 22, 2019 – First Day Adult Health Nursing 1

January 22, 2019 - Adult Health Nursing 1 Clinical Orientation

February 18, 2019 – President's Day/Holiday

April 24, 2019 – Third Semester Start Date

May 27, 2019 – Memorial Day/Holiday

June 18, 2019 – Med/Surg Proctored

August 14, 2019 – ATI Comprehensive Review

August 20, 2019 – ATI Comprehensive Proctored

August 19, 2019 – Career Day

August 22, 2019 – ATI Comprehensive Retake 1

August 23, 2019 – ATI Comprehensive Retake 2

August 23, 2019 – Last Day of Class

All dates are subject to change at the discretion of the school.

Academic Calendar Practical Nurse Education Program

January 2018 to January 2019

January 10, 2018 – Orientation

January 16, 2018 – First Semester Start Date

February 19, 2018 – President's Day/Holiday

May 21, 2018 – Second Semester Start Date

May 28, 2018 – Memorial Day/Holiday

July 4, 2018 – Independence Day/Holiday

August 21, 2018 – Third Semester Start Date

September 3, 2018 – Labor Day/Holiday

November 22, 2018 – Thanksgiving/Holiday

November 23, 2018 – Thanksgiving/Holiday

December 17, 2018 – ATI Review

December 17, 2018 – Career Day

December 18, 2018 – ATI Comprehensive Proctored

December 19, 2018 – ATI Comprehensive Review

December 20, 2018 – ATI Retake 1

December 21, 2018 – ATI Retake 2

December 21, 2018 – Last Day of Class

All dates are subject to change at the discretion of the school.