Introduction
The college’s Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact the College’s Financial Aid Department.

Kristy Hill  Associate Corporate Director of Financial Aid  801-816-8609
Alanna Garton  Financial Aid Consultant (FAC)  801-816-8617
Cynthie Keeno  Financial Aid Consultant (FAC)  801-816-5826
David Shober  Financial Aid Consultant (FAC)  801-816-8656
Amber Chatfield  Financial Aid Processor (FAP)  801-816-8624

What will my expenses be?
Refer to the College’s Student Catalog Addendum, available from your Admissions Consultant, for AmeriTech College tuition costs.

How do I apply for Aid?
Complete your FAFSA by visiting the US Department of Education website. The federal school code for AmeriTech College is 016027. Spouse or Parent information may be required as determined by your student eligibility. The FAFSA will be used by AmeriTech College to determine what types of aid you may be eligible to receive. Once submitted, AmeriTech College will receive a copy of your Student Aid Report.

Financial Aid
A variety of financial aid loans, grants, and scholarships are available for qualified applicants. Please see the College catalog for additional information regarding the material contained in this resource guide.

Student Eligibility Requirements
Financial aid eligibility is awarded according to federal guidelines. Students who are not able to meet the cost of their education may apply for financial aid if they have been accepted for admission or are presently enrolled. Funds are awarded according to need, making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. Need is defined as the difference between the student’s cost of education and the amount that the student and student’s family, if applicable, can afford to pay (known as the Expected Family Contribution).

FINANCIAL AID PROGRAMS
The College participates in the following financial aid programs:
  Federal Pell Grant Program
  Federal Academic Competitiveness Grant
  Federal Subsidized Stafford Loan
  Federal Unsubsidized Stafford Loan
  Federal PLUS Loan
  Career Loans
  Scholarships
**Federal Pell Grant Program**
The Federal Pell Grant program is designed to guarantee low and middle-income students, who are eligible for aid, financial access to the college of their choice. For eligible students, Federal Pell Grants are intended to be the “floor” or the base upon which eligibility for all other aid is determined. To be eligible, an applicant must be a citizen or a permanent resident and be an undergraduate student.

All financial aid applicants are required to apply for this program.

**Federal Academic Competitiveness Grant**
Under the ACG provisions, Pell-eligible students graduating from high school may receive additional funding if they: (1) have United States Citizenship; (2) are enrolling for the first time in a degree-granting institution; (3) enroll as a full-time student; and (4) complete a rigorous secondary school program of study. Utah students will be deemed to have completed a rigorous secondary school program of study under one or more of the following options:

- Completion of the State Scholars Initiative (SSI) curriculum (4 years of English; 4 years of Math, including Algebra II and a senior year course beyond Algebra II; 3.5 years of Social Studies; 3 years of lab science, including Biology, Chemistry, and Physics; and 2 years of the same Foreign Language).
- Completion of a curriculum “similar to” the SSI curriculum (4 years of English; 3 years of Math, including Algebra I and a higher level course such as Algebra II, Geometry, or Data Analysis/Statistics; 3 years of science, including at least two courses from Biology, Chemistry or Physics; 3 years of Social Science; and 1 year of Foreign Language).
- Completion of at least two (2) Advanced Placement (AP) or International Baccalaureate (IB) courses, with minimum passing scores on the course exams (3 for AP, 4 for IB)
- Completion of at least 6 credits of concurrent enrollment (college level courses) in core academic areas (English, Math, Science, Social Studies, or Foreign Language) with no course grade lower than a B.

Pell-eligible students who qualified for an ACG their freshman year will be eligible to receive an increased award for their second academic year of study if they maintain a cumulative 3.0 GPA for the first academic year.

**FEDERAL DIRECT LOANS**

**Federal Subsidized Stafford Loans**
The student secures a Federal Stafford Loan from a bank, savings and loan association, or other lending institution. Effective July 1, 2014, the loan carries a fixed interest rate, with an 8.25% cap. Repayment begins six months from the date the student leaves college or falls below half-time status (< 6 credits). The loan may be repaid in payments of not less than $50 per month through the repayment period. To apply, complete a loan application, which can be obtained from the lender or Financial Services. Federal Unsubsidized Stafford Loans Effective October 1, 1992, students who are not eligible for a Federal Subsidized Stafford Loan due to their income, or who are independent students, may now borrow a Federal Unsubsidized Stafford Loan. Unlike the Federal Subsidized Stafford Loan, the federal government will not pay the interest on the loan while the student is in college. However, the Federal Unsubsidized Stafford Loan will carry the same deferments and interest rate as the Federal Subsidized Stafford Loan. The interest may be paid monthly, quarterly, or may accrue and capitalize.

**Federal Parent Loans for Undergraduate Students**
The parent of dependant students may borrow a credit-based Federal PLUS loan. The annual limit of the loan is determined by the student’s cost of attendance budget. The Federal PLUS Loan carries a fixed interest rate, with a 9.0% cap. There is no aggregate limit for this loan and payments are to be made while the student is in college.
STUDENT REQUIREMENTS
Repayment of Non-Institutional Costs
Students who leave college, officially or unofficially, may be required to repay all or part of the financial aid disbursed for non-institutional costs such as books, supplies, transportation, child care expenses, or room and board. If the last date of attendance cannot be determined, the student is responsible to repay the entire amount of the money disbursed for indirect expenses.

Student Progress
A student who repeats courses or withdraws frequently and is not making satisfactory progress toward graduation is subject to loss of eligibility for financial aid. Additional charges will be added for those courses that are repeated by the student. Students on academic probation are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event that the student’s appeal results in re-admittance.

Financial Aid Probation
Upon review, a student not maintaining the minimum GPA or not successfully completing the minimum percentage of credit hours will be placed on financial aid probation for the next increment or assessment period. A student on probation may continue to receive Title IV funding. If the minimum GPA or percentage of cumulative credit hours is not successfully completed at the end of the probationary increment, the student is not eligible to receive Title IV funding or state funding for a minimum of one grading period.

REFUND POLICY
Return of Title IV Funds Policy
When a student withdraws or is dismissed from the College, the college and/or the student may be required to return some of the federal funds disbursed. Students who intend to withdraw should visit the Registrar’s Office and complete the appropriate paperwork. The Federal Return of Title IV Funds formula dictates the amount of Federal Title IV Aid that must be returned to the federal government or the lending institution by the college and/or the student. The federal formula is applicable when that student withdraws on or before the 60% point in time in the term. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment that was completed as of the withdrawal date. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned). 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. The percentage of the payment period or period of enrollment completed is calculated by dividing the total number of calendar days completed in the period as of the withdrawal date.
NOTE: A student who withdraws prior to completion of 60% of the charging period may be required to repay some of the funds released to the student from a credit balance on the account.

Refund Repayment Distribution Policy
The following refund distribution order is to be used for all students due a refund:
1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Academic Competitiveness Grant
6. Other Sources of Aid
7. Institution Aid
8. Student

**Institutional Refund Policy**

When a student withdraws or is dismissed, the College shall refund unearned tuition and fees for each charging period on a pro-rata basis. The calculation is based on a weekly, pro-rata charge during the first 60% of the standard term. In all instances, the refund is based on and computed from the last day of attendance and is not a condition of official or unofficial withdrawal notification. For this purpose, the last week of attendance shall be deemed to be the week in which the last date of attendance occurs, regardless of whether the withdrawal is official or unofficial, and regardless of any notice of withdrawal. Please see the College Catalog or the Financial Aid Department for more information regarding refund policies, scholarships, loans, or other standard operating procedures.

**Career Loans**

Students may choose to apply for a credit-based private loan if additional financing options are necessary. AmeriTech College will always provide you with the most available funding from federal sources prior to considering a career loan application. Students are not required to use any of these lenders and may seek another lender of their choice. The college does not maintain a preferred lender.

**Veterans Administration Benefits**

Students who may be eligible for education benefits should contact the Financial Aid Department. The State Approving Agency has approved the education of veterans and other eligible persons at AmeriTech College in accordance with Title 38, U.S. Code, Section 3675 for accredited programs.

**Tuition Reimbursement**

Many companies provide scholarship aid for employees, spouses, and children of employees. Students are encouraged to inquire whether education benefits may be available at their place of employment. Students who receive tuition reimbursement or other outside assistance must report the type of aid and amounts to the Financial Aid Department.

**Outside Scholarships**

The College encourages students to make every effort to apply for outside scholarships. Many of these awards are based on special skills, good grades, or particular fields of study. Be aware that most information is available free of charge and you should not utilize scholarship searches that charge you for a scholarship search.
Financial Aid Tools

Feel free to visit these other sites for additional information regarding your education plans. These applications will launch in a new browser. You may return to this page at any time.

- UHEAA Online Calculators

How is my Financial Aid Award Determined?
Applicants are offered financial aid award packages composed of grants and loans. The College determines which programs to include in your package, based on your NEED and the availability of funds.

What are my rights as a financial aid recipient?
The offer and acceptance of financial aid is a contract between the College and the student. The contract is based on certain conditions and expectations that you should understand clearly before you can apply for or accept financial assistance. For information on the terms and conditions under which students receiving education loan deferments, forbearances and study abroad see the Student Guide on-line located at http://studentaid.ed.gov/students/publications/student_guide/index.html

How and when will Financial Aid be disbursed?
Your financial aid award may be applied for tuition and books/supplies through electronic disbursements. These electronic disbursements are made out to the college and credited to your account every 15 weeks of eligibility.

Exit Counseling
Prior to graduating or leaving college, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower, and help you with repayment information and options.

Verification
Students who have ISIRs that are selected for verification must provide additional documentation to the AmeriTech Financial Aid Office in order to ensure no conflicting information is present on the ISIR.
Because the effectiveness of the federal student financial aid program depends on the accuracy of the data students report, colleges must verify information provided by students.

Procedure
If a student’s ISIR is selected for verification, it will be indicated by an asterisk (*) following the EFC, additional documentation must be collected in order to verify the student's information.

Verification items include but are not limited to:

Federal Tax Returns for required year or years;
W2 forms;
Verification Worksheet;
Social Security Cards;
Birth certificates;
Divorce decrees;
Lease agreements;
Letters and/or affidavits

The student must provide all requested documentation within two weeks of notification. Failure to comply with this requirement may lead to:

Cancellation of the student’s financial aid package, thereby, making him/her responsible for paying the total program charges in cash; or cancellation of the student’s enrollment at AmeriTech.

In the event of a cancellation, AmeriTech’s refund policy will apply.

If an error is detected because of verification, a member of AmeriTech’s financial aid staff will notify the student. The financial aid department will make any corrections that are needed to the student’s ISIR.

If there is a change in the student’s scheduled Pell Grant or loan eligibility, the student will be notified either by phone, in person, or by mail of the change. The student will be required to sign a revised award letter and agree to the changes in his or her award. The FAC will contact the student either by phone, in person, or by mail to obtain the signature.

In cases where professional judgment is utilized, AmeriTech may require submission of additional documents to ensure that the professional judgment is justified.

In the event that the student and/or his parents attempts fraud, AmeriTech will contact the Department of Education’s Regional Inspector General for investigation, after which AmeriTech will follow procedures prescribed by that office.

If you have performed a dependency override or professional judgment, any back-up documentation will need to be present in the file.

**Information about the Ameritech’s academic programs and student attainment:**

Please refer to the college catalog/catalog addendum for the following information. The catalog can be viewed on-line at [http://ameritech.edu/](http://ameritech.edu/).

- Accreditation
- Associations
- Licenses
- Facilities and services for disabled students
- Programs offered
- List of faculty and staff
- College’s transfer of credit policy
• Policies regarding vaccinations
• Policies and sanctions related to copyright infringements
• The Family Educational Rights and Privacy Act (FERPA)

**Drug and Alcohol Prevention Program**

Institutions of Higher Education (IHE) Drug Prevention Program

The IHE drug prevention program must, at a minimum, including the following:

**THE ANNUAL DISTRIBUTION IN WRITING** to each employee and to each student:

1. **STANDARDS OF CONDUCT** that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
2. A description of the applicable legal sanctions under local, state or federal laws for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
5. A clear statement that the IHE will impose disciplinary sanctions on student and employees (consistent with local, state, or federal law) and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

The IHE will be required to conduct a biennial review of its program to
1. Determine the effectiveness of and implement changes to the program as needed.
2. Ensure that the disciplinary sanctions described in paragraph (a)(5) of this section are consistently enforced.

**ANNUAL AUDITS ARE CONDUCTED ON A REPRESENTATIVE SAMPLE OF THE IHE DRUG PREVENTION PROGRAMS.**

The secretary will make the IHE that does not comply with this new Drug Prevention Law ineligible to receive further Title IV Student Financial Assistance.

**AMERITech COLLEGE DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

1. The faculty, staff and students and AmeriTech College, which by law is an Institution of Higher Education (IHE), are subject to 86.100 of the Federal Register 34 CFR Part 86, published August 16, 1990 under the heading DRUG-FREE SCHOOLS AND CAMPUSES. This particular paragraph describes the drug prevention program that must be implemented by each IHE in the United States by October 1, 1990.

**STANDARDS OF CONDUCT**

Faculty, staff and students are hereby informed that the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students at AmeriTech College is strictly prohibited. For persons found in violation or suspected violation of this policy or any legal sanctions regarding drug and alcohol use, possession, manufacture or distribution, disciplinary sanctions will be employed up to and including termination or expulsion. AmeriTech College is required to report any infractions to the necessary authorities and such
cases will be referred for prosecution and handled according to the laws and regulations outlined by the Utah State Code and/or the Federal Bureau of Investigation.

**DRUG PREVENTION PROGRAM**

2. The Controlled Substances Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 lists a schedule of controlled substances. The following is an explanation of these schedules and the level of regulation associated with each.

Schedule I
(A) The drug or other substance has a high potential for abuse.
(B) The drug or other substance has no currently accepted medical use in treatment in the United States.
(C) There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II
(A) The drug or other substance has a high potential for abuse.
(B) The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
(C) Abuse of the drug or other substances may lead to severe psychological or physical dependence.

Schedule III
(A) The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
(B) The drug or other substance has a currently accepted medical use in treatment in the United States.
(C) Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

Schedule IV
(A) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III.
(B) The drug or other substance has a currently accepted medical use in treatment in the United States.
(C) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.

Schedule V
(A) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV.
(B) The drug or other substance has a currently accepted medical use in treatment in the United States.
(C) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

Schedule I drugs and substances are used for research only. They are supplied only by a limited number of firms to properly registered and qualified researchers. The Drug Enforcement Agency (DEA) limits the quantity of Schedule I and II controlled substances that may be produced in the United States in any given calendar year.

A practitioner may dispense some controlled substances by direct administration, by prescription, or by controlled substances from office supplies. Careful records must be kept by practitioners of all dispensing of controlled substances from office supplies and of certain administration. In some states practitioners are required to use multiple copy prescriptions of Schedule II and other specified controlled substances.

Whether a drug is to be labeled a controlled substance for which a prescription is required is determined by the Federal Drug Administration (FDA).
Schedule II prescriptions must be written and signed by a practitioner. They may not be telephoned into the pharmacy except in an emergency. A Schedule II prescription may not be refilled. The patient must see the physician again in order to obtain additional doses of that prescription.

Schedule III and IV drugs may be ordered by written or oral (i.e. by telephone to the pharmacy) prescription. Also, the patient may, if so authorized by the doctor, have the prescription refilled on his own up to five times at anytime within six months from the date of the initial dispensing.

Schedule V drugs include some prescription drugs and many over-the-counter narcotic preparations, including antistressives and anti-diarrheals. There are, however, some restrictions. The patient must be 18 years of age, must offer some form of identification, and have his/her name entered into a specified log that his maintained by the pharmacist as part of a record for the dispensing of these drugs.

In addition to the CSA, the State of Utah enforces the drug schedule and the penalties associated with the violation of the regulations set by the CSA and other legislative bodies regarding the illegal production, use, manufacturing, dispensing or possession of the drugs identified in the schedule.

**Penalties**
The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances.

The United States Code prohibits the following acts and enforces the corresponding penalties: *Manufacture or Distribute.* The illegal manufacture or distribution of a controlled substance or a counterfeit controlled substance, or the possession of a controlled substance with the intent to do any of the foregoing carries a penalty, upon conviction, ranging from not less than ten years to life imprisonment and/or a fine of up to $4,000,000, depending upon the quantity of substance involved; whether death or injury results, and whether the offender has prior convictions for drug use. 21 U.S.C. Section 844(a).

*Simple Possession.* It is illegal for any person to knowingly or intentionally possess an un-prescribed controlled substance. Violations are punishable by imprisonment of up to one year and a fine of not more than $1000 or both. 21 U.S.C. Section 844.

*Drug paraphernalia.* It is unlawful for any person to sell or offer to sell any drug paraphernalia, or to use the mails or any other facility of interstate commerce to transport drug paraphernalia. The violation of this law carries a penalty of up to three years in prison and/or a fine. Any drug paraphernalia involved is subject to seizure and forfeiture. 21 U.S.C. Section 863.

If a violator has a history of prior drug related offenses, the punishment imposed can be substantially enhanced.

**Civil penalties up to $10,000 per violation** may be assessed against any individual who knowingly possesses a controlled substance as listed in Section 401 (b) (1) (A) of the Controlled Substances Act, where the amount in possession is determined to be a personal use amount. 21 U.S.C. Section 844a. Where a person at least 18 years of age distributes a controlled substance to any person under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college, junior college or university, or within 100 feet of a playground, youth center, public swimming pool or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided. 21 U.S.C. Sections 859, 860.

Any person who attempts to commit any drug offense shall be subject to the same penalties as those prescribed for the offense. 21 U.S.C. Section 846.

Any person convicted of a drug offense under these federal laws shall forfeit to the government any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation. Section 853. Even if there is no criminal charge or conviction, a person's property is subject to civil forfeiture if the property is used to
Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances **may be ineligible for any and all federal benefits for a minimum of five years for the first conviction; ten years upon a second conviction; and permanently ineligible for a third or subsequent conviction.** 21 U.S.C. Section 862. “Federal benefit” includes any grant, contract, or loan provided by an agency of the U.S. or by appropriated funds of the U.S. 21 U.S.C. 862.

There are three authorities that enforce the law, the municipal (i.e. city or county), state and federal courts. In the state of Utah the Utah Code provides the basis for penalties imposed by the city and county courts. Trafficking, manufacturing, and distribution cases involving multiple states are investigated by the FBI and tried in Federal courts.

In the state of Utah, controlled substances are regulated by the Utah Controlled Substances Act. 58-37-8(1). Except as authorized, it is unlawful for any person to knowingly and intentionally:

(i) produce, manufacture, or dispense, or to possess with intent to produce, manufacture, or dispense, a controlled or counterfeit substance;
(ii) distribute a controlled or counterfeit substance, or to agree, consent, offer, or arrange to distribute a controlled or counterfeit substance;
(iii) possess a controlled or counterfeit substance with intent to distribute or
(iv) engage in a continuing criminal enterprise where controlled or counterfeit substances are involved.

Any person convicted of one of the above crimes is guilty of a felony in the first, second or third degree depending upon the Schedule the drug in question is categorized by and the quantity of the drug in questions. For more specific information regarding the penalties see the Utah Code 58-37.

This list is NOT all inclusive. Additional local, state and federal sanctions and penalties apply.

**ALCOHOL ABUSE PREVENTION**

The consumption of alcohol while on AmeriTech College campuses or while representing AmeriTech College off-campus is strictly prohibited. Any person found in violation or suspected violation of this policy is subject to disciplinary action up to and including termination or expulsion. All federal, state and local laws will be strictly adhered to by AmeriTech College administration and any violation of such laws will be reported to the appropriate authorities and will be recommended for prosecution.

In the state of Utah, the Alcoholic Beverage Control Act regulates alcohol use. 41-6a-502. A person may not operate or be in actual physical control of a vehicle within the state if the person has a blood or breath alcohol concentration of .08 grams or higher or who is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle.

76-5-207. (a) Criminal homicide is automobile homicide, a third degree felony, if the person operates a motor vehicle in a negligent manner causing the death of another and:

(i) has sufficient alcohol in his body that a subsequent chemical test shows that the person has a blood or breath alcohol concentration of .08 grams or greater at the time of the test;
(ii) is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle; or
(iii) has a blood or breath alcohol concentration of .08 grams or greater at the time of operation.

(b) A conviction for a violation of this Subsection (2) is a second degree felony if it is subsequent to a conviction as defined in Subsection 41-6a-501.

(3) (a) Criminal homicide is automobile homicide, a second degree felony, if the person operates a motor vehicle in a criminally negligent manner causing the death of another and:
(i) has sufficient alcohol in his body that a subsequent chemical test shows that the person has a blood or breath alcohol concentration of .08 grams or greater at the time of the test;
(ii) is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle; or
(iii) has a blood or breath alcohol concentration of .08 grams or greater at the time of operation.

32A-12-216. A person may not permit any other person to become intoxicated or any intoxicated person to consume any alcoholic beverage in:
   (a) any premises of which the person is the owner, tenant, or occupant.

32A-12-220. (1) A person may not consume liquor in a public building, park, or stadium, except as provided by this title.
   (2) A violation of this section is a class C misdemeanor.

DESCRIPTION OF HEALTH RISKS

Below is information regarding the health risks generally associated with drug and alcohol use and abuse. This is meant to provide an overview only, any questions regarding this information should be directed to a public health professional.

The following information can be located at www.health.org/pubs/catalog and www.nida.nih.gov.

Alcohol- Liquid distilled product of fermented fruits, grains and vegetables. Alcohol is a depressant that decreases responses of the central nervous system. Alcohol is often used to enhance the effect of other drugs. As little as two beers/drinks can impair coordination and thinking. Alcohol continues to be the most frequently abused substance among young adults. Excessive drinking can cause liver damage and psychotic behavior.

Marijuana- Green or gray mixture of dried, shredded flowers and leaves of the hemp plant (cannabis sativa). The main active chemical in marijuana is THC (delta-9-tetrahydrocannabinol). Most commonly used illegal drug in the United States. Marijuana may impair short-term memory, shorten attention span and delay reflexes. During pregnancy, marijuana may cause birth defects. Marijuana may cause a fast heart rate, pulse and lead to breathing problems. Long-term users may develop psychological dependence and require more of the drug to achieve the same effect.

Ecstasy- A synthetic, mind-altering drug that can produce both stimulant and psychedelic effects. This drug is considered a “club drug” meaning it is a drug generally used by young adults at raves or nightclubs. Ecstasy may cause a release of emotions the person may be unprepared to deal with. Physical symptoms may include muscle tension, teeth clenching, nausea, chills or sweating. Ecstasy increases heart rate and blood pressure. Use may cause long-term damage to parts of the brain critical to thought and memory.

Cocaine- A strong central nervous system stimulant that interferes with the reabsorption process of dopamine, a chemical messenger associated with please and movement. Cocaine is extracted from the leaves of the coca plant. Cocaine use may cause severe “mood swings” and irritability. A cocaine high lasts only five to twenty minutes. More and more cocaine is needed each time a person seeks a high. A crash follows the high and includes symptoms of depressions, dullness, irritability and paranoia. One use can cause death.
Crack - The street name given to cocaine that has been processed from cocaine hydrochloride to a free base for smoking. Crack is almost instantly addictive. Repeated use may cause insomnia, hallucinations, seizures and paranoia. There are more hospitalizations per year resulting from crack and cocaine use than any other illicit substance. One use can cause a fatal heart attack.

Methamphetamine - A synthetic, addictive stimulant drug that speeds up the central nervous system. Methamphetamine is referred to as “speed” when it is swallowed or sniffed; “crank” when it is injected and “ice” when it is smoked. All forms of methamphetamine are extremely dangerous with a high potential for abuse and dependence. Methamphetamine can cause convulsions, heart irregularities, high blood pressure, tremors and severe fatigue. An overdose can cause coma and death. Prolonged abuse can resemble schizophrenia and characterized by paranoia, hallucinations and formication (delusions of parasites or insects on the skin). Meth-induced paranoia can result in homicidal or suicidal thoughts. Meth users develop a tolerance quickly, needing more and more to get high. Athletes and students sometimes begin using methamphetamines because of the initial heightened physical and mental performance the drug produces. Meth enables people to work around the clock, often for days. Binge users have gone 3-15 days without sleep.

Heroin - A drug processed from morphine that usually appears as a white or brown powder. Street names for heroin include "smack," "H," "skag," and "junk." Other names may refer to types of heroin produced in a specific geographical area, such as "Mexican black tar." Heroin is a highly addictive drug and its use is a serious problem in America. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, cellulitis, and liver disease. With regular heroin use tolerance develops. This means the abuser must use more heroin to achieve the same intensity or effect. Heroin abuse is associated with serious health conditions, including fatal overdose, spontaneous abortion, collapsed veins and infectious diseases, including HIV/AIDS and hepatitis.

RESOURCES
Institute of Change
958 East 11190 South
Sandy, UT 84094 (801) 487-0487

Turning Point Centers
616 East 11000 South
Sandy, UT 84070 (801) 576-0745

A D Psychotherapy and Clinical Counseling
8465 South 700 East Street
Sandy, UT 84070 (801) 233-8577
Alcoholics Anonymous
Hotline: 801-484-7871
www.saltlakeaa.org

A list of meeting locations and schedules are available at the website and via the hotline.

Narcotics Anonymous
Hotline: 801-296-4044
www.na.org

A list of meeting locations and schedules are available at the website and via the hotline. The NA recommends calling as meeting times and places may change unexpectedly.
CAMPUS SECURITY POLICIES/PROCEDURES

AmeriTech College policies and procedures regarding campus security and crime prevention:

I. DEFINITIONS

Provo Main Campus Location:
1675 North Freedom Blvd., Building 5 Provo, UT 84604

Draper Non-Main Campus Location:
12257 Business Park Dr Suite's 108, 109, and 250, Draper, Utah 84020

“On-campus” includes any building or property owned or controlled by AmeriTech College within the same contiguous area and used by the college in direct support of or related to its educational purposes.

“Off-campus” - no such facility exists.

“Student” is an individual who is currently enrolled in a program at AmeriTech College.

“Employee” is an individual who is currently employed by AmeriTech College.

II. POLICY STATEMENT

AmeriTech College is committed to providing a learning environment that ensures the safety and encourages the personal health and productivity of its students and employees. AmeriTech College recognizes crimes against any student or employee (i.e., murder, sex offenses, and robbery, aggravated assault, burglary, and motor vehicle theft), substance abuse and weapons possession at college to be a threat to the safety, health, and job performance of all students and employees. It is, therefore, the policy of AmeriTech College that the following activities are strictly prohibited during college hours, on college property, at college-sponsored activities, and when performing college business, regardless of the time or location.

Any activity involving an illegal substance, including use (defined as the presence of an illegal substance in a person’s system, per NIDA standards), possession, manufacture, or distribution (purchasing, giving away, or otherwise dispensing) on college property, on an externship, or on the job, will have a direct bearing on a student’s or an employee’s standing within the organization. Any conviction by a law enforcement agency for illegal drug activity is cause for dismissal from the college.

The abuse of a legal substance including alcohol, prescription, and over-the-counter drugs includes the following:

the use, possession, distribution, or being under the influence of alcohol or drugs that are legally obtainable, but have not been obtained legally; and use of a drug in a manner, or for a purpose other than that for which it was intended or prescribed.

Use of a prescription drug that has been prescribed by a student’s or an employee’s physician is permissible during work hours, but may require certification by the physician as to the ability of the student or the employee to perform his/her job in a safe manner. The student should notify his/her instructor and the employee should notify his/her supervisory if use of a properly prescribed drug will affect college or work performance. If a student or an employee is found to be under the influence of any substance mentioned above (except prescription drugs) on campus, the Campus Security Officer will notify local enforcement officials.
III. VIOLATIONS
Any student or employee who violates this policy is subject to disciplinary action, which may include termination from college or employment.

PROCEDURES FOR REPORTING A CRIME

A student or employee, who is a victim or witness to any crime, will immediately report the crime to the Campus Security Officer or other college administrator as necessary. The Campus Security Officer and/or college administrator will follow the AmeriTech College Incident Report procedures, as listed below.

There is a formal policy and procedure for reporting any incident that occurs on the AmeriTech College campus. The incident is reported on a written form, see attached, that is completed by the person(s) reporting the incident as well as the witness(es) of the incident. The completed Incident Report Form is kept in a file maintained by the Office Manager of the campus.

PROCEDURE:

The AmeriTech College employee who is informed, witnesses, or is a participant in an incident on campus, will complete the attached Incident Report Form. The completed form is given to a campus administrator for any required follow-up. The form is filed in the Incident Report File maintained by the campus office manager.

AmeriTech College
Incident Report Form

(Please print legibly or type)

Date of Incident: ___________________ Report Date: ______________

Name(s) of Person(s) Reporting Incident:

NName:

AAddress:

PPhone:

Witness (es):

NName:

AAddress:

PPhone:

Location of Incident: (room#/building): ________________________ Campus: _______

Time: ___________ a.m./p.m. Police contacted? Yes No

If yes, please provide case #: ______________________

Name of Officer(s): __________________________________________

Medical treatment required? If yes, please provide the following information:
Details of Incident: (Please print legibly in black ink or type and be as specific as possible stating the facts. There is more space available on the back of this form or you may submit additional pages)

AmeriTech College students and employees must fully cooperate with local government enforcement officials in the reporting and gathering of information in reported crimes.

Provo Police Department (801) 852 6210
Utah County Dispatch (801) 375 3601
Draper City Police Department (801) 840 4000

IV. CAMPUS SECURITY PERSONNEL

Designated Campus Security Officers are as follows:

Darryl Butz, campus Executive Director, Provo Campus, is located in the main office in building 5 on the Provo Main Campus.
Ryan Sagers, campus Executive Director, Draper Campus, is located in Suite 108, Draper Non-Main Campus.

Alternative Contact: Provo Campus, Leslie Ekker, Dean of Academic Affairs, located in the main office.
Alternative Contact: Draper Campus, Linda Petersen, Vice President of Student Services, located in the main office, Suite 108.

All incidents that occur after regular business hours will be reported to the Campus Security Officer.

V. CRIME PREVENTION PROGRAM

Students receive a copy of the AmeriTech College Drug and Alcohol Prevention Program at orientation. The same information is given to new employees.

The following information pamphlets are available from the Provo Police Department and the Draper City Police Department: “Got a Minute? A Safe Campus Starts with You”; “Vehicle Theft is a Big Problem”; “Aid to Victims of Spouse Abuse”; “Battering and Rape/ Sexual Assault”; and “Learn the Facts About Rape and Prevent a Tragedy”.

Local Facilities and Hotlines:
Utah County Division of Substance Abuse, (801) 370 8429; Utah State Division of Substance Abuse and Mental Health (801)538 3939; Salt Lake Country Division of Substance Abuse, (801) 468 2009.
The Center for Women and Children in Crisis, Provo, UT (801)377-5500.
Rape Recovery Center, Salt Lake City, UT (801)467-7282. 24-Hour Hotline: (801)467 7273.
Family Support and Treatment Center, Orem, UT (801) 229 1181.
Division of Child and Family Services, Draper, UT (801) 281 5151.
Intermountain Specialized Abuse Center, Provo, UT (801) 373 0210.
Wasatch Mental Health Center, Provo, UT (801) 373 4760.
Valley Mental Health, Salt Lake City, UT (801) 263 7100.

AmeriTech College has established the following safety rules for all students and employees:
Only students and employees are allowed in the lunchroom or break areas.
All windows are to be locked and blinds are to be closed in all classrooms after sundown.
When classrooms are unoccupied, the lights are to be turned off and the doors locked.
Anyone waiting for students (for rides, emergencies, etc.) will wait in the designated waiting area only. Only students and employees are allowed in the classroom and lab areas.

Policy on Alcoholic Beverages
AmeriTech College supports the Utah State Department of Alcohol and Beverage Control rules and regulations that govern the possession, sale or the provision of alcoholic beverages on the AmeriTech College campus. The AmeriTech College campus has been designed as both a drug-free and alcohol-free area. Please refer to the AmeriTech College Drug and Alcohol Prevention Program policy.

Sexual Assault Prevention and Response
AmeriTech College regularly offers sexual assault education and information programs to students and employees upon request. Additional information is available through the local government enforcement agencies.

For a victim of a sexual assault, the first step is to get to a place of safety. Next, obtain medical treatment. It is vital that a report is made in a timely manner. Time is a critical factor for evidence collection and preservation. A report should be made directly to the Campus Security Officer. See Section III, Procedures for Filing an Incident Report. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

AmeriTech College will provide support and guidance in cases of sexual assault. There are also counseling and support services outside of the AmeriTech College system.

VI. TIMELY WARNING
In the event that a situation arises on campus, that, in the judgment of the Campus Security Officer constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The timely warning must be related to a crime that is reportable under the Clery Act, or that represents a threat to the campus community, i.e. arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, and sex offenses. Timely warnings may also be issued for other crimes as deemed appropriate.

The decision to issue a timely warning shall be decided on a case by case basis and in an effort to prevent similar crimes from occurring. When a determination has been made that a timely warning should be issued, the Campus Security Officer will inform the campus community by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty and staff include email, voicemail, telephone paging, the website, and written bulletins. Such warnings may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Anyone with information warranting a timely warning should report the circumstances to the office of the Campus Security Officer, by phone or in person.

VII. EMERGENCY RESPONSE AND EVACUATION PROCEDURES
In the event a situation arises on campus that, in the judgment of the Campus Security Officer constitutes a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees, the campus community will be notified immediately. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and will initiate the institution’s notification system, unless the notification will, in the professional judgment of the Campus Security Officer and other members of the campus management...
team, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The decision to notify the campus community of an emergency shall be decided on a case by case basis. After an assessment of the situation, the Campus Security Officer will confirm that there is a significant emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. In the event the emergency poses a health risk to the campus community, the Campus Security Officer will confer with the Director of the Nursing Program (Draper Campus), or the Director of the Medical Assistant Program (Provo Campus) to determine if there is a significant health emergency and will determine who to notify, determine the content of the notification, and initiate the notification system.

When a determination has been made that an emergency notification should be issued, the Campus Security Officer will inform the campus community by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty and staff include email, voicemail, telephone paging, the College website, and written bulletins. Such notifications may include, but are not limited to, the following information: type of emergency, date, time and location of the emergency, and extent of damage and/or risk associated with the emergency.

The institution shall conduct a test of its emergency response and evacuation procedures on an annual basis. Students, faculty, and staff will be notified of the annual test, together with the procedures to follow when responding to the emergency evacuation, by email and announcements given in classes and in staff and faculty meetings.

The College shall maintain documentation of annual emergency response and evacuation tests, which includes a description of the exercise, date and time of the exercise and whether it was announced or unannounced.

VIII. HARASSMENT AND SEXUAL MISCONDUCT POLICY

One of the goals of AmeriTech College is to ensure that all students, faculty, staff and guests can work, study, and enjoy the society of the college community without being subjected to harassment or sexual misconduct.

Harassment is a type of discrimination prohibited by college policy and by federal laws such as Title VII and Title IX. The college affirms every individual's right to freedom of expression, and fosters the culture of tolerance and civility necessary to fulfill its educational goals.

AmeriTech College is a community that values freedom of speech and expression. As conveyed by the U.S. Constitution, these rights have limitations. Limitations on free speech include: 1) endangering or threatening someone, 2) inciting violence, using speech directed at an individual or group that directly provoke violence, 3) defamation, 4) obscenity, and 5) discrimination that limits someone's educational or employment access and/or opportunities. AmeriTech College does not consider visual and/or aural demonstrations, depictions, or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

AmeriTech College believes in a zero tolerance policy for sexual misconduct. When a person is found to have violated this policy, serious sanctions will be imposed. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The AmeriTech College Harassment Policy, see the College Catalog, has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

DEFINITIONS:
Harassment is verbal or physical conduct based on a person's race, color, religion, creed, ethnicity,
gender or gender identity, age, sexual and affectional orientation/associations, or mental/physical disabilities that is sufficiently severe, pervasive/persistent or patently offensive that it has the purpose or effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the alleged victim's) and an objective (any reasonable person's) viewpoint.

**Sexual Harassment** is gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. Quid pro quo sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or when submission is made a condition of educational or employment advancement.

**Zero tolerance** extends to those who retaliate for complaints of harassment. AmeriTech College views retaliatory harassment to be just as severe as the initial harassment itself.
The following information details criminal offenses and arrests which occurred on the campus between January 1st and December 31st for each of the years reported.

<table>
<thead>
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<th>Criminal Offenses</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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<tr>
<td>Murder/Non-negligent manslaughter</td>
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<td>Negligent manslaughter</td>
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<tr>
<td>Sex offenses – Forcible</td>
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<tr>
<td>Sex offenses – Non-forcible</td>
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<tr>
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<td>Aggravated assault</td>
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<tr>
<td>Motor vehicle theft</td>
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<tr>
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<th>Arrests</th>
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