



242 OAK SPRING ROAD • WASHINGTON, PA 15301

PHONE: 724.222.5330

TOLL FREE: 888.309.7484

FAX: 724.222.4722

WWW.PENNCOMMERCIAL.EDU

## 2018 CONSUMER HANDBOOK

Date of Publication, 4/2018, 9/2018

How This Publication is distributed:

Penn Commercial Business/Technical School can distribute this to all students, staff, and faculty in one of the following ways:  
United States Postal Service, Campus Email & Printed Distribution, Electronically via Flash Drives, and the  
Penn Commercial Business/Technical School Website.

Copyright © 2015 Penn Commercial Business/Technical School May not be copied without permission.

### STATEMENT OF NONDISCRIMINATION

Penn Commercial Business/Technical School is committed to a policy of non-discrimination in compliance with federal and state regulations. This policy is enforced in our educational programs and in our school activities, which are available to all people, without regard to sex, marital status, physical disability, race, creed, or national origin.

### STATEMENT OF LEGAL CONTROL

Penn Commercial Business/Technical School is a private institution of higher education in the form of a business corporation. Penn Commercial, Inc. is the corporation name registered with the Commonwealth of Pennsylvania Department of State Corporation Bureau. The Corporate Officer is the President, Robert Bazant; Vice President, Thomas B. Albert; and Secretary, Ryan Bazant.

### STATEMENT OF INSTITUTION NAME(S)

Penn Commercial Business/Technical School is the primary school name approved and recognized by the Pennsylvania Department of Education and accrediting bureaus. Common primary name abbreviations include:

- Penn Commercial
- PC

### STATEMENT ON POLICY CHANGES

Penn Commercial reserves the right to change regulations, policies, fees, academic calendars, and/or to revise curricula as deemed necessary, provided that any such change is within the terms and conditions of the enrollment agreement between the school and the student and does not create an undue disruption to the student's course of study.

**EFFECTIVE: JANUARY 1, 2018 TO DECEMBER 31, 2018**

## CONSUMER INFORMATION

Penn Commercial Business/Technical School is committed to providing students, their families and the campus community full disclosure of all consumer information as required by state and federal laws and regulations. The laws are intended to satisfy the students' right to know and provide the opportunity for students to make fully informed choices regarding the institution they choose to attend.

This Consumer Handbook includes and, in some cases, summarizes information that is contained in the 2018 Penn Commercial Business/Technical School Catalog. In the event any discrepancy exists between the two publications, the School Catalog shall take precedence.

The Consumer Handbook is a publication of the Education, Financial Aid, and Student Services Departments of Penn Commercial Business/Technical School. It is intended to describe the services available to our students by these departments and to furnish important information about the school's policies and procedures that may or may not be covered in other publications. Penn Commercial Business/Technical School makes this handbook available to each student, and it is the student's responsibility to become familiar with its contents. By enrolling at this institution, the student agrees to comply with all rules and regulations.

Penn Commercial Business/Technical School reserves the right to alter the regulations and policies stated herein through normal channels. An important part of the handbook is the Student Code of Conduct and Administrative Policies and Procedures.

Penn Commercial Business/Technical School does not discriminate on the basis of race, religion, color, sex, age, handicap or ethnic origin in its administration of educational policies, loan and scholarship policies, or any other faculty, staff or student program or activity.

Penn Commercial Business/Technical School is committed to providing a high level of customer service to our students. This service begins with the initial interview and ends with employment/referral assistance and student loan counseling.

Our Financial Aid Department begins working with students long before they become a student. Our Financial Aid Department helps to find ways to afford a quality education. Statistics show that persons who receive training beyond high school make one of the best investments that can be made in terms of lifetime income. The first step is to explore the education offered at Penn Commercial Business/Technical School.

Policies, procedures, and federal regulations that impact your studies at Penn Commercial Business/Technical School are subject to change. Students will be informed of those changes if they impact academic or financial aid plans. The Financial Aid Department maintains the most up-to-date information.

The Financial Aid Department has office hours are: 9:00-5:30 Monday- Wednesday, 9:00-5:00 Thursday, 9:00-5:00 Friday and Saturday appointments can be arranged. Telephone number is 724-222-5330 ext. 224.

Basic general questions about financial aid can be answered on a walk-in basis. More specific or technical questions require a scheduled appointment with a Financial Aid Representative.

## **MISSION STATEMENT**

Penn Commercial's mission is to provide the best available instruction for individual needs in the shortest time possible and at the lowest practical cost. Our training is aimed at men and women who desire to prepare themselves for careers as well as those who desire to reenter the job market. Our educational philosophy recognizes the need for students to develop a foundation of related skills that will make them adaptable to an ever-changing job market and provide support for our students in achieving their career goals. We strive to provide quality programs that will prepare our students for the best available careers.

## **INSTITUTIONAL GOAL AND SUPPORTING OBJECTIVES**

Penn Commercial's primary goal is to be the post-secondary institution of choice for students in our geographical area wishing to pursue their degree or enhance job skills in areas of business, medical, technical and trade, and spa and salon.

### ***Supporting Objectives***

- Revise, enhance, and continually improve educational programs and instruction to meet the needs of students, transfer institutions, business and industry, and service area communities.
- Expand access and increase institution enrollment and participation through innovative outreach activities, technology, and collaborative partnerships.
- Improve student retention and goal attainment by building a supportive learning environment, increasing student engagement and improving completion and graduation rates.
- Provide high quality facilities, technology, and equipment that accommodate anticipated growth, enhance student learning, and support the institutions programs and services.
- Strengthen commitment in excellence between career services, employers, and public interest groups through graduate and employer satisfaction and produce quality employees to meet the demands of the local workforce.
- Strengthen commitment to excellence through employee satisfaction, professional development, recognition and a quality work environment.
- Support the regions efforts to build and sustain communities by providing accessible and responsive workforce education programs.
- Secure sufficient resources to support the institutions mission, focusing on continued growth while maximizing fiscal effectiveness.
- Strengthen and refine institution processes that enhance quality, demonstrate effectiveness, and ensure education accountability to meet the public demand.

## **ACCREDITATION**

Penn Commercial is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Diplomas, Associate in Specialized Business Degrees and Associate in Specialized Technical Degrees. ACCSC is a national accrediting agency recognized by the United States Department of Education. This recognition of institutional accreditation by ACCSC entitles Penn Commercial to offer Title IV Financial Assistance to students who qualify.

### **THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

**703-247-4212**

**Fax 703-247-4533**

## **LICENSURE**

State Board of Private Licensed Schools; Pennsylvania Department of Education

## **APPROVALS**

Penn Commercial is approved, certified, and/or recognized by the following agencies/funding sources:

- Licensed by the Board of Private Licensed Schools
- Authorized by the Pennsylvania Department of Education to issue Diplomas, Associate in Specialized Business Degrees, and Associate in Specialized Technology Degrees
- Pennsylvania State Board of Cosmetology
- Pennsylvania State Board of Nursing
- Incorporated in the Commonwealth of Pennsylvania
- Approved for the training of state rehabilitation students and veterans

- Penn Commercial is an eligible institution under federally insured student loan programs
- Participant in the Federal Pell and PHEAA grant programs

---

## **MEMBERSHIPS**

Penn Commercial is a member of the following organizations:

- The Accrediting Commission of Career Schools and Colleges (ACCSC)
- Air Conditioning Contractors of America
- American Association of Cosmetology Schools
- American Welding Society
- Association of Private Sector Colleges and Universities (APSCU)
- Council for Higher Education Accreditation (CHEA)
- Marcellus on Main Street
- Marcellus Shale Chamber of Commerce
- National Association for Health Professionals (NAHP)
- National Association for Practical Nurse Education and Service
- National Association of College Auxiliary Services
- National Association of Student Financial Aid Administrators
- Pennsylvania Association of Practical Nursing Administrators (PAPNA)
- Pennsylvania Association of Private School Administrators (PAPSA)
- Pennsylvania Independent Oil and Gas Association
- Southpointe Chamber of Commerce
- Southwest Corner Workforce Investment Board
- The Professional Nurse Educators Group
- Washington County Chamber of Commerce
- Waynesburg Area Chamber of Commerce
- West Virginia Council for Community and Technical Colleges
- Wheeling Area Chamber of Commerce

## **SCHOOL FACILITIES**

Penn Commercial is located at 242 Oak Spring Road in the Oak Spring Plaza, Washington, Pennsylvania 15301. Rooms are heated in the winter and air conditioned in the summer. Fire and safety inspections are provided routinely as required by state and local governments. Business and technology equipment used in the classrooms is constantly being upgraded to ensure that students are exposed to and trained on equipment used in modern day environments. Classrooms can accommodate up to 40 students, with computer labs generally held to a maximum of 24 students.

The learning site is located at 230 Oak Spring Road in the Oak Spring Plaza, Washington, Pennsylvania 15301. It houses our cosmetology clinic.

## **CDL REMOTE SITE**

A remote site for the Commercial Driver's License program is located at 301 Oak Spring Road, Washington, PA and is located across the road from Penn Commercial Business/Technical School location. It consists of 2.11 acres, 29,000 square feet and houses a trailer and a lavatory facility for students.

## **BUSINESS HOURS AND HOLIDAYS**

Penn Commercial's business hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. However, the admissions office is open until 7:00 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. on Saturdays. Holidays observed are determined by school schedules and include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

|  |  |
|--|--|
| <p><b>2017</b><br/> <b>FALL QUARTER</b><br/> Fall Quarter Begins.....October 2<br/> Thanksgiving Holiday.....November 23<br/> Classes Resume.....November 27<br/> Fall Quarter Ends .....December 22<br/> <b>Holiday Break</b>.....December 25-<br/> January 5</p>   | <p><b>2018</b><br/> <b>WINTER QUARTER</b><br/> Winter Quarter Begins.....January 8<br/> Winter Quarter Ends.....March 30</p>   |
| <p><b>2018</b><br/> <b>SPRING QUARTER</b><br/> Spring Quarter Begins.....April 2<br/> Memorial Day Holiday .....May 28<br/> Spring Quarter Ends .....June 22<br/> <b>Summer Break</b>.....June 25 – July 6</p>   | <p><b>2018</b><br/> <b>SUMMER QUARTER</b><br/> Summer Quarter Begins .....July 9<br/> Labor Day Holiday .....September 3<br/> Summer Quarter Ends.....September 28</p> |
| <p><b>2018</b><br/> <b>FALL QUARTER</b><br/> Fall Quarter Begins .....October 1<br/> Thanksgiving Holiday.....November 22<br/> Classes Resume .....November 26<br/> Fall Quarter Ends.....December 21<br/> <b>Holiday Break</b> .....December 24-<br/> January 4</p> | <p><b>2019</b><br/> <b>WINTER QUARTER</b><br/> Winter Quarter Begins.....January 7<br/> Winter Quarter Ends.....March 29</p>   |
| <p><b>2019</b><br/> <b>SPRING QUARTER</b><br/> Spring Quarter Begins.....April 1<br/> Memorial Day Holiday.....May 27<br/> Spring Quarter Ends.....June 21<br/> <b>Summer Break</b>.....June 24-July 5</p>   | <p><b>2019</b><br/> <b>SUMMER QUARTER</b><br/> Summer Quarter Begins.....July 8<br/> Labor Day Holiday.....September 2<br/> Summer Quarter Ends.....September 27</p>   |
| <p><b>2019</b><br/> <b>FALL QUARTER</b><br/> Fall Quarter Begins.....September 30<br/> Thanksgiving Holiday.....November 28<br/> Classes Resume.....December 2<br/> Fall Quarter Ends.....December 20<br/> <b>Holiday Break</b>.....December 23-<br/> January 3</p>  | <p><b>2020</b><br/> <b>WINTER QUARTER</b><br/> Winter Quarter Begins.....January 6<br/> Winter Quarter Ends.....March 27</p>   |

**SCHOOL CALENDAR SUBJECT TO CHANGE**

*Students will be properly notified of any changes.*

---

**ADMINISTRATION**

*Robert Bazant, President/Owner*

*Marianne Albert, Vice President of Operations*

*Patricia DeConcilis, Director of Education*

*Anita Rossell, Director of Academic Affairs*

*Logan Carlisle, Assistant Director of Education*

*Sandy Phillips, Director of Practical Nursing*

*Melissa Papsen, Director of Reports and Statistics*

*Jayme Tuite, Director of Financial Aid*

*Ashley Subacic, Director of Career Services*

*Kristine Gorby, Director of Student Affairs*

**FINANCIAL AID**

*Jayme Tuite, Director of Financial Aid*

*Ryan Bazant, Financial Aid Officer*

*Megan Radvansky, Financial Aid Officer*

**COORDINATORS**

*Natalie McAnallen, LRC Coordinator*

*Coni Francisco, Librarian*

*Elen Deutsch, Library Coordinator*

**BUSINESS OFFICE**

*Barb Kennedy, Assistant to the President*

*Tammy Miller, Human Resource Administrator*

*Deb Lukes, Bookstore/Inventory Coordinator*

*Kelsey Willhoft, Administrative Staff Support/Record Keeping*

**ADMINISTRATIVE SUPPORT**

*Kylie Brooks, TONI&GUY Customer Service Specialist*

*Candace Kramarz, Practical Nursing Administrative Assistant*

**INFORMATION TECHNOLOGY**

*Stephen Koppes, Network Administrator*

**ADMISSIONS**

*Ron Zubaty, Assistant Director of Admissions*

*Michael Berry, Admissions Representative*

*Amber Crawford, Admission Representative*

*Timarra Gehring, Admission Representative*

*Shelley Kubincanek, Admissions Representative*

*Anthony Sharro, Admissions Representative*

**CAREER SERVICES**

*Ashley Subacic, Director of Career Services*

**LEAD INSTRUCTORS/SUPERVISORS**

*Zach Dean, Welding Lead Instructor*

*Wesley Briant, CADD Lead Instructor*

*Neil Cooper, Electrician Lead Instructor*

*Logan Carlisle, Business Lead Instructor*

*Marcy Matteson, Massage Therapy Lead Instructor*

*Stephen Koppes, Networking Lead Instructor*

*MacKenzie Miller, Toni & Guy Director of Education/ Cosmetology Supervisor*

*Natalie McAnallen, Medical Assistant and Pharmacy Technician Lead Instructor*

*Denise Musolino, Medical Office and Medical Billing/Coding Lead Instructor*

*Edward Yesenchak, HVAC Lead Instructor*

*Renee Eckert, Practical Nursing Coordinator*

## FACULTY

---

**Wesley Briant** / Drafting Instructor  
A.S.T., Pittsburgh Technical Institute

**Debra Browell** / Nursing Instructor  
M.S.N., West Virginia University  
B.S.N., Waynesburg College  
R.N., Washington Hospital School of Nursing

**Logan Carlisle** / Business Instructor  
MBA, Robert Morris University  
B.S.B.A., Waynesburg University

**Neil Cooper** / Electrician Instructor  
Department of Environmental Services

**Dawn Couch, AAPC, COC** / Medical Instructor  
Diploma, Penn Commercial  
Business/Technical School

**Jeanine Cumer**/Cosmetology Instructor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher

**Zachary Dean** / Welding Instructor  
Wheeling Park H.S. Welding Program

**Ellen Deutsc-Dean** / Business Instructor B.S.,  
Slippery Rock University

**Renee Eckert, RN, MSN** / Nursing Instructor  
M.S.N., Waynesburg University  
B.S.N., Wheeling Jesuit University

**Justin Evans** / Nursing Instructor  
B.S.N., Waynesburg University

**Charles "Gene" Everly**/ Welding Instructor  
A.S.T., Penn Commercial Business/Technical School

**Edith Griffy** / Cosmetology Instructor  
Diploma, Monterey Beauty Academy  
Licensed Cosmetology Teacher

**Barbara Halulko** / Business Instructor  
B.S., California University of Pennsylvania  
M.B.A., California University of Pennsylvania

**Heather Hughes** / Cosmetology Instructor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher

**Cheryl Lawrence, NCNE** / Networking Instructor  
B.S., Central Michigan University

**Stephen Koppes** / Networking Instructor  
A.S.T., Penn Commercial Business/Technical School

**Gerry Kosco** / Electrician Instructor  
A.S.T., Penn Commercial Business/Technical School  
Diploma, Fayette Institute of Technology

**Tina Kovacicek** / Nursing Instructor  
B.S.N, Waynesburg University

**Richard Lucas** / Electrician Instructor  
B.S., California University of Pennsylvania  
A.D., Dean Technical Institute  
Diploma, Penn Commercial Business/Technical School

**Natalie McAnallen** / Medical Instructor  
A.S.B., Penn Commercial Business/Technical School  
CMA(AAMA), NRCMA, NRCPT

**Don McGary** / HVAC-R Instructor  
B.A., West Liberty College  
A.S.T., Penn Commercial Business/Technical School

**Mackenzie Miller** / Cosmetology Supervisor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher

**Denise Musolino** / Medical Instructor  
B.S., Waynesburg University  
Diploma, National Career School  
NRCMA

**Christine Pickering** / Cosmetology Instructor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher  
Licensed Esthetician

**Anita Rossell** / Medical Instructor  
MSEd, Capella University  
B.A., Duquesne University  
CMA (AAMA)

**Don Smith** / HVAC-R Instructor  
A.S.T., Penn Commercial Business/Technical School

**Edward Yesenchak**/HVAC-R Instructor  
A.S.T., Penn Commercial Business/Technical School



---

## **TIME OF ENTRANCE**

Beginning dates for most programs are winter, spring, summer and fall. Students are encouraged to submit their application for enrollment at least one month prior to the beginning date to ensure acceptance for designated beginning dates and programs.

## **ADMISSION PROCEDURES AND REQUIREMENTS**

Penn Commercial welcomes prospective applicants who are seeking education in one of the training programs offered. All applicants must have a valid high school diploma or GED. To apply for admission, applicants should contact an admissions representative at Penn Commercial to request program information and take a tour of the school facilities. Once the applicant has made a decision to apply for admission to Penn Commercial, the applicant must do the following:

- Complete an Application for Admission.
- Each applicant is interviewed by a representative of the admissions department to determine success potential, admissions qualifications, and program readiness.
- Enrollment is defined as the acceptance of a student through the full execution of the enrollment agreement and signed by the accepting school official. Before allowing student to start classes, a student must have all admissions requirements completed including a fully executed enrollment agreement and proof that the student has graduated from High School or obtained a GED which includes copies of High School diploma or transcript or GED transcript.
- A non-refundable \$25 application fee must accompany the Application for Admission. All students must also pay a \$75 registration fee and a \$10 deposit for a student-issued key fob to be paid no later than orientation. The \$10 key fob deposit will be refunded when the fob is returned to the business office. If a student should cancel their registration prior to the commencement of classes, the \$75 registration fee and \$10 key fob deposit is refundable.
- Each applicant will be administered an entrance performance exam prior to acceptance into any program. A passing score on the Wonderlic requires a 14 for medical assistants and welding applicants. Pharmacy technician applicants take the Wonderlic and a composite score of 20 is required. Practical nursing applicants take the Practical Nursing Accuplacer and are required to have a score of 45 in Math and 78 in Reading. All other programs require a score of 10 on the Wonderlic. Any student not meeting the admissions requirements may be referred to a partnering agency for remediation with their approval.
- All applicants must meet the technical standards for their program of choice.
- All applicants will also meet with the financial aid department to determine grant and loan eligibility and any additional funds available to assist with the cost of tuition.
- All new students must attend orientation.

## **ENROLLMENT AGREEMENT PROCESS**

The student may sign the enrollment agreement and may be conditionally or provisionally accepted prior to receipt of documentation that all admissions criteria has been met. However, a student is not fully enrolled and may not start classes without all necessary admission's documentation including written proof of a GED or High School Diploma and a fully executed enrollment agreement.

High school seniors who submit an application prior to graduation and who meet all other admissions requirements will be conditionally accepted pending submission of their final transcript following graduation.

Student files that contain all required documentation will be reviewed by the Admission's Support Staff. A comprehensive checklist will be completed to ensure all documents are in the file. The checklist will be reviewed by the Vice President of Operation to guarantee that each file is complete. When the Vice Preside of Operations determines the file is complete, the enrollment agreement is signed and a letter of acceptance is sent to the student along with a copy of his/her fully executed enrollment agreement.

Penn Commercial's policy is to ensure that admission documentation is secured prior to fully executing the enrollment agreement and allowing the student to start class.

## **TECHNICAL STANDARDS**

All programs offered at Penn Commercial have technical standards that an applicant must meet in order to ensure success in the program and to optimize placement possibilities. Details regarding program specific technical standards are reviewed with each applicant at the time of application and require a signature of understanding.

## **VACCINATION POLICY**

Only students enrolling in the Medical Assistant, Medical Assisting, and Practical Nursing programs must have a completed health clearance from a physician/nurse practitioner/physician's assistant. This physical must include a screening for tuberculosis (2 step) and a chest X-ray if the results of the are positive. Immunization records and blood titers are need to ensure that students are protected from the viruses Hepatitis B, Measles, Mumps and Rubella. If titer results are found to be deficient, students must be vaccinated against

---

the viruses. Physicals, blood work testing, and vaccinations are at the expense of the student.

### **ADDITIONAL ADMISSION REQUIREMENTS**

In addition to the general admission requirements listed above, some programs have specific admission criteria in order to be accepted into those programs. Students cannot sit in classes until all paperwork has been submitted, approved, and the applicant has been accepted to Penn Commercial. These programs include Medical Assistant, Nursing Assistant, Pharmacy Technician, and Practical Nursing.

### **MEDICAL ASSISTANT AND MEDICAL ASSISTING REQUIREMENTS**

Students applying for the Medical Assistant or Medical Assisting programs are required to submit a complete health clearance/physical form. Immunization record is due prior to the start of externship. Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense. This form is reviewed by the medical assistant Lead Instructor to determine student's physical capabilities for entrance into program. Any physical or health related issues that might affect admissions will be determined prior to admission on a case by case basis. T-spot, titers and current immunizations are required prior to the start of externship. Testing will be performed during the student's 5<sup>th</sup> quarter, prior to going out on externship, by Arc Laboratories. The cost of the laboratory testing is included in the cost of tuition. All medical assisting students will be required to have the Act 32 (child abuse), Act 33 (criminal history) and Act 114 (FBI) clearances performed at student's expense prior to scheduling student's externship.

In the Commonwealth of Pennsylvania, the medical assistants are not required to be certified for employment. However, Penn Commercial encourages each medical assisting student to sit for the National Medical Assistant Certification Examination after completion of their externship and prior to graduation. The cost of the examination is included in student tuition.

### **MEDICAL OFFICE ADMINISTRATION AND MEDICAL BILLING AND CODING REQUIREMENTS**

A complete physical examination, T-spot, titers and current immunizations are required prior to the start of externship. Testing will be performed during the students 5<sup>th</sup> quarter, prior to going out on externship, by Arc Laboratories. This charge is included in the cost of tuition. All medical assisting students will be required to have the Act 32 (child abuse), Act 33 (criminal history) and Act 114 (FBI) clearances performed at student's expense prior to scheduling student's externship.

### **PHARMACY TECHNICIAN REQUIREMENTS**

Students applying for the Pharmacy Technician program are required to submit a complete health clearance/physical form, drug testing, a state criminal background check, and an FBI background clearance. Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense. Immunization record is due prior to the start of externship. Instructions for state and FBI background clearances will be provided by the admissions representative, and associated costs are at the applicant's expense. If an applicant has been convicted, regardless of age, for a felony and/or misdemeanor, they will be denied admission. Additionally, the extern site may be required updated immunizations and titers; this will be at the student's expense prior to scheduling student's externship.

### **COMMERCIAL DRIVER'S LICENSE REQUIREMENTS**

Applicants must possess a current and valid driver's license. Applicants must pass the Pennsylvania Department of Transportation's medical/physical examination required for a commercial driver's license; Applicants must pass the required drug test required by the Pennsylvania Department of Transportation and understand that they will be required to submit to random drug testing while attending the program.

The Federal Motor Carrier regulation Section 391.11 states that drivers under the age of 21 are only permitted to drive intrastate. In order to drive between states all drivers must be 21 years of age or older.

### **COSMETOLOGY REQUIREMENTS**

Cosmetology applicants with a criminal background are advised that their criminal history will be reviewed by the Pennsylvania Board of Cosmetology prior to their application to sit for their licensing examinations. The Pennsylvania State Board of Cosmetology will determine eligibility to sit for the exam on a case by case basis.

### **PRACTICAL NURSING REQUIREMENTS**

1. Each applicant will be administered an entrance performance test prior to acceptance. The entrance test that will be used is the Accuplacer Exam. This exam assesses the following areas: math, reading comprehension, vocabulary and general knowledge, grammar, and anatomy and physiology. The minimum score required is Reading 78% and Math 45%.

2. Provide three (3) educational or professional letters of reference/recommendation prior to acceptance into the program.

---

3. All applicants must complete 3 background clearances (PA Criminal History, PA Child Abuse Clearance and FBI Fingerprint Background Check) and are at the applicant's expense. Applicants arrested and/or convicted of a felony or misdemeanor, regardless of age, will not be admitted into the program. Applicants who have Records but No Conviction are subject to the approval from each clinical facility. Applicants who reside out of state may have additional requirements. These guidelines may change at any time due to the requirements of the clinical facilities. See the attached form of the Prohibitive Offence List which would automatically prohibit a nursing license.

4. All applicants are required to complete a physical performed by the program physician and this expense will be applied to the student's account. Included in the examination are the required technical standards. All applicants must use the Penn Commercial Physical Form. \*

5. All applicants are required to complete and pass a drug screening test. This testing will be completed by the school's provider and the expense will be applied to the student's account. A failed drug screening will prohibit the student from remaining in the program. A student who has a positive drug screen may not apply for admission to the program for one calendar year.

6. All applicants are required to complete immunization titers and Tspot test for tuberculosis. This testing will be completed by the school's provider and the expense will be applied to the student's account. Any subsequent vaccinations or required chest x-ray must be completed by the school's provider and the expense will be applied to the student's account. \*

7. All required immunizations deemed necessary by the titers and all other required documents must be the applicant/student's file by the end of week 4 in order to continue in the program and be eligible for clinic. During the time period September thru April, students are required to receive the Flu vaccine in order to attend clinical rotations.

\*Students have the option for their physical examination and immunization titers to be completed under their personal insurance plan and physician, however ALL DOCUMENTS must be submitted and approved the day before orientation or the student will default to the Penn Commercial screening.

Penn Commercial's Practical Nursing program will ensure equitable consideration of all applicants, assist the applicant in determining if this is the right field for him/her, and ensure the best possible chance of success for each student selected to enter the program.

All documents submitted will be given to the Practical Nursing Director and department for review. A student who wishes to transfer from another school will be required to complete and pass with a 77% a final exam in the content area for which the student is seeking credit. Clinical skills may be evaluated as well.

### **ORIENTATION FOR NEW AND RETURNING STUDENTS**

New students and students who are returning to Penn Commercial after an absence of at least one year are required to attend an orientation. The purpose of the orientation is to familiarize new students with the school, its policies and procedures, and other issues of importance to the students general welfare while attending classes at Penn Commercial.

### **INDIVIDUAL CLASS ENROLLMENT**

Occasionally individuals want to take single courses at Penn Commercial without seeking admission into a degree or diploma program. Such students may enroll for individual classes, providing that they hold a high school diploma or GED. Students not enrolled in a program but who are enrolled in individual classes cannot exceed two classes per quarter; the only exception to this is students who are referred for individual classes by an employer. Re-enrollment in individual classes may be denied if the student's GPA falls below 2.0. Students who enroll in individual classes may only take 100-level courses. If a student taking individual classes wishes to apply for a degree or diploma program, a maximum of three individual courses taken may be applied toward a Penn Commercial degree or diploma. Students taking individual classes are not eligible for any form of financial aid assistance. They must comply with all policies and procedures contained in this Course Catalog. Tuition charges for individual classes are based on total credits and are listed in the Financial Aid section of this catalog. Students enrolled in individual classes will be responsible for purchasing books and supplies that are required for their scheduled classes.

### **READMISSION PROCEDURE**

Any student who has left Penn Commercial and would like to return to complete a program must meet with their admission representative to begin the reentry process. The student's academic status will be evaluated before the student will be considered for re-entry and may be required to meet with the Retention Board. Students who are readmitted will be required to sign a new enrollment agreement, meet with financial aid, and will be charged tuition consistent with the existing published rate.

### **GRADUATES RETURNING FOR ANOTHER PROGRAM**

In the event that a graduate returns to enroll in a new program at Penn Commercial, he/she will be required to do one of the following:

- 
- If the student is returning within one year of the original graduation date, the student will be required to audit Professional Development II.
  - If the student is returning and it has been more than one year but less than five years of the original graduation date, the student will be required to audit Professional Development I and Professional Development II.
  - If the student is returning and it has been more than five years of the original graduation date, the student must follow the “Transfer of Credit to Penn Commercial” policy.

Students are not required to pay for tuition costs associated with class audits, however, will be required to purchase the required text books and/or supplies.

#### **ADDITIONAL REQUIREMENTS FOR EXTERNSHIP PLACEMENT**

Companies that accept our students for externship placement may conduct a variety of background checks. Applicants with a record that includes felonies and/or misdemeanors may not be accepted by these companies for externship placement. Additionally, some companies may require candidates to submit to drug testing. Some certification, registry or licensing agencies may have similar restrictions. Students are responsible for any and all costs associated with any requested background check and/or drug testing.

Final decisions regarding externship placement are solely with the outside company and are outside the control of Penn Commercial. Applicants who have questions regarding how these issues may affect their externship placement and/or future employment should discuss this matter with the Director of Career Services prior to enrollment.

#### **EVENING PROGRAMS**

We understand that many students must work during the day, so we make it easier for you to obtain an education. Work and education are a powerful combination and partnership that Penn Commercial understands and encourages. Classes are scheduled between the hours of 5:30 p.m. and 10:00 p.m. Monday through Thursday, and potentially Saturday mornings. Please note that an evening course may be cancelled due to lack of enrollment and evening students will be required to complete externship hours during normal business hours.

#### **STUDENTS WITH DISABILITIES**

Penn Commercial Business/Technical School (PCBTS) is dedicated to providing opportunities for all qualified students to participate fully in its academic environment. PC recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. PCBTS prohibits unlawful discrimination on the basis of disability. PCBTS is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. PCBTS cannot make accommodations that fundamentally alter the nature of its programs, cause undue burdens on PCBT, or create a direct threat to the health or safety of students or others.

There is no special admission process for students with disabilities. Students who want accommodations or services must submit a request in writing and submit this request to the Director of Education. A minimum of thirty (30) day notice is needed for making reasonable accommodations whether a student has been previously served or not. Requests for accommodations / services will be addressed as soon as practicable, once received. Documentations of disability must be provided from an appropriately licensed / certified professional and must be complete enough to establish the student’s status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student’s specific request for accommodations. Necessary documentation to request accommodations / services, in general, should include the following:

- Identification of the nature and extent of the disability, including diagnosis
- Specific information on the functional limitation as related to the academic environment
- Description of the current course of treatment including medical side effects
- Prognosis for the disability
- Recommended reasonable accommodations

#### **DISABILITY SERVICES AND ACCESS TO FACILITIES**

It is the student’s responsibility to identify a disability once enrolled at any postsecondary institution. Students enrolled at PC must understand that their role is one of self-advocacy. Section 504 and the ADA both set forth obligations for postsecondary institutions to provide accommodations to students with qualifying disabilities, but once the student has been admitted to the institution it is the student’s responsibility to request such services. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses to not have any accommodations is under no obligation to seek

---

or obtain one. In addition to physical disabilities, PCBTS can provide reasonable services and accommodations for students with intellectual disabilities such as learning disorders, attention deficit disorder, psychological disorders, and neurological or mental disorders. Disability information is maintained in accordance with the confidentiality requirements of college policies and federal laws (e.g. FERPA). PCBTS staff and faculty maintain the confidentiality of the information they receive regarding students' disabilities in accordance with these laws; however, information sometimes must be shared with others on a need-to-know basis.

---

## FINANCIAL ASSISTANCE

Penn Commercial participates in a variety of financial aid programs. Students must meet the eligibility requirements of these programs in order to participate. ***Financial aid is available for those who qualify.*** It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on a quarterly basis or payment period basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the financial aid department, 724-222-5330, Ext. 239.

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) VERIFICATION

Any student whose application is selected for Verification must provide the requested documentation to the Financial Aid Office within 30 days of notification. Payment of financial aid funds may be delayed if the following information is not submitted in a timely fashion.

- Signed copy of parent's Federal Income Tax Return (1040, 1040A, etc.) and W-2's
- Signed copy of student's Federal Income Tax Return (1040, 1040A, etc.) and W-2's
- Documentation of untaxed income (Social Security Benefits, Welfare, Child Support, etc.)
- Enclosed Verification Worksheet indicating household size
- Other documentation specified by the Financial Aid Office

This documentation will be used to compare what was submitted on the FAFSA. If you have any questions about this policy, please see the Financial Aid Department. The FAFSA website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). ***Penn Commercial's school code is 00490200.***

## FINANCIAL AID PROGRAMS

The following is a list of federal and state financial assistance programs available to Penn Commercial students:

- Federal Pell Grant
- Federal Direct Stafford/Ford Loan
- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal Direct PLUS Loan
- Federal Work Study
- Private Loans
- Institutional Payment Plans
- Employer Reimbursement
- Agency Funding
- Scholarships
- PHEAA State Grant
- PA Targeted Industry Program (PA-TIP) Grant
- Federal Supplemental Education Opp. Grant
- Veterans Benefits

---

## **FEDERAL STUDENT AID PROGRAMS**

### **FEDERAL PELL GRANT**

- The Pell Grant is gift aid and does not need to be repaid to the U.S. Department of Education.
- The maximum and minimum award amounts change annually and are effective for the award year from July 1st of one year to June 30th of the following year.
- The award amount is calculated using the EFC (Expected Family Contribution), cost of attendance and enrollment status, i.e., the number of credits or clock hours attended each payment period.
- A student must have financial need.
- The total amount of Pell Grant may not exceed the equivalent of six years.

### **FSEOG (FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT)**

- FSEOG is gift aid and does not need to be repaid to the U.S. Department of Education.
- FSEOG recipients must demonstrate exceptional financial need as defined by the U.S. Department of Education.

### **FEDERAL DIRECT SUBSIDIZED LOAN**

- This is a loan and must be repaid with interest to the U.S. Department of Education.
- The maximum award is \$3,500 for grade level 1 students and \$4,500 for grade level 2 students. The loan amount is prorated for programs and final periods of enrollment less than one academic year in length.
- A student must demonstrate financial need as defined by the U.S. Department of Education and be enrolled at least halftime to receive a Direct Subsidized Loan.
- The U.S. Department of Education subsidizes, i.e., pays the interest on this loan while in school, during the grace period and periods of deferment. This is the difference between the Direct Subsidized and Unsubsidized Loans.
- For complete details regarding the interest rate, loan fees, grace period, repayment and debt management options, contact the Financial Aid Office or visit [www.studentaid.gov](http://www.studentaid.gov).
- A student may receive a Direct Subsidized Loan for no more than 150% of the normal program length. A student may lose the interest subsidy on a Direct Subsidized Loan if he/she fails to complete his/her program within 150% of normal program length as well as enrolls in another program without completing a prior program.
- A student's outstanding aggregate balance may not exceed \$23,000.

### **FEDERAL DIRECT UNSUBSIDIZED LOAN**

- This is a loan and must be repaid with interest to the U.S. Department of Education.
- The maximum award is \$2,000 for all students plus \$4,000 in additional Direct Unsubsidized Loan for an independent student or a dependent student whose parent has been denied a PLUS Loan. The loan amount is prorated for programs and final periods of enrollment less than one academic year in length.
- A student does not have to demonstrate financial need as defined by the U.S. Department of Education; must be enrolled at least halftime to receive a Direct Unsubsidized Loan.
- The U.S. Department of Education does not subsidize, i.e., pay the interest on this loan. This is the difference between the Subsidized and Direct Unsubsidized Loans.
- For complete details regarding the interest rate, loan fees, grace period, repayment and debt management options, contact the Financial Aid Office or visit [www.studentaid.gov](http://www.studentaid.gov).
- A student may not exceed aggregate loan limits.

### **FEDERAL DIRECT PLUS (PARENT LOAN FOR UNDERGRADUATE STUDENTS) LOAN**

- This is a loan and must be repaid with interest to the U.S. Department of Education.
- A parent, not a student, must borrow the PLUS loan on behalf of the student.
- The maximum award is the student's Cost of Attendance minus any financial aid received by the student.
- A student/parent does not have to demonstrate financial need as defined by the U.S. Department of Education; must be enrolled at least halftime to receive PLUS Loan.
- The U.S. Department of Education does not subsidize, i.e., pay the interest on this loan.
- For complete details regarding the interest rate, loan fees, deferment options, repayment and debt management options, contact the Financial Aid Office or visit [www.studentaid.gov](http://www.studentaid.gov).

### **FEDERAL WORK STUDY (FWS)**

- A student earns money while working and attending school; FWS does not need to be repaid.
- Student employees are paid an hourly wage that meets or exceeds federal and state minimum wage requirements. Wages are paid directly to the student every two weeks by check.
- Employment is part-time, usually 5-20 hours per week and can be on or off campus.
- A student interested in a work study position should contact the Career Services Office for open positions.
- A student must demonstrate financial need as defined by the U.S. Department of Education.

---

## **FEDERAL STUDENT AID ELIGIBILITY REQUIREMENTS**

To receive Federal Student Aid, a student must meet the following general eligibility requirements. A student must:

- Be a U.S. citizen or national or be an eligible noncitizen;
- Have a valid high school diploma or equivalent, or meet homeschool requirements;
- Be enrolled for the purpose of seeking a certificate, diploma or A.S.B. degree;
- Be enrolled in an approved educational program;
- Have a valid social security number;
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25);
- Have signed certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that
  - The student is not in default on a federal student loan and does not owe a refund on a federal grant and
  - The student will use federal student aid only for educational purposes;
- Provide additional documentation and information to complete verification, resolve database match problems, and meet eligibility requirements to pay Federal Student Aid.
- Maintain satisfactory academic progress while in school; and
- Meet additional eligibility requirements, including financial need, for each specific Federal Student Aid program.

## **APPLYING FOR FEDERAL STUDENT AID**

A student interested in receiving funds from any of the Federal Student Aid a student programs listed above, must complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov). Penn Commercial Business/Technical School's Federal School Code is 004902, and must be provided on the FAFSA in order for Penn Commercial to receive application data. A student should never pay for assistance in completing the FAFSA; contact the Financial Aid Office for assistance. A student attending school in two award years (July 1st – June 30th) may need to complete two FAFSAs.

There is no additional application for Federal Pell Grant, FSEOG

To receive a Direct Loan, the student must also complete an MPN (Master promissory Note) and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov).

To receive a PLUS Loan, the parent borrower must complete the loan application and MPN (Master Promissory Note) at [www.studentloans.gov](http://www.studentloans.gov).

To receive FWS, a student must submit a student employment application when a position is open.

## **FINANCIAL NEED**

The U.S. Department of Education defines Financial Need as the difference between a student's Cost of Attendance (COA) budget and his/her Expected Family Contribution (EFC). Financial Need is calculated based on the program the student is enrolled in; the student's enrollment status; the length of the loan period, academic year or award year, as required; and considering the type of aid being awarded. COA minus EFC equals Financial Need.

## **EFC (EXPECTED FAMILY CONTRIBUTION)**

The EFC (Expected Family Contribution) is an index number that college financial aid staff uses to determine a student's eligibility for certain types of financial aid. The information a student reports on his/her FAFSA is used to calculate the EFC. The EFC is calculated according to a formula established by law. The student's and his/her family's taxed and untaxed income, assets, and benefits could be considered in the formula. Also considered is the number in the family's household and the number of family members who will attend college or career school during the year.

## **DISBURSING FEDERAL STUDENT AID**

The total amount of Federal Student Aid funds cannot be disbursed at one time. Federal student aid must be disbursed (paid) by payment period. Funds are requested from the U.S. Department of Education by the school when it determines the student is eligible. The school will notify a borrower each time a disbursement of loan funds is made. The borrower may cancel the loan disbursement as outlined in the letter.

Funds received in excess of institutional charges are released to the student or parent borrower, as applicable, within 14 days, unless the student or parent (PLUS Loan) authorizes the school to hold funds on account for future charges.

## **LOAN ENTRANCE AND EXIT COUNSELING**

A student borrowing a Direct Loan for the first time at time PC is required to complete loan counseling before the loan is disbursed. All Direct Loan borrowers are required to complete loan exit counseling upon graduation, withdrawal, or dropping below halftime enrollment. Online Entrance and Exit Counseling must be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Borrowers are also encouraged to complete Financial Awareness Counseling also available on [www.studentloans.gov](http://www.studentloans.gov).



---

## **FEDERAL STUDENT AID OMBUDSMAN**

The Federal Student Aid Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Borrowers should make every attempt to resolve the loan dispute before contacting the Federal Student Aid Ombudsman Group.

### Contact information

Mail: U.S. Department of Education FSA Ombudsman Group

P.O. Box 1843 Monticello, KY 42633

Telephone: 18775572575 (Toll Free)

Fax: 6063964821

Online: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)

Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)

## **VETERANS EDUCATION BENEFITS**

Funding is provided by the federal government and is available to Veterans, Service Members, and in certain cases their dependents. Veterans Educational Funding is subject to eligibility requirements. Please visit [www.benefits.va.gov/gibill/education\\_programs](http://www.benefits.va.gov/gibill/education_programs) for additional information.

## **STATE STUDENT ASSISTANCE PROGRAM**

In addition to the Federal Student Aid Programs, PC participates in the following Pennsylvania State Student Assistance Programs. PHEAA GRANT (PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY GRANT)

- The PA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial assistance to attend PHEAA approved postsecondary schools as undergraduate students.
- The PHEAA Grant is gift aid and does not need to be repaid.
- The maximum and minimum award amounts change annually and are effective for the award year from July 1st of one year to June 30th of the following year.
- The award amount is calculated using the EFC (Expected Family Contribution), cost of attendance and enrollment status, i.e., the number of credits in each payment period.
- A student must have financial need as defined by PHEAA.
- A student must not have received the maximum number of Pennsylvania State Grants permitted.

## **PATIP (PENNSYLVANIA TARGETED INDUSTRY PROGRAM)**

- The PATIP program is available to eligible Pennsylvania residents;
- The school must be approved by PHEAA to offer PATIP approved programs.
- PATIP is gift aid and does not need to be repaid.
- The award amount changes annually and is effective for the award year from July 1st of one year to June 30th of the following year.
- The award amount is calculated using the EFC (Expected Family Contribution) and cost of attendance.
- A student must have financial need as defined by PHEAA.

## **APPLYING FOR PA STATE STUDENT ASSISTANCE PROGRAMS**

A student interested in receiving funds from the PHEAA State Grant must complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov). Penn Commercial's Federal School Code is 004902, and must be provided on the FAFSA in order for the state to receive application data.

PHEAA Grant FAFSA filing deadlines are May 1 for renewal applications and August 1 for new applications for the future award period. PHEAA Grant applicants may need to complete a PA State Grant Form and/or the online Summer State Grant application.

## **PA STUDENT ASSISTANCE PROGRAMS ELIGIBILITY REQUIREMENTS**

To receive PA student assistance, a student must meet the following general eligibility requirements. A student must:

- Be a resident of Pennsylvania as defined by PHEAA;
- Be enrolled in an A.S.B. degree program to receive the

---

**PHEAA Grant; be enrolled in an approved technical program for the PATIP Grant;**

- Have a valid high school diploma or GED;
- Be enrolled for at least halftime (six credits) for the PHEAA Grant; be enrolled fulltime for the PATIP Grant;
- PATIP recipients must not be receiving a PHEAA Grant;
- Maintain satisfactory academic progress as defined by PHEAA. DEC checks academic progress for state grant purposes at the end of the spring semester each year.
- Not be in default.

**PA STATE GRANT TRANSFER STUDENTS**

PA residents transferring from another school must provide their transcripts to the Financial Aid Office prior to being awarded a PHEAA Grant at PC.

**AGENCY FUNDING SOURCES****OVR (OFFICE OF VOCATIONAL REHABILITATION)**

Vocational Rehabilitation is a public service provided by the Commonwealth of Pennsylvania in cooperation with the federal government. An eligible individual must have some type of challenge (mental, physical, auditory, or visual) which has prevented the pursuit of an acceptable career. Contact one of the local offices of the Office of Vocational Rehabilitation (OVR) for additional information. Students who do not reside in Pennsylvania should check with a local office in their state of residence to determine if they are eligible for the service and if it is able to be used at DEC.

**TRADE ADJUSTMENT ASSISTANCE (TAA)**

The Trade Adjustment Assistance (TAA) Program is a federal program that provides funding for employment growth and opportunity through aid to US workers who have lost their jobs as a result of foreign trade. To be eligible, a student must have been employed in a company where a petition was filed with the US Department of Labor by or on behalf of a group of workers who lost or may lose their jobs or experienced a reduction in wages as a result of foreign trade. Contact one of the local Career Link offices for additional information.

**WORKFORCE INVESTMENT ACT (WIA)**

The Workforce Investment Act is a federal program that provides funding for training to adults and dislocated workers. Contact one of the local Career Link offices for additional information.

**SOUTHWEST TRAINING (SWT)**

SWT provides funding for training to adults and dislocated workers in Washington and Greene counties. Contact the Career Link office in Washington County for additional information.

**NSLDS (NATIONAL STUDENT LOAN DATA SYSTEM) REPORTING**

Penn Commercial receives and reports student enrollment, financial aid history and program information to the National Student Loan Data System to ensure accurate awarding and disbursing of Federal Student Aid. Students may access and download certain data regarding their financial aid history at DEC and other schools. The U.S. Department of Education, loan servicers, and other schools will access and report financial aid history and enrollment information for each student enrolled at Penn Commercial. Information is shared to ensure timely repayment of loans, tracking annual and aggregate aid limits, etc.

**TRANSFER STUDENTS**

A student who has attended other postsecondary institutions may experience reductions in certain types of Federal Student Aid. The Financial Aid Office will contact the student in this event.

**BORROWER RIGHTS & RESPONSIBILITIES**

A borrower has the right to:

- written information on his/her loan obligations and information on his/her rights and responsibilities as a borrower;
- a copy of his/her MPN either before or at the time the loan is disbursed;
- a grace period and an explanation of what this means;
- notification, if in the grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender;
- a disclosure statement, received before beginning to repay his/her loan, that includes information about interest rates, fees, the balance owed, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if he/she qualifies and requests it;
- prepay his/her loan in whole or in part anytime without an early repayment penalty; and
- receive from the lender/servicer documentation when his/her loan is paid in full.

A borrower is responsible for:

- completing exit counseling before leaving school or dropping below half-time enrollment;
- repaying his/her loan according to the repayment schedule even if the he/she does not complete his/her academic program, is

---

dissatisfied with the education received, or is unable to find employment after graduation;  
•notifying his/her lender or loan servicer if he/she - moves or changes addresses, changes telephone numbers, - changes names, changes Social Security numbers, or changes employers or his/her employer's address or telephone number changes, is making monthly payments on his/her loan after the grace period ends, unless a deferment or forbearance has been granted; and notifying his/her lender or loan servicer of anything that might alter his/her eligibility for an existing deferment or forbearance.

A borrower should thoroughly read the information, including rights and responsibilities, included as part of the Master Promissory Note.

#### **TUITION REFUND POLICY**

The school recognizes that conditions arise which cause change in plans, and under such circumstances provisions for cancellation should be made. An application for enrollment may be cancelled at any time before the commencement of classes. Refund of monies paid will be made within 30 days of cancellation in accordance with the following guidelines:

- A refund of all monies paid to the school or its representatives will be made if the student is not accepted for training.
- A refund of all monies paid to the school or its representatives will be made if such notice of cancellation of enrollment occurs within a period of three (3) days after signing the enrollment agreement and making an initial payment.
- An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus an application fee of \$25.

After commencement of classes, the following refund policy will be used for credit hour programs:

\*Quarter calculations are based on the last date attended.

\*Other payment period calculations are based on the scheduled hours through the last date attended.

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the quarter, or other payment period, the school will refund at least 75% of the tuition for the quarter or payment period.
- For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the quarter or other payment period, the school will refund at least 55% of the tuition for the quarter or payment period.
- For a student withdrawing or discontinuing after 25% but within 50% of the quarter or other payment period, the school will refund at least 30% of the tuition for the quarter or payment period.
- For a student withdrawing from or discontinuing the program after 50% of the quarter or other payment period, the student will receive no refund.

In the event any other refund policy more beneficial to the student is mandated (state, federal, or otherwise), that refund policy will apply. For refund computation, a term is the payment period established by Federal Title IV Regulations. Refunds shall be made within 30 calendar days of the date the student leaves.

---

## **RETURN OF TITLE IV FUNDS**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. When a student withdraws or is dismissed from Penn Commercial, his or her official date of separation from the school is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to Penn Commercial.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Refunds are allocated in the following order:

- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal Direct Stafford/Ford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant

## **OUTSIDE AGENCY FUNDING**

### ***Other Aid***

Any financial aid will be administered in accordance with the regulations for that particular aid program. Once a student is removed from academic probation, his/her financial aid will be reinstated.

## **CONVICTIONS DURING ENROLLMENT**

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to become ineligible for further federal financial aid and repay federal financial aid received immediately. Students may be eligible for future financial aid after completing a court mandated rehabilitation program. Documentation is required.

## TUITION AND FEES SCHEDULE - 2018

The following schedule of tuition and fees is effective for all students for the 2018 academic year.

| PROGRAM                               | AWARD       | PROGRAM LENGTH | QUARTER CREDITS/HOURS | PROGRAM TUITION | BOOKS AND FEES | PROGRAM TOTAL |
|---------------------------------------|-------------|----------------|-----------------------|-----------------|----------------|---------------|
| Business Office Administration        | ASB         | 18 months      | 103.0 credits         | \$22,351.00     | \$4,651.00     | \$27,002.00   |
| Commercial Driver's License           | Certificate | 6 weeks        | 14.0 credits          | \$5,995.00      | \$ 100.00      | \$ 6,095.00   |
| Computer Aided Drafting and Design    | AST         | 18 months      | 110.5 credits         | \$23,978.50     | \$5,594.00     | \$29,572.50   |
| Cosmetology                           | Diploma     | 9 months       | 1250 hours            | \$15,425.00     | \$4,221.00     | \$19,646.00   |
| Cosmetology Teacher                   | Diploma     | 6 months       | 600 hours             | \$7,404.00      | \$3,121.00     | \$10,525.00   |
| Electrician                           | Diploma     | 9 months       | 59.0 credits          | \$12,213.00     | \$4,340.00     | \$16,553.00   |
| Electrician Evening                   | Diploma     | 15 months      | 59.0 credits          | \$12,213.00     | \$4,640.00     | \$16,853.00   |
| Esthetics                             | Diploma     | 3 months       | 400 hours             | \$ 3000.00      | \$1,861.00     | \$ 4, 861.00  |
| HVAC-R                                | AST         | 18 months      | 106.0 credits         | \$19,864.00     | \$5,705.00     | \$25,569.00   |
| Medical Assistant                     | ASB         | 18 months      | 107.0 credits         | \$23,219.00     | \$7,946.00     | \$31,165.00   |
| Medial Assisting                      | Diploma     | 12 months      | 67.0 credits          | \$14,539.00     | \$5,061.00     | \$19,600.00   |
| Medical Billing and Coding Specialist | Diploma     | 12 months      | 69.0 credits          | \$13,869.00     | \$5,806.00     | \$19,675.00   |
| Medical Office Administration         | ASB         | 18 months      | 101.0 credits         | \$21,917.00     | \$7,271.00     | \$29,188.00   |
| Nail Technician                       | Diploma     | 3 months       | 250 hours             | \$3,085.00      | \$1,546.00     | \$ 4,631.00   |
| Network Administrator                 | ASB         | 18 months      | 106.0 credits         | \$23,002.00     | \$6,211.00     | \$29,213.00   |
| Pharmacy Technician                   | Diploma     | 15 months      | 82.0 credits          | \$16,974.00     | \$3,493.00     | \$20,467.00   |
| Practical Nursing                     | Diploma     | 12 months      | 1500 hours            | \$19,650.50     | \$4,905.00     | \$24,555.00   |
| Welding Technology                    | Diploma     | 12 months      | 78 credits            | \$17,284.50     | \$5,865.00     | \$23,149.50   |

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition, text book/supplies and fee charges. Penn Commercial, therefore, reserves the right to modify tuition and/or other fees upon 60 days of written notice. It is the responsibility of the student to remain apprised of the status of his or her account. Students who satisfy full time attendance of three quarters are designated grade level two for grant and loan purposes. Full time attendance is defined to be 300 hours / 12 credits per quarter.

### TUITION PAYMENT AND OUTSTANDING BALANCES

For current students who make monthly payments, tuition is due by the second of every month. Current students who are not up to date with monthly payments are not permitted to schedule classes for the subsequent quarter, purchase text books or have access to their transcripts until payment has been made.

For students who have completed a program or withdrawn from school and have an outstanding balance, students are given 60 days to make payment arrangements in addition to his/her first payment. Failure to make payment arrangements or maintain timely payments will result in your account information being forwarded to the magistrate for collection. This will result in withholding of transcripts and/or any other service provided by the school.

*Any student kit, tools or equipment cannot be removed from school until all balances are paid in full.*

### RETURNED CHECK PROCESSING FEE

A charge of \$35 is assessed each time a student's check is returned by a bank withholding payment.

### BOOKSTORE REFUND POLICY

Open packages and/or torn/damaged items are nonrefundable. Students who wish to return a text book may only do so within the first two weeks of the quarter for credit; however, if the wrapping has been removed and/or has been written in or damaged, the text book is nonrefundable. No credit will be issued for text books after the first two weeks of the quarter. Kits and classroom supplies are nonrefundable. Merchandise that is defective will always be replaced. All refunds are credited toward the students account.

*No refunds will be issued without the original receipt of purchase.*

## **COSMETOLOGY PROGRAM SCHOLARSHIP**

### Terms

The scholarship may be awarded for students entering the cosmetology program of study at Penn Commercial.

### Conditions

Applicants for the Cosmetology Program Scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission and \$25 application fee.
- Planning to enroll in the Cosmetology program of study at Penn Commercial.

### Application Process

Applicants may apply by completing scholarship application and submitting it to the Admissions Office at Penn Commercial.

### Deadline Date

The scholarship deadline date is August 15.

### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success. Additionally, students' academic scores or GED score will be reviewed.

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

The Cosmetology Program Scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president.

The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

## **GED SCHOLARSHIP**

### Terms

The scholarship may be awarded for students who possess a GED diploma and enroll in a specialized associate degree program of study at Penn Commercial.

- Planning to enroll in a degree program at Penn Commercial.

### Conditions

Applicants for the GED scholarship must meet the following qualifications in order to qualify for the GED scholarship:

- Submit application for admission and \$25 application fee.
- Possession of Commonwealth secondary diploma (GED).

### Application Process

Applicants may apply by completing a scholarship application and submitting it to the Admissions Office at Penn Commercial.

### Deadline Date

The deadline for application is December 15. The scholarship will be awarded 30 days following the deadline date.

### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

### Number

One (1) Penn Commercial GED Scholarship may be awarded each year.

### Maximum/Minimum Award

The Penn Commercial STAR Scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president.

The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

# SCHOLARSHIP INFORMATION

---

## STANLEY S. BAZANT SCHOLARSHIP

### Terms

The scholarship may be awarded for students entering a technical program of study at Penn Commercial.

### Conditions

Applicants for the Stanley S. Bazant scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission and \$25 application fee.
- Planning to enroll in a technical program at Penn Commercial.

### Application Process

Applicants may apply by completing scholarship application and submitting it to the Admissions Office at Penn Commercial.

### Deadline Date

The scholarship deadline date is May 1.

### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

The Stanley S. Bazant scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

## STAR SCHOLARSHIP

### Terms

The scholarship may be awarded for students achieving a 95% attendance record or better during their high school education (grades 10-12) and enroll in a specialized associate degree program at Penn Commercial.

### Conditions

Applicants for the STAR Scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission, academic transcripts, and \$25 application fee.
- Planning to enroll in a degree program at Penn Commercial.
- Achieved a high school attendance record of 95% or better.

### Application Process

Applicants may apply by completing a scholarship application and submitting it to the Admissions Office at Penn Commercial.

### Deadline Date

The deadline for application is March 31.

### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

### Number

One (1) Penn Commercial STAR Scholarship may be awarded each year.

### Maximum/Minimum Award

The Penn Commercial STAR Scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

## STUDENT ACADEMIC PROGRESS

Federal law requires Penn Commercial Business/Technical School (PC) to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study. Satisfactory academic progress (SAP) for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the school. All students will be evaluated for SAP at the end of every quarter, with the exception of students in non-degree, hours based programs. If a student has less than the minimum cumulative grade point average and/or has not maintained the minimum PACE (Program Completion Rate), he or she will be placed on Academic Warning for the next evaluation period. The student will meet with the Education Department to create an Academic Plan. The plan will set forth what the student must do to regain SAP.

|   |   |
|---|---|
| Qualitative – Cumulative GPA Component          | Must have earned the required CGPA of 2.0 at the published intervals  |
| Quantitative – Pace (Completion Rate) Component | Must complete at least 2/3 (66.666%) of the credits attempted.  |
| Quantitative – Maximum Timeframe Component      | May receive financial aid for up to 150% of the number of credits required for successful program completion. |

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with “C-” or better, “C” for Practical Nursing students, indicates academic progress. Receiving “D” or lower, “C-” or lower for Practical Nursing (\*See Practical Nursing Handbook for further information), and/or withdrawing from classes may put students at risk. Poor academic performance will lead to Academic Warning. A student on Academic Warning continues to be eligible to receive financial aid. If the student regains SAP by the end of the evaluation period, he or she will be notified by mail regarding removal from Academic Warning status. Continued unsatisfactory academic performance at the end of the warning period will lead to Academic Probation. The student must meet with the Education Department to revise the Academic Plan. A student on Academic Probation continues to be eligible to receive financial aid. If the student regains SAP by the end of the evaluation period, he or she will be notified by mail regarding the removal from Academic Probation. If SAP is not met at the end of the probationary period, the student will lose financial aid eligibility. The student may appeal to the Director of Education to continue in school on Probation. The Director of Education will determine whether the student can continue during the final Probation Period. If the student is granted an additional probationary period and meets the SAP standards at the next evaluation period, he or she can continue in school. If the student does not meet SAP standards at the next evaluation period he or she will be reviewed for dismissal from school.

### Academic Periods Included in the Student SAP Review

The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student's enrollment, specifically every 12 weeks and/or quarterly. Students enrolled in an hour based program will be reviewed when students reach 450, 900, 1200 hours, depending on the length of the program.

### Meeting Satisfactory Academic Progress (SAP) Standards

Students who meet SAP standards will be coded as making Satisfactory Academic Progress in CampusVue and will retain eligibility for federal student aid for their next quarter.

### Requirements

#### Cumulative Grade Point Average CGPA (Qualitative)

Satisfactory Academic Progress is defined as a minimum GPA of 2.0 computed on a 4.0 scale for each quarter. Students must also maintain a 2.0 cumulative GPA.

|                      | Minimum Cumulative Grade Point Average Required for the Program |                  |
|----------------------|---|------------------|
| Total Credits Earned | Certificate/Diploma   | Associate Degree |
| 0 – 40+              | 2.0   | 2.0              |

#### Pace-Program Completion Rate (Quantitative)

All student must successfully complete at least 66.6% or 2/3 of the credits or clock hours he/she attempted each quarter and throughout his/her academic career. For credit hour programs, the completion rate is calculated by dividing the number of credit hours a student has successfully completed by the number of credit hours a student has attempted. For clock hour programs, the completion rate is calculated by dividing the number of clock hours attended by the number of clock hours scheduled. All attempted credits, including transfer credits, will be included in the quantitative calculation.



---

### Maximum Time Frame

A student must complete his/her program within 150% of the normal program length as measured in either credit hours or clock hours attempted. An approved Leave of Absence is not calculated in the student's maximum time frame. An approved Leave of Absence will extend the student's graduation date and maximum time frame. All financial aid and enrollment eligibility terminates at the 150% maximum time frame.

| Program   | Maximum Time Frame |
|-----------|--------------------|
| 9 months  | 13.5 months        |
| 12 months | 18 months          |
| 18        | 27 months          |

A student may receive federal student aid for any attempted credits towards his/her program of study as long as those credits do not exceed 150% of the published length of the student's program. All attempted credits are included in the evaluation including transfer of credits. When it becomes mathematically impossible for a student to complete his/her degree within the maximum time frame the student will be terminated.

### MITIGATING CIRCUMSTANCES

If a student feels his or her unsatisfactory SAP is due to extenuating circumstances, the student can appeal probation status. The appeal must be in writing to the Director of Education. Documentation must be provided. The mitigating circumstances include poor health, personal or family crisis and some major life event out of the student's control. If the appeal is denied, the student will be reviewed and it will be determined by the Director of Education and Director of Financial Aid if he/she may continue their enrollment at their own expense. Students who meet all SAP standards will be eligible for financial aid.

### REINSTATEMENT OF FINANCIAL AID

A student who is on academic probation will be eligible for financial aid based on the regulations of each type of aid received.

#### Federal Pell Grant

The student will maintain his/her eligibility for this program during the probationary period, none for the repeat of the quarter.

#### Pennsylvania State Grant

Note: PHEAA has its own definition of minimum requirements for satisfactory academic progress. For PHEAA purposes a student must maintain a minimum of twelve (12) credit hours per quarter and 36 earned credits per academic year. However, PHEAA only requires that academic progress be monitored at the end of each academic year during which the student received the PHEAA Grant (three quarters for the PHEAA Grant program).

### WITHDRAWAL FROM A COURSE

A withdrawal grade "W" is not calculated into a student's CGPA. A "W" is, however, counted as credits attempted but not earned when calculating pace and maximum time frame.

### INCOMPLETE GRADES

An incomplete grade (I) will turn into an "F" within ten calendar days. Thus, an "I" would not be calculated into a student's PACE or maximum time frame for SAP purposes. For more information on Incomplete grades, please refer to the Academic Information and School Policies section of the Course Catalog.

### REPEATED COURSES

Students may repeat a course; however, that course will only be counted once as credits earned. For the purpose of CGPA, the higher grade will be used to calculate the student's grade point average. The maximum number of times a core course can be taken is two; receiving a "D" or below in a core course is considered failing. Also, if a student withdraws in weeks 11-12 this will count toward the two class limit, as this will reflect an "F" on the transcript. Students who repeat a course will be charged the current tuition rate for the credits/hours repeated.

Cosmetology students who do not pass a module must repeat the module. Hours for a failed course do not count toward the hours required for graduation.

Students enrolled in the Practical Nursing programs are scheduled in a specific sequence. Practical Nursing students will receive a grade of P or F for clinical rotations. If a student fails a clinical rotation, the course must be repeated. A grade of P or F is included in the SAP

---

calculation.

### **NON-PUNITIVE GRADES**

Test-out grades are non-punitive and are not calculated into the CGPA but are calculated in the program completion rate. SAP is calculated by the total credit hours of the program.

### **NON-CREDIT/REMEDIAL COURSES**

Course audit grades are non-credit and are not included in SAP calculations.

### **CHANGE OF PROGRAM/ADDITIONAL CREDENTIALS**

When a student changes a program or returns for a second program following the completion of the first program, any course applicable to the new program will be included in the calculation of the CGPA and maximum time frame for the new program. The maximum time frame will be adjusted for the new program just as it is for students who transfer in credits from another institution.

### **TRANSFER CREDIT**

Transfer hours that are accepted into a program at Penn Commercial Business/Technical School are not included in the calculation of the CGPA. However, transfer hours are counted as earned and attempted and are calculated into a student's PACE and maximum time frame.

### **ENROLLMENT STATUS**

Student enrolled in quarter credit programs are considered full time when registered for 12 or more credits per quarter. Students enrolled in clock hour programs are considered full time when registered for at least 24 hours per week. If a student should drop below the full time course load, as described above, financial aid will be adjusted accordingly. All students, both full time and part time, are given a quarterly schedule. Although we try to accommodate students with regard to scheduling, class times are limited; therefore, the schedules generated by administration are final.

### **QUARTERLY SCHEDULES**

Day students are scheduled Monday through Friday between the hours of 8:00 am and 5:00 pm. Evening students are scheduled Monday through Thursday between the hours of 5:30 pm and 10:00 pm. Clinical rotations for the Practical Nursing program vary per quarter and are scheduled Monday through Friday at our contracted clinical affiliates. The site and hours of clinical scheduling will vary from quarter to quarter. The student's clinical schedules typically mirror the clinical affiliate schedules with a shift starting as early as 7:00 am and ending as late as 11:00 pm, or as clinic sites demand. Cosmetology program may include evening clinic hours.

Please note that some externship sites require that a student complete hours on Fridays. Students must be available to accommodate this request. Evening students must complete their externship hours during normal business hours of operation.

### **DEFINITION OF AN ACADEMIC YEAR**

For a credit hour program, an academic year is the equivalent of three quarter (36 weeks), or nine months. For a clock hour program, the definition on an academic year is 900 hours.

### **ACADEMIC TERM**

Penn Commercial uses a quarter as its academic term. A quarter is equivalent to twelve weeks of instruction in theory, laboratory and/or practicum/externship/clinical.

### **ACADEMIC CREDIT HOUR DEFINITION**

Penn Commercial awards academic credit for both clock hour and credit hour programs. Academic credit for clock hour programs is measured in clock hour attendance. A clock hour is defined as a minimum of 50 minutes of instruction in a 60 minute time period. Academic credit for all other programs is measured using credit hours. A credit hour is defined as a unit by which an institution may measure its coursework and verified by student achievement. Penn Commercial Business/Technical School operates in quarter credits and adheres to the following:

- 10 hours of classroom lecture – 1 credit hour will be awarded
- 20 hours of supervised laboratory activity – 1 credit hour will be awarded
- 30 hours of practicum/externship/clinical – 1 credit hour will be awarded

### **CREDIT CONVERSION SYSTEM**

For any diploma program that is not fully transferrable to a degree program, institutions are required to use a conversion system for determining program eligibility for financial aid.

#### ***Credit Conversion Formula***

One-quarter credit hour is equal to at least 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5 clock hours may include acceptable and documented student work outside of class

---

and/or instructional hours (outside academic activities).

### ***Outside Academic Activities***

Outside academic activities will vary for each course and can include, but is not limited to: library and other research projects, homework, program-specific exercises utilizing outside resources, job shadowing, participation in community memberships and activities, etc. Students will be evaluated for each outside academic activity and will be awarded points. Each instructor will have details on the course syllabus that will specify each of the outside academic activity that is assigned with the corresponding points for each. These points will be incorporated into the students' final grade.

### **TRANSFER OF CREDIT TO PENNCOMMERCIAL**

Students who previously attended an accredited post-secondary institution recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Penn Commercial. Courses taken at the previous institution must be determined to be sufficiently equivalent to courses offered at Penn Commercial taking into account such factors as course content, grades, accreditation, and licensing. In addition, Penn Commercial must determine that those courses are applicable to a student's program of study at Penn Commercial. Only courses in which the student earned a grade of "C" or better and which were completed within the last five years will be considered for transfer. Courses with "P" for Pass or "S" for Satisfactory will only be considered if the official transcript is accompanied by a statement from the school that issued a "P" or "S" explaining that the course is equivalent to a "C" or better. Because of changes in technology, all computer-related courses will be decided on a course by course basis, regardless of when they were completed. The courses that are approved as transfer credits will show a grade of "T" on the Penn Commercial transcript. Transfer credits are not calculated in the students GPA. Students may transfer in up to 75% of program requirements. All transfer of credits requests must be submitted to the Director of Education no later than two weeks after the semester start date of the student's first semester (unless extenuating circumstances).

### ***Cosmetology Transfers***

The student must first notify the school previously attended and request to have official transcripts and course descriptions sent to the school, Attention – Director of Education. The transcripts will be evaluated for admittance by the Cosmetology Supervisor and Director of Education. A determination will be made on the number of hours and classes that can transferred in. Penn Commercial reserves the right to transfer in up to 350 of the total hours and can deny transferring in any of the hours after reviewing the student's evaluation. All evaluations must be completed prior to the class start.

### ***Practical Nursing Transfers***

To re-admit a student who previously withdrew in good standing or to admit a student with transfer credits from another practical nursing program, the student must be evaluated and will include previous educational experiences, clinical competency, and applying the educational achievements to meet requirements of specific courses in the practical nursing program. This evaluation will be done by the Director of Practical Nursing Program.

Returning students who previously failed a class, will be admitted into a class that has the availability for a seat. New incoming students will be given first priority. If a student is re-admitted to the program and fails a second course, they are NOT eligible to continue in the program or reapply.

Returning students who withdrew due to a failure or took an LOA for a period of 6 months must complete T-SPOT and drug screening at the time of re-admission and are subject to any other requirements the clinical facilities have amended or changed.

PCBTS will not accept faxes or photocopies as official documents. Documents must travel through the US mail and be received in a sealed issuing institution envelope or can be received electronically directly from the schools registrar only. If an envelope has been opened prior to receipt by The Director of Education, the documents are not considered official and will not be accepted.

### **EXPERIENTIAL LEARNING**

PCBTS does not accept the transfer of credit for experiential learning toward any program of study.

### **TRANSFER OF CREDIT TO OTHER SCHOOLS**

Every institution has its own rules regarding transfer of credits and recognition of credits earned and degrees from another institution. The awarding of credit, or recognition of coursework completed at any other institution, is at the sole discretion of the receiving institution. Penn Commercial does not imply, promise or guarantee that any credits earned at Penn Commercial will transfer to or be accepted by any other institution. There is a possibility that some or all credits earned at Penn Commercial will not transfer to other institutions. It is the student's responsibility to find out whether a receiving institution will recognize a course or accept credits earned

### **Articulation Agreements**

Penn Commercial maintains articulation agreements with high schools, career and technology centers and post-secondary institutions. Students wishing to transfer credit after graduation should meet with the Director of Education to obtain information concerning current articulation agreements.

- California University of Pennsylvania
- Western Area Career and Technology Center

### **STUDENT RIGHT TO KNOW**

The Student Right to Know and Campus Security Act of 1990 requires that all institutions throughout the country produce statistics and/or information on the following subjects:

- Gainful Employment/Consumer Disclosers - Available on Penn Commercial Business/Technical School's website at <http://www.penncommercial.edu/consumer-information>
- Completion and Graduation Rates – Obtain from Director of Career Services
- Financial Aid Information - Available in the Course Catalog
  
- Crime Statistics on Campus – Available in the Course Catalog
- Athletic Program Participation – Not applicable to Penn Commercial
- School Policies and Procedures – Available in the Course Catalog; obtain from Director of Education

### **COURSE TEST OUTS**

Students who can demonstrate competence in specific disciplines may earn credit by testing out of courses with Penn Commercial. A student must initiate the test out process by working with the admissions department and the Director of Education. While students may attempt to test out of many introductory courses, they should remember that test-outs are not offered for every course.

- A fee of \$75 per credit payable to Penn Commercial is required prior to completing a course test out exam. This fee is non-refundable even if examinees do not pass exams and do not receive credit for the course. This fee is waived for high school seniors (must take the exams within 6 months of high school graduation).
- Only students enrolled at Penn Commercial may participate in test-out examinations.
- Test outs are only given before the actual class begins; if a student has attendance for a class, the test out is no longer an option.
- Credits earned for passing test out exams shall be entered on the student's permanent record and recorded on the student transcript.
- Testing out is not an option for students who wish to earn credit for courses previously attempted or withdrawn. Test-outs cannot be used to improve grades for courses previously completed.
- Test out exams, once failed, may not be repeated.
- Students who fail a test out exam must complete the course to fulfil graduation requirements. Failing test out grades will not be recorded on transcripts.
- No more than 25% of the credits required for graduation may be given through test outs.
- Student's paying for a test out exam must take the exam within one year of payment or the test fee is forfeited.
- Financial Aid is not available for test out credits.

---

### ***Courses Available for Test Outs***

|        |                                 |             |        |                            |             |
|--------|---------------------------------|-------------|--------|----------------------------|-------------|
| AC 101 | Principles of Accounting I      | 4.0 credits | MA 101 | Business Mathematics       | 4.0 credits |
| CM 101 | Desktop Hardware/Software       | 4.0 credits | MA 102 | Technical Math I           | 4.0 credits |
| CT 101 | Computer Fundamentals           | 4.0 credits | MA 103 | Technical Math II          | 4.0 credits |
| CT 104 | Introduction to Word Processing | 3.0 credits | OT 101 | Keyboarding I              | 3.0 credits |
| CT 105 | Word Processing                 | 3.0 credits | OT 102 | Keyboarding II             | 3.0 credits |
| EC 101 | English Composition             | 4.0 credits | PS 101 | Introduction to Psychology | 5.0 credits |
| EC 103 | Technical Communication         | 3.0 credits |        |                            |             |

---

## **ACADEMIC TRANSITION/DUAL ENROLLMENT FOR HIGH SCHOOL JUNIORS AND SENIORS**

The Academic Transition Program is a dual enrollment option available to high school juniors and seniors who are interested in getting a head start on obtaining credits toward their post-secondary education with Penn Commercial. This program enables high school juniors and seniors to take post-secondary credits virtually free of charge while enrolled in high school. The only out-of-pocket expense is a

\$100 application fee and the cost of books for each class taken. The credits awarded at the completion of class can be reviewed by Penn Commercial for transfer into a program of choice if the student chooses to continue his or her education with Penn Commercial. Students participating in the program can choose from a variety of introductory courses offered at Penn Commercial and may take up to four courses per year or one course per quarter. Successfully completing four courses per year, beginning the junior year, could enable a graduating high school senior to begin classes at Penn Commercial with eight courses under his or her belt; which could ultimately shorten the time to complete his/her respective program. Penn Commercial credits may be evaluated by any other post-secondary institution as well for transferability; however, it is ultimately up to the receiving institution to make that determination.

### ***Program Requirements Include***

- The applicant must be a high school junior or senior and have a GPA of 2.5 or better.
- Tuition is free of charge; however, the student is responsible for the cost of books and a \$110 application/registration fee. Following graduation and at Penn Commercial enrollment, the application/registration fee will be waived and current student tuition and fees will then apply.
- Participants must maintain a "C" or better in each course to maintain enrollment in the program and must maintain a satisfactory attendance record as expected of all students at Penn Commercial.
- Participants may only take courses that are offered and must meet the prerequisite requirements for each course.
- Only those accepted into the program may participate. Additionally, overall enrollment in the high school program is contingent on seat availability and Penn Commercial reserves the right to cap the enrollments if they exceed acceptable class sizes.

## **ATTENDANCE REQUIREMENTS**

Penn Commercial requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. Penn Commercial considers both tardiness and early departure from class as forms of absenteeism. Absences are not classified as excused or unexcused. For all programs, with the exception of Practical Nursing and Cosmetology, the minimum required attendance to be eligible for a degree or diploma is 80% of the scheduled class hours for the duration of the course and completion of 100% of externship hours. Once absences reach 20%, (10% for Practical Nursing and Cosmetology) whether for the course or total hours, the student's grade will be lowered as outlined below. Tardiness is recorded in increments of  $\frac{1}{4}$  hours.

If a student's attendance falls below the minimum requirements, the student will be placed on attendance probation. Violation of the terms of the probation may result in termination from school. The school will terminate any student who has not been in attendance for 10 consecutive week days/14 calendar days. The school reserves the right to extend the 10 day timeframe due to extraordinary circumstances that affect the entire student population.

### ***Cosmetology Programs Attendance***

All Cosmetology programs are hours-based, therefore students are required to complete all hours as outlined in the curriculum. Students who have not completed the required hours by the scheduled completion date are required to pay \$10.00 per hour for makeup time. The minimum required attendance to be eligible for their diploma is 90% of the scheduled class hours for the duration of the course. Once absences reach 10%, whether for the course or total hours, the student's grade will be lowered. Tardiness is recorded in increments of  $\frac{1}{4}$  hours.

### ***Practical Nursing Attendance***

For Practical Nursing students, the minimum required attendance to be eligible for their diploma is 90% of the scheduled class hours for the duration of the course and completion of 100% of clinical hours. Once absences reach 10%, whether for the course or total hours, the student's grade will be lowered. Tardiness is recorded in increments of  $\frac{1}{4}$  hours.

### ***Clinical Attendance***

For practical nursing students, clinical experience is an integral part of the curriculum, therefore attendance is mandatory. Students may not exceed for (4) clinical absences, one (1) per quarter. Any absence over one (1) will result in clinical failure. If a student is more than 5 minutes late, he/she will be marked as tardy. Two (2) tardies equals one absence.

The missed clinical hours must be made up during the quarter the absence occurred and will be scheduled at the discretion of the

Program Director. The missed time/day(s) will be scheduled during the clinical content that the absence occurred, if possible. The makeup time will either be 7 a.m.-3p.m. or 3-11 p.m., as well as after class hours. The clinical makeup day during the summer or winter break will be posted, in advance, and attendance is mandatory. If the student does not attend the assigned makeup clinical day(s), a failing grade will be given for the clinical and course. Exceptions may be made, on a case-by-case basis, with the approval of the administration.

Students who are unprepared for the clinical experiences or who are improperly dressed will be sent home and it will be considered a clinical absence. The clinical instructor reserves the right to dismiss any student if his/her apparent condition may interfere with the ability to perform safe nursing care or put his/her own health at risk. Students are reminded the importance of staying home when ill if there is a possibility of transmitting infectious disease.

### **Attendance Grade Drop Grid**

| <b>Course<br/>Total Hours</b> | <b>Missed Hours<br/>Allowed<br/>(20%)</b> | <b>Missed Hours = 1 Letter<br/>Grade Drop (25%)</b> | <b>Missed Hours = 2<br/>Letter Grade Drop<br/>(30%)</b> | <b>Missed Hours = 3<br/>Letter Grade Drop<br/>(35%)</b> |
|-------------------------------|---|---|---|---|
| 10                            | 2   | 2.25 to 2.5   | 2.75 to 3   | 3.25 to 3.5   |
| 15                            | 3   | 3.25 to 3.75  | 4 to 4.5  | 4.75 to 5.25  |
| 20                            | 4   | 4.25 to 5   | 5.25 to 6   | 6.25 to 7   |
| 25                            | 5   | 5.25 to 6.25  | 6.5 to 7.5  | 7.75 to 8.75  |
| 30                            | 6   | 6.25 to 7.5   | 7.75 to 9   | 9.25 to 10.5  |
| 35                            | 7   | 7.25 to 8.75  | 9 to 10.5   | 10.75 to 12.25  |
| 40                            | 8   | 8.25 to 10  | 10.25 to 12   | 12.25 to 14   |
| 45                            | 9   | 9.25 to 11.25                                       | 11.5 to 13.5  | 13.75 to 15.75  |
| 50                            | 10  | 10.25 to 12.5                                       | 12.75 to 15   | 15.25 to 17.5   |
| 55                            | 11  | 11.25 to 13.75                                      | 14 to 16.5  | 16.75 to 19.25  |
| 60                            | 12  | 12.25 to 15   | 15.25 to 18   | 18.25 to 21   |
| 65                            | 13  | 13.25 to 16.25                                      | 16.5 to 19.5  | 19.75 to 22.75  |
| 70                            | 14  | 14.25 to 17.5                                       | 17.75 to 21   | 21.25 to 24.5   |
| 75                            | 15  | 15.25 to 18.75                                      | 19 to 22.5  | 22.75 to 26.25  |
| 80                            | 16  | 16.25 to 20   | 20.25 to 24   | 24.25 to 28   |
| 90                            | 18  | 18.25 to 22.5                                       | 22.75 to 27   | 27.25 to 31.5   |
| 100                           | 20  | 20.25 to 25   | 25.25 to 30   | 30.25 to 35   |
| 120                           | 24  | 24.25 to 30   | 30.25 to 36   | 36.25 to 42   |
| 150                           | 30  | 30.25 to 37.5                                       | 37.75 to 45   | 45.25 to 52.5   |
| 180                           | 36  | 36.25 to 45   | 45.25 to 54   | 54.25 to 63   |
| 200                           | 40  | 40.25 to 50   | 50.25 to 60   | 60.25 to 70   |
| 250                           | 50  | 50.25 to 62.5                                       | 62.75 to 75   | 75.25 to 87.5   |
| 360                           | 72  | 72.25 to 90   | 90.25 to 108  | 108.25 to 126   |

### **MAKEUP POLICY**

Make-up from a missed class cannot erase an absence from a student's record. However, students are permitted to miss 20% of a course (see below for Practical Nursing and Cosmetology) before their final grade is affected and will be allowed the opportunity to make up certain work within this 20% (10% for Practical Nursing and Cosmetology), such as exams, quizzes, speeches, presentations, submission of assigned research papers and other graded documents, homework, etc. The only exception to this is graded in-class activities, which will be made up at the instructor's discretion and their decision is final. If a student chooses to make up work as outlined above, all make-up work must be submitted to the instructor within ONE WEEK of the students return to school or the student will be given a zero. There are no exceptions.

The instructor will choose one of the following options with regard to grading:

- Option #1 Student will take a different form of the exam or quiz
- Option #2 Instructor will deduct 10% from the final grade, meaning the highest grade a student can receive for make-up work is 90%

If a student has been absent more than the allotted 20%, makeups are not permitted.

---

### ***Cosmetology Programs***

Cosmetology students are required to complete all required hours as outlined in the curriculum. Students who have not completed the required hours by the scheduled graduation date are required to pay \$10.00 per hour.

### ***Practical Nursing Program***

Classroom Attendance: Absences are not classified as excused or unexcused. The minimum required attendance to be eligible for a degree or diploma is 90% of scheduled class hours for the duration of the course before your grade is dropped by one letter grade and completion of 100% of externship or clinical hours. Once absences reach 10% of class hours/total hours the student's grade will be lowered by one full grade. Tardiness is recorded in increments of ¼ hours. If a student's attendance falls below the minimum requirements, he/she will be placed on attendance probation. Classroom and Clinical hours must be made-up. Violation of the terms of the probation may result in termination from school. The school will terminate any student who has not been in attendance for 10 consecutive days. The school reserves the right to extend the 10 day timeframe due to extraordinary circumstances that affect the entire student population.

Clinical Attendance: For Practical Nursing students, clinical experience is an integral part of the curriculum, therefore attendance is mandatory. Students who are unprepared for the clinical experiences or who are improperly dressed will be sent home and it will be considered a clinical absence. The clinical instructor reserves the right to dismiss any student if his/her apparent condition may interfere with the ability to perform safe nursing care or put his/her own health at risk. Students are reminded the importance of staying home when ill if there is a possibility of transmitting infectious disease. Students may not exceed more than one clinical absence per clinical rotation. A second absence will result in failure of the course/clinical and result in the student's need to repeat the course. Clinical days include designated lab or skills lab days scheduled at the school any student with clinical absences that are permitted to make up the time will be charged a fee of \$150.00/day. If a student fails to make up the missed clinical time, a grade of Failure will be awarded. If a student is more than 5 minutes late, he/she will be marked as tardy.

### **LAST DATE OF ATTENDANCE**

When a student withdraws or is dismissed from Penn Commercial, his or her official date of separation from the school is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to Penn Commercial.

### **LEAVE OF ABSENCE (LOA) POLICY**

A student may ask for a Leave of Absence (LOA), which is defined as a temporary interruption in a student's education from school, by submitting a written request to the Director of Student Services. The written request must include the mitigating circumstances which led to the request for the leave, the beginning and ending dates of the leave, the student's signature, and the date requested. A leave of absence may be granted in the form of Medical, Family, Legal, Emergency, Personal, or Academic leave. If a student is granted an LOA their original graduation date may be extended. Students must be aware that upon return from an LOA, there is a possibility that they will be a part time student due to course availability. *Penn Commercial reserves the right to require a Medical Release form from a health care provider for all medical related leave of absence.*

For a leave of absence to be granted, it has to meet all of the following conditions:

- The student must complete a Leave of Absence Request Form.
- The LOA must be approved by the Director of Student Services, the Director of Financial Aid and the VP of Operations.
- A student who goes on leave without Director of Student Service approval may be withdrawn.
- A student's LOAs cannot exceed 180 calendar days in a 12-month period. The Director of Student Services will determine the length of the leave based on academic scheduling and the student's circumstances.
- Before requesting an LOA, students must meet with the financial aid office regarding all financial aid implications.
- A student interrupting his or her training under a LOA status will be treated for purposes of Financial Aid as a withdrawn student. The school understands that the student has temporarily interrupted his or her training.
- No Financial Aid funds will be disbursed while a student is on a leave of absence.
- A leave of absence is not considered in the calculation of satisfactory progress, maximum time frame for program completion, or refund amounts.
- The student must plan to return to the school at the end of the specified/approved period of time in order to complete his/her program.
- The student must return in the program that they were enrolled in at the time of the LOA.
- The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.
- If a student does not return from a LOA as scheduled, he/she will be immediately terminated from school.

---

**BEREAVEMENT LEAVE**

Students may qualify for up to 3 consecutive bereavement days for the following family members: spouse, children, parents, siblings, grandparents, mother-in-law, and father-in-law and a family member deemed significant at the discretion of the retention coordinator. Students must provide documentation to the retention coordinator the start date, end date, and return date of the bereavement leave. Students have one week from the day of their return to school to make up any work that was missed during their bereavement.

**CLASS SIZE**

Class size may contain up to 40 students and will vary based on course and program.

**CANCELLATION OF COURSE/PROGRAM**

Penn Commercial reserves the right to arrange students' date of entrance, class hours, and schedules within the limitations of its facilities and overall enrollment scheduling. Penn Commercial also reserves the right to cancel any course and/or program when enrollment is insufficient without notice.

**COURSE AVAILABILITY**

In its scheduling of courses, Penn Commercial's primary responsibility is to those students who remain continuously enrolled in pursuit of their chosen program. Persons who wish to enroll in individual courses, students who are returning from withdrawals or dismissals, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

**CORE COURSES**

The intent of the Core Course policy is to ensure that each student achieves a "C-" or higher, "C" or higher for Practical Nursing, in the core courses of his/her program. Any student earning below this requirement will be required to retake the course and may not attempt any course for which that core course is a prerequisite until he/ she has earned the required grade in the course.

**GENERAL EDUCATION COURSES**

General education courses are incorporated into all degree programs at Penn Commercial. General education is defined as areas of learning which are deemed to be the common experience of all "educated" persons, and includes subject matter from the humanities, mathematics and sciences, and the social sciences.

**INCOMPLETES**

Students receiving a grade of "I" (Incomplete) will have 10 calendar days into the following quarter in which to submit the required work. If the work is not submitted within that time, the student will receive a grade of "F" (Failing) for that course. It is the responsibility of the student to find out what work, time, etc. needs to be completed.

**ADDING/DROPPING COURSES**

Any student wishing to add a class to his/her schedule should meet with the Director of Student Affairs to complete the appropriate paperwork. Students will be counseled regarding the effects pertaining to graduation date and adjustments to financial obligations. Providing there is room in the class, the class will fit in the student's schedule, and financial obligations have been met, the Director of Student Affairs may add the course to the student's schedule. All classes must be added to a student's schedule before the end of the first week of each new quarter.

Students withdrawing from a course in weeks 1-10 will receive a "W" on his or her transcript. This course will not be calculated in the student's GPA. Students withdrawing in weeks 11 – 12 will receive a failing (F) grade. Students wishing to withdraw from a course must do so in writing with the Director of Student Affairs. A student who does not show up for class for ten (10) consecutive school days/fourteen (14) calendar days will be automatically withdrawn from the course and terminated from school.

**INDEPENDENT STUDY**

Independent study necessitates a high level of self-directed learning. Students are required to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments that are designated to measure the student's achieved competency relative to the required subject matter objectives. Independent study may only be offered within a credit hour program and must include comprehensive educational objectives and a written outline of the competencies to be achieved through independent study. Schools must demonstrate that the independent study is relevant and appropriate to program objectives and that the student engaged in independent study meet regularly with the qualified independent study instructor.

Under special circumstances opportunities for independent study are available to students in good academic standing. If a student believes he/she qualifies for an independent study course, a request must be made in writing to the Director of Reports & Statistics. The request must include: name of course, during which quarter the course will run, and why the request is being made. The request is then submitted to the Director of Reports & Statistics and appropriate faculty member for approval.



---

Students who are approved for independent study will be required to pay the regular tuition rate, must meet the course prerequisites or receive special permission from the Director of Reports & Statistics before students will be registered in the independent study course. Penn Commercial reserves the right to schedule an independent study course as it sees fit to benefit both the student and instructor.

### **AUDITING COURSES**

Classes taken for audit do not apply toward any academic degree or diploma, and do not count as part of a student's full- or part-time course load. Auditing classes is only offered based on seat and/or course availability. In addition, a student may only audit a maximum of two (2) classes per quarter. There is no tuition cost for auditing courses; however, students will be required to purchase books and supplies necessary for the course.

### **REFRESHER COURSES**

Each graduate is entitled to lifetime refresher courses to review knowledge and skills in courses previously taken. Refresher courses are limited to availability of classes and to courses that are essentially the same as those originally taken. Courses that have been significantly modified and updated to utilize current technology are considered new courses, and are ineligible to be taken as a refresher. Appropriate charges for books and fees will be assessed.

### **CHANGE OF PROGRAM**

Students who wish to change their program must see the Director of Student Affairs to complete the appropriate paperwork. The request will be considered with respect to meeting the admission requirements, necessary qualifications for the program, and the availability of space in that program. Students transferring to a program that is not starting immediately will remain an active student without a class schedule for a period not to exceed six weeks.

#### ***Regarding Entrance Exam Scores***

If a student's initial entrance exam score (at the time of enrollment at Penn Commercial) meets the recommended minimum score of the new program of choice, the student will not need to be administered the entrance exam prior to the change of program. If a student's initial entrance exam score does NOT meet the recommended score of the new program of choice, the student will be permitted to take the entrance exam to see if minimum recommended score level can be achieved. Only one (1) attempt is permitted. Should minimum recommended score not be achieved during the one time attempt, student will not be able to change to the new program of choice. If a student's entrance exam score meets the recommended score level for that program, the student is permitted to change to that program, unless certain requirements apply (Please see MOA to MA change of program guidelines)

#### ***Medical Office Administration (MOA) to Medical Assistant (MA)***

Student wishing to change from the Medical Office Administration program to the Medical Assistant program must have met the Medical Assistant entrance exam recommended minimum score level. (Please see above). Students presently enrolled in the Medical Office Administration program can apply to change to the Medical Assistant program only at the end of their 3<sup>rd</sup> Quarter. At which time, a student must have an overall GPA of a 3.0 and must have achieved a grade of "A" in their Clinical Assisting I course. Physical exam requirements must be completed prior to a student entering the MA program.

### **POLICY ON THE USE OF COPYRIGHTED WORKS IN EDUCATION AND RESEARCH**

As a system devoted to providing the highest quality education to students; Penn Commercial Business/Technical School is committed to respecting the rights of copyright holders and complying with copyright law. Penn Commercial Business/Technical School recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

Penn Commercial Business/Technical School facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, Penn Commercial:

- Informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- Develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- Facilitates use of materials currently licensed by Penn Commercial Business/Technical School and provides information on licensing of third-party materials

---

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day Penn Commercial receives a request for access. A student should submit to the Director of Student Affairs, a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Penn Commercial to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Penn Commercial decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to an appeal.
- The right to provide written consent before Penn Commercial discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Penn Commercial to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605**

Penn Commercial has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; program; dates of attendance; full- or part-time enrollment status; year level; degrees and awards received, including honors/high honors; the most recent previous educational agency or institution attended, addresses, phone numbers, photographs, and email addresses. Students may request that Penn Commercial withhold release of their directory information by notifying the Director of Student Affairs in writing.

## **GRADE POINT AVERAGE**

It is important that students know their grade point average and keep it at or above 2.0 to maintain satisfactory academic progress (SAP) and to meet graduation requirements. The following can be used to compute a cumulative grade point average:

- Multiply the grade point equivalent of the letter grade received for each course by the number of credits for each course.
- Add the totals and divide the product by the number of credits attempted.
- The quotient is the cumulative grade point average.

Note: Credits transferred from another institution are not included in a student's cumulative grade point average.

## **GRADE REPORTS AND TRANSCRIPTS**

Grade reports are issued for all day and evening students each quarter. If a student feels as though a grade is incorrect on his or her transcript, he/she may challenge their grade within two weeks of the following quarter the grade was earned. If the request to challenge a grade is made after this two week period, the request will not be granted and the grade will remain as is on the transcript. Official transcripts bear a school official's signature and the seal of Penn Commercial. There is a charge of \$10.00 for each transcript issued. Transcript will not be released for students who owe money to the school until the account is settled. There is also a \$10.00 fee for degree or diploma replacements.

## **OUT OF CLASS COURSE HOMEWORK**

Each hour of a course lecture requires two hours of out of class course work to be completed by student.

## **GRADING SYSTEM**

In all programs, with the exception of Practical Nursing, students are to earn a "C-" or better in all core courses (74%). Practical Nursing students are to earn a "C" or better in all core courses (77%). Practical Nursing students must achieve a satisfactory clinical evaluation in courses with a clinical component, in addition to a minimum grade level of a "C" or better (77%) in order to satisfactorily complete the course. Penn Commercial utilized the following four-point grading system:

---

| <b>GRADE</b>                               | <b>NUMERICAL EQUIVALENT</b> | <b>GRADE POINT</b> |
|--|-----------------------------|--------------------|
| A  | 90 - 100                    | 4.00               |
| B  | 80 – 89                     | 3.00               |
| C  | 70 – 79                     | 2.00               |
| D  | 60– 69                      | 1.00               |
| F – Fail                                   | Below 60                    | 0.00               |
| P – Pass                                   |                             | 0.00               |
| I – Incomplete                             |                             | 0.00               |
| W – Withdraw                               |                             | 0.00               |
| WP – Withdraw Passing                      |                             | 0.00               |
| WF – Withdraw Failing                      |                             | 0.00               |
| U – Unsatisfactory (repeated courses only) |                             | 0.00               |
| T – Transfer Credit                        |                             | 0.00               |

In Pass/Fail courses, the grade “P” is given for “average attainment” or better (A, B, or C); the grade “F” is given for “attainment below average” (D or F).

---

## EARLY RELEASE

For the Electrician and HVAC-R programs, a student may be granted an early release to accept employment in his/her chosen program. The following conditions must be met prior to a student's official early release:

- Employment must be a full time, permanent position directly related to program. A confirmation letter must be submitted by the employer to the Director of Career Services.
- Student must have overall 3.0 GPA minimum.
- Student must have maintained an overall attendance of at least 90%.
- Student cannot have any disciplinary action since starting school.
- Student must have completed at least 6 weeks of final quarter.
- Student will be given an assignment to complete for each class scheduled. All work must be submitted by the Friday of week 11. If the assignments are not submitted by this date, the student will not be cleared for graduation.
- Student must be cleared from financial aid.
- All final approvals for early release will be granted by the Director of Career Services only.

## MAXIMUM TIME IN WHICH TO COMPLETE A PROGRAM

The maximum time frame allowed for successful completion of any program shall not exceed 1.5 times, or 150%, the normal length of time to complete a program. The requirements for rate of progress are used to ensure that students are progressing at a rate at which they will complete their programs within the maximum allowable time frame. All students are evaluated at the end of every quarter in order to determine satisfactory academic progress. Please refer to the SAP section of the Course Catalog for more details.

## GRADUATION REQUIREMENTS

Formal graduation ceremonies are held during the fall and spring quarters. All students must meet the following requirements to graduate with a diploma or degree from Penn Commercial:

- Completion of all coursework in the student's program of choice. Student must receive a grade of "C-" or better in all core courses.
- A cumulative grade point average of 2.0 or higher (including the requirements for a passing grade in each class).
- Must meet overall attendance of 80% for classes and must complete 100% of externship hours, if applicable.
- Satisfaction of all financial obligations having to do with Penn Commercial.

In addition to the aforementioned requirements, students in the Cosmetology programs must also:

- Maintain at least a 2.0 grade point average in theory.
- Satisfactory completion of all assigned labs and clinical practice.
- Complete the required 1250 clock hours of instruction (250 for Nail Technician, 600 for Cosmetology Teacher, 400 for Esthetics)
- Must meet overall attendance of 90%.

In addition to the aforementioned requirements, students in the Practical Nursing program must also:

- Receive a grade of 77% or better in all core courses and satisfactorily complete all clinical components.
- A cumulative grade point average of 2.0 or higher.
- Must meet overall attendance of 90% for classes and must complete 100% of clinical hours.
- Satisfactory completion of the IV Therapy Checklist.

## CERTIFICATE OF COMPLETION

A student who completes a program beyond the Maximum Time Frame will not receive the academic credential normally bestowed. A student will receive a Certificate of Completion.

## WITHDRAWAL FROM SCHOOL

A student wishing to officially withdraw from school must confer with the Retention Coordinator to complete withdraw documentation. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future financial aid decisions as well as decisions on re-admittance. For students who withdraw without proper notification (unofficial), a withdraw form will be completed using the best available information. For students who do not return to school from an approved leave of absence, the withdrawal date will be the last day of attendance.

---

## **TERMINATION OF ENROLLMENT BY PENNCOMMERCIAL**

Termination of enrollment by Penn Commercial administration may occur for any of the following reasons:

- Failure to make Satisfactory Academic Progress (SAP).
- Failure to abide by the Student Conduct Policy.
- Failure to maintain regular class attendance.
- Failure to comply with safety regulations.
- Malicious damage to school property.
- Insubordinate acts against staff or other Penn Commercial employees or vendors.
- Failure to comply with school policies and procedures as outlined during the admissions process and in this catalog, including updated information documented in catalog addendums.

## **STUDENT GRIEVANCE POLICY**

The intent of Penn Commercial's Student Grievance Policy is to provide a procedure whereby student grievances are processed promptly and resolved fairly. A student who wishes to file a grievance may initiate the resolution process by the following steps:

### ***Informal Process***

The student is advised to discuss the grievance informally with their academic advisor. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request a meeting with the Director of Academic Affairs. If the grievance is not resolved at this level, the student may initiate the formal grievance process.

### ***Formal Process***

The formal grievance process begins when a written complaint is submitted to the Vice President of Operations. The Vice President of Operations shall further investigate the complaint and meet with the student and the person who is the source of the grievance within seven (7) business days. All parties involved in the informal process and other pertinent school personnel will also be in attendance of this meeting. If the grievance is not resolved at this level, the student may initiate the appeal and final review process.

### ***Appeal and Final Review Process***

Should the student wish to appeal the decision of the Vice President of Operations, the student must submit a signed statement of appeal with seven (7) business days to the President through his assistant. The President will review the appeal, may choose to meet with the student and/or other parties as identified in the formal process, and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days. The grievance will be resolved at this time and will be considered final.

While a student is in any phase of the grievance process, he/she should participate fully in all coursework until a determination of the grievance or appeal is made. The only exception is for medical students who attend clinical or externship outside of the building that have been dismissed for patient safety violations. In this case, the students will be suspended from the clinical or externship environment until a decision regarding the grievance or appeal is final. Appeals of clinical or externship warning will be evaluated and made final by the appropriate program director and President. Student grievances must be made within thirty (30) days of the occurrence, regardless if the student is an active student or a recent graduate. Any grievance received after the thirty (30) day deadline will be considered null in void. If the student maintains that there is still a problem or concern that is not resolved, the student may contact the name(s) and number(s) below:

**The Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**703-247-4212**  
**Fax 703-247-4533**

**Pennsylvania Department of Education**  
**333 Market Street**  
**Harrisburg, PA 17126-0333**  
**Phone: (717) 783-8228**

---

**Pennsylvania State Board of  
Cosmetology PO Box 2649  
Harrisburg, PA 17105-2649  
Phone: (717) 783-7130**

**Pennsylvania State Board of  
Nursing PO Box 2649  
Harrisburg, PA 17105-2649  
Phone: (717) 783-7142**

#### **FACULTY INVOLVEMENT IN POLICY DEVELOPMENT AND CURRICULA**

The faculty at Penn Commercial are involved in the development of new curricula, in revisions or modifications to new curricula and in the development of ideas for future curricula.

The faculty must select textbooks, supplies, materials and equipment for program use in the classroom. They make the decisions as to what needs to be included in their specific program curricula. Faculty are at the forefront of the programs that they teach. Their involvement in program development is crucial.

They must choose textbooks, supplies, materials and equipment for the programs that they teach.

They develop all syllabi, prepare program learning outcomes, lesson plans and out of course work for the courses in their specific programs. They must understand that planning for the future of programs is imperative.

They need to know what is required in the workforce and work to incorporate new technology and employer needs into the curricula. Program lead instructors hold regular meetings with their program instructors and discuss program challenges and improvements. They attend regular Penn Commercial faculty meetings and fulfill the responsibilities asked of them by the administration. They work closely with the Education Department in all aspects of student education.

---

## **ACADEMIC ADVISING**

Penn Commercial recognizes academic advising to be a critical component of the educational experience. Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for: developing educational and career plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment. Student are directed to the Director of Education or Director of Academic Affairs to discuss any academic issues related to their education and appropriate referrals will be made if necessary to other Penn Commercial departments.

## **FIELD TRIPS**

Field trips can be an important and enjoyable element of education. They often significantly enhance the content of a course by providing information that is hard to convey on the classroom. A field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus of Penn Commercial. Although field trips are not mandatory, Penn Commercial highly encourages each student to as scheduled. Students who choose not to attend a scheduled field trip will be required to remain on campus and complete an assignment to fulfill attendance requirements.

## **LEARNING RESOURCE CENTER (LRC) AND TUTORING**

The Learning Resource Center (LRC) maintains available one-on-one or small group tutoring, free of charge, to all Penn Commercial students. Faculty and student tutors are available for many courses. However, students should not expect tutoring to be available for every course or for every quarter. It is the student's responsibility to complete the program independently with tutoring limited to an appropriate level of ancillary support. Students interested in tutoring services should speak with their instructor and/or the Director of Education.

## **LIBRARY RESOURCES**

Books, periodicals, and newspapers pertaining to general business and technological subjects are maintained in the Stanley S. Bazant Memorial Library and are available for the students' use during the school day. For more extensive access to library resources, The Citizens Library of Washington, the Washington County Law Library, and Washington and Jefferson College Library may also be utilized by Penn Commercial students with valid library cards.

## **LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)**

LIRN is a consortium of educational institutions that have joined together to share access to information resources. [The LIRN® collection](#) provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business, and Medical programs.

## **CAREER SERVICES**

Penn Commercial is proud to offer lifetime career placement assistance to its graduates for as long as the graduate continues to cooperate and work with the school. Graduates and alumni of Penn Commercial are entitled to the services of the Career Services Office at no additional charge. The Career Services Office assists graduates in entering careers in their fields of training. The Career Services staff works with students prior to graduation to determine areas of employment interest and to explore employment options. Although it is impossible to guarantee employment to any graduate, the Career Services Office works to provide employment leads and to help graduates obtain interviews for appropriate employment.

It should be understood that finding employment is a joint effort between the student and the school. The student must agree to cooperate with the Director of Career Services in conducting a job search. To this end, it is the student's responsibility to do the following:

- Understand that Penn Commercial cannot and does not guarantee the employment of any graduate. While the Career Services Office will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely solely on the efforts of the office.
- Complete all paperwork required by the office and keep the office updated of any changes in personal or employment information.
- Attend workshops, training sessions and career fairs as these become available. Attendance at these sessions will assist students in preparing résumés, cover letters, and applications, and will provide information concerning interviewing techniques.
- Begin addressing practical concerns immediately. These include such issues as child care, transportation, and wardrobe development.

---

In order to maximize chances for success, students must commit to a reasonable time frame for completing the job search process, which is typically several months or more beyond graduation. Graduates are encouraged to maintain regular contact with the Career Services Office. It should also be understood that a potential employer will consider a job applicant's attitude, grades, attendance, and performance during an interview, work and educational background, and other intangible factors in determining whether or not to hire the applicant.

### **EXTERNSHIPS**

Most programs at Penn Commercial require students to complete an externship where the student will gain actual work experience. During this time, the student will be placed at a worksite for his/her last quarter learning hands-on skills to further enhance their education. It should be noted that evening students will be required to complete their externship hours during normal business operating hours.

Every Penn Commercial student who participates in an externship and all cosmetology students are required to be covered under a professional blanket liability insurance policy. The cost for this insurance policy is included in the student's financial aid package.

Students entering the Medical Assistant, Medical Office Administration, Practical Nursing programs are required to have T-Spot, titers, and drug testing, as well as complete an Act 32 (child abuse), Act 33 (criminal history) and Act 114 (FBI) clearances prior to being scheduled for their externship. Additional testing may be needed depending on test results.

Pharmacy Technician program must have specific immunization testing completed prior to starting an externship. Students are encouraged to get the required tests as soon as possible

For any program at Penn Commercial that offers an externship, students may be required to provide additional information (i.e. physical, insurance coverage, and/or immunizations, background checks, drug screening, etc.) at the request of the externship site. A student will not be permitted to begin the externship without submission of the requested paperwork. The student is responsible for any cost associated with these additional requirements.

Students seeking additional information regarding externships should speak to the Director of Career Services.

### **PROGRAM ADVISORY COMMITTEE**

Penn Commercial has an independent Program Advisory Committee for each occupational program. The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. At least two regularly scheduled meetings are conducted annually. Information and recommendations received from the Program Advisory Committee members is extremely beneficial to the educational operations at Penn Commercial Business/Technical School.

### **ACADEMIC HONORS AND PROFESSIONAL SOCIETIES**

It is the objective of Penn Commercial to encourage each student to achieve their maximum potential in all skill areas. Penn Commercial also wishes to recognize outstanding academic achievements. Therefore the following academic awards are given:

#### ***Highest Honors Award***

This award will be given to each student with a perfect 4.0 grade point average.

#### ***Honors Award***

This award will be given to each student with a grade point average of 3.5 – 3.99.

#### ***National Technical Honor Society (NTHS)***

This organization is an honor society that strives to recognize excellence in career and technical education. Any student who has a grade point average of 3.5 or higher is eligible to become a member by completing an application and paying a membership fee. The NTHS provides lifetime recognition, scholarship opportunities, letters of recommendation, and discounts to participating retailers.

#### ***Future Business Leaders of America-Phi Beta Lamda (FBLA-PBL)***

This organization provides exciting professional development opportunities for students to grow as individuals and demonstrate teamwork. Scholarships and discounts are also available to members. Members operate the organization as a small business by utilizing QuickBooks accounting software, organizing fundraisers and community service, and conducting meetings to plan operations. FBLA-PHL aims to inspire and prepare students to emerge as community-minded business leaders.



---

## **SCHOOL BOOKSTORE**

The bookstore stocks text books, courseware, and other educational supplies required for courses at Penn Commercial. Students will also find a variety of personal, recreational, and gift items, including apparel, supplies, and general merchandise incorporating the school logo. The hours of operation are Monday through Friday 8:00 a.m. to 4:30 p.m. Evening hours are available upon need.

## **COMPUTER LABS AND ACCESS**

The computer labs at Penn Commercial are open to all current students from 8:00 a.m. until 4:30 p.m. Monday through Thursday. The labs are open on Friday from 8:00 a.m. until 3:00 p.m. Library computers are available during normal business hours. There is no food and/or beverages allowed in the computer labs. During the regular school week classes are scheduled in the computer labs. If a student needs to use a computer lab outside of his/her regularly scheduled time(s), the student must get permission from the instructor in the lab at the time. Evening hours are available upon need. All students will have access to Penn Commercial computers in the classrooms, labs and library. Each student will be given an individualized login and password and a student account.

## **COPYRIGHT MATERIALS**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. Students found to have ignored unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system may face sanctions such as probation, suspension, or termination.

## **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.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **THE STUDENT CENTER**

Penn Commercial's Student Center is open to all students. Vending machines allow students to purchase refreshments and snacks during the school day. The Student Center is open at all times that Penn Commercial has scheduled classes.

## **SAFETY AND SECURITY**

Penn Commercial is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes and other emergencies promptly to the Vice President of Operations.

## **STUDY AREAS**

Students with a free period are encouraged to use the school library or the Student Center for studying or working on assignments. The computer labs are also available for students' use if a regularly scheduled class is not in session. Students are asked to be respectful of others studying by maintaining a **professional demeanor. Game playing is not acceptable in computer labs.**

## **STUDENT RECOGNITION AND AWARDS**

Penn Commercial recognizes the importance of student attendance and performance. Every quarter, Penn Commercial honors those students who achieve high honors, honors, perfect attendance and those voted "student of the quarter." Each student recognized will receive a certificate.

---

## **STUDENT PARKING AND TRANSPORTATION**

Free parking is available for all students, staff, and visitors. The only designated parking areas are handicapped parking, visitor parking, and faculty and staff parking. All other areas are available for parking. Students seeking transportation to the school can use the bus or taxi service. These services can be reached at the following numbers:

- Washington City Transit (724) 222-2320
- Bus Services: (724) 223-0227
- Taxi Services: (724) 223-0333

## **STUDENT IDENTIFICATION CARDS AND KEY FOBs**

In order to maintain safety at Penn Commercial, the following have been implemented and are monitored regularly:

### ***Identification Cards***

All students and staff are supplied with a photo identification card that must be visibly worn at all times. The first identification card issued will be at no charge. However, if the identification card is lost or misplaced, there is a replacement fee of \$10.00 per card.

### ***Key Fobs***

All students and staff are supplied with a key fob. Students and staff must enter and exit building doors using their key fobs. There is a \$10 deposit due for a key fob, which is returned once the student has completed their program. Students without a key fob will be denied entrance and must purchase a replacement key fob immediately. All doors entering Penn Commercial are locked at all times and monitored by a security system.

In addition, Penn Commercial provides vital information to you to ensure that your safety is not compromised. Penn Commercial has no policies in place in regard to off campus monitoring, security, etc. due to all training, events and activities being housed at 242 Oak Spring Road, Washington, PA.

If a situation arises, designated employees, as assigned in the Emergency Management Plan, will assess the situation and determine if outside resources are needed. If a medical emergency occurs, the Director of Academic Affairs and the Director of Student Affairs will assess and handle the emergency in the most efficient and effective manner without disrupting the operations of Penn Commercial or students in the classroom. 911 may be called if warranted. If a situation poses to be a threat, physically or otherwise, the South Strabane Police Department will be immediately contacted. Immediate Contacts used are:

- All Emergency Calls: 911
- South Strabane Police Department: 724-225-8111
- The Washington Hospital: 724-225-7000

## **HEALTH INSURANCE**

It is highly recommended that all students carry a health insurance policy to provide coverage for any required medical care that may be needed, either on site or at an externship/clinical site. This cost is not assumed by Penn Commercial. If the student does not carry health insurance they are still responsible for any medical costs incurred from an injury or accident.

## **INJURIES AND ACCIDENTS**

No healthcare facilities (infirmary or student health center) are available at Penn Commercial. However, first aid supplies are available through The Director of Academic Affairs and the Director of Student Affairs. Students with health issues should consult their family physician. Penn Commercial will assist students without family physicians to identify health programs in the community for which they may qualify. Penn Commercial cannot assume responsibility for injuries or losses sustained on or off campus by any student.

### ***Notification***

Notification procedures for all emergencies, injuries and/or accidents involving students and visitors are as follows:

- Students and visitors should notify The Director of Academic and the Director of Student Affairs immediately of all injuries and/or accidents that occur on the property of Penn Commercial.
- Students with preexisting conditions/chronic health are encouraged to provide related information and an emergency contact in the event an incident occurs.
- An incident report will be completed for any occurrence.

### ***First Aid***

From time to time students, employees, or visitors could be injured during the course of a daily activity. In the event of minor scratches and abrasions, first aid may be administered by The Director of Academic Affairs and/or the Director of Student Affairs. Only supplies in the first aid kits should be used, and in no circumstances will any medication be provided. In the case of

more severe injuries, the Director of Academic Affairs or the Director of Student Affairs will call 911 for medical assistance. They will assist the injured party and arrange for the arrival of emergency medical personnel. An incident report will be completed.

The decision to call emergency medical services or other medical personnel rests with the Director of Academic Affairs and the Director of Student Affairs. Penn Commercial will make appropriate efforts to secure transportation for the sick or injured student, employee, or visitor. Penn Commercial will not transport nor assume responsibility for the transport of other sick or injured persons.

#### **SAFETY AND SECURITY**

Penn Commercial is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes and other emergencies promptly to the Vice President of Operations.

#### **ANNUAL CAMPUS CRIME AND SECURITY STATISTICS**

The following information was reported to the United States Department of Education regarding Penn Commercial's Campus Safety and Security. Results of the Crime Activity Report for the period of 10/1/2016 through 10/1/2017 are:

|                                   | <b>On Campus</b> | <b>Off Campus</b> | <b>Public Property</b> |
|-----------------------------------|------------------|-------------------|------------------------|
| Murder/Non-Negligent Manslaughter | 0                | 0                 | 0                      |
| Negligent Manslaughter            | 0                | 0                 | 0                      |
| Sexual Offence - Forcible         | 0                | 0                 | 0                      |
| Sexual Offense - Non-forcible     | 0                | 0                 | 0                      |
| Robbery                           | 0                | 0                 | 0                      |
| Aggravated Assault                | 0                | 0                 | 0                      |
| Burglary                          | 0                | 0                 | 0                      |
| Motor Vehicle Theft               | 0                | 0                 | 0                      |
| Arson                             | 0                | 0                 | 0                      |
| Simple Assault                    | 0                | 0                 | 0                      |
| Larceny – Theft                   | 0                | 0                 | 0                      |
| Intimidation                      | 0                | 0                 | 0                      |
| Vandalism/Destruction of Property | 0                | 0                 | 0                      |
| Weapons – Carrying or Possession  | 0                | 0                 | 0                      |
| Drug Abuse Violations             | 0                | 0                 | 0                      |
| Liquor Law Violations             | 0                | 0                 | 0                      |

#### **STUDENT PROPERTY AND LOCKERS**

Students should not leave their belongings or valuables unattended. Upon enrollment each student will be assigned a locker. Students are responsible for securing all materials in their assigned locker. Penn Commercial is not responsible for materials kept in lockers. Students needing a locker or change in locker should see the Special Projects Coordinator. At no time are students permitted to change and/or occupy lockers without approval.

At the end of each term, current students are required to re-register for their present locker to reserve for the up-coming term. Graduates and full-time externs must clean-out their lockers upon the end of their last term. Any items left in unclaimed/unassigned lockers will become the property of Penn Commercial and may be discarded at our discretion. Penn Commercial is not responsible for loss of or damage to lockers, locks, academic work, personal property, or locker contents.

#### **DRUG AND ALCOHOL FREE SCHOOL POLICY**

Penn Commercial is committed to protecting the safety, health and well-being of all students attending our school and to ensure a drug free learning environment. We recognize that alcohol and drug use pose a significant threat to student goals. We have established a drug-free school program that balances our respect for individuals with the need to maintain an alcohol and drug free environment. One of the goals of Penn Commercial's Drug-Free School Policy is to encourage students to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences may be serious which can include suspension or termination. Mandatory referral for treatment will be provided to the student as a requirement to return to class. However, the ultimate financial responsibility for recommended treatment belongs to the student. Penn Commercial encourages any student to seek treatment for any drug or alcohol issues. The Director of Student Services will work with any student who chooses, voluntarily, to seek treatment. In addition, students found responsible for violating this policy are subject to the jurisdiction of the Commonwealth of Pennsylvania. This policy is reviewed with all students at the time of enrollment, at orientation and periodically throughout each quarter. Penn Commercial reserves the right to require mandatory drug testing of any student who exhibits signs of being under the influence of

---

alcohol or a controlled substance while attending classes or on Penn Commercial property. In addition, Students will be responsible for any costs associated with drug testing. In compliance with the Drug Free Schools and Communities Act of 1989.

### **TOBACCO FREE POLICY**

Penn Commercial is a smoke-free facility. The tobacco free policy applies to all classrooms, reception areas, waiting rooms, hallways, restrooms, etc. Tobacco use is permitted outside the building in a designated area only. The designated smoking area is to the right of the blue line after you exit the door of the patio. The reason for this is to ensure the health and safety of non-smoking students and the children at the daycare center. This policy must be followed at all times, including the times that the children are not outside. No students, staff, or faculty members are permitted to smoke in front of the school at any time. All faculty, staff, and students share in the responsibility of adhering to and enforcing this policy and have the responsibility of bringing it to the attention of other faculty, staff, and students.

### **SEXUAL VIOLENCE PREVENTION AND EDUCATION**

Penn Commercial is in compliance with Act 104 of November 17, 2010, which requires all institutions of post-secondary education to establish a sexual violence awareness educational program for full-time students. All new students who enter any program at Penn Commercial are educated on sexual violence prevention during their first quarter of school and at varying times throughout the year. Students are given all mandated documents from the Department of Education, including student bill of rights.

### **SEXUAL ASSAULT POLICY**

Students, staff, and faculty at Penn Commercial have the right to learn and work in an environment that is free from all forms of sexual violence and sexual misconduct. Sexual assault is a serious violation of school policy and Pennsylvania Law. If an offense should occur, it should be reported to the Vice President of Operations and local law officials. As with any crime, the preservation of evidence is of utmost importance. Penn Commercial will immediately notify 911 for transport of the victim to the local emergency room for examination and evidence collection. It is extremely important that under no circumstance should the victim bathe, shower or change their clothing prior to seeking medical attention. Counseling is available for victims in the form of CARE, Washington Women's Shelter and other local agencies. Anyone involved in a crime of this nature is subject to prosecution under the Crimes Code of Pennsylvania.

### **ILLNESS**

If an extern or clinical student is injured or becomes ill at an externship or clinical site, the student will be referred to the nearest emergency room. Associated costs/fees are the responsibility of the student. Any injury must be reported and recorded on a Penn Commercial Incident Form. A copy of the completed form will be given to the Program Director/Coordinator.

### **WEAPONS**

Possession of any weapon is prohibited on Penn Commercial property and/or at any school sponsored events outside of the building. This policy applies to all employees, students and visitors. A weapon is defined as, including but not limited to,:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO<sub>2</sub>. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored on campus or in vehicles. Any weapon on campus in violation of this policy will be confiscated. Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from Penn Commercial.

### **EMERGENCY PREPAREDNESS**

Penn Commercial is proactive in the area of emergency preparedness. Penn Commercial has an emergency plan that deals with different situations and emergency management. Our plans have been developed with the input of numerous local emergency groups. All plans are designed to protect students and staff while they are at school. What we do in an emergency depends on the situation and the specifics of the incident. In the event of an emergency, Penn Commercial receives direct input from public safety officials. Depending on the threat we may evacuate, lock down, or perform any other appropriate action. The main objective is protection of students and staff members.

---

**CHILDREN ON CAMPUS**

The presence of children on campus is a disruption to the education process; therefore, students are not permitted to bring their child/children to class under any circumstances.

**VISITORS AND MESSAGING**

Visitors are an important aspect of daily operations. Visitors come to PCBTS for many reasons. For example, prospective students and their families visit and tour campus; guest speakers meet with students and faculty; job applicants participate in scheduled interviews; vendors deliver essential products and supplies to appropriate offices; service and maintenance professionals make scheduled repairs and community members attend events and tours in the facility. All visitors are expected to respect and abide by all PCBTS policies and procedures. With regard to messages, PCBTS cannot operate a telephone message service for a student. However, if a call does come in, the caller will be asked to describe the nature of the call and a determination will be made by the appropriate school personnel. If the call is determined to be an emergency, a reasonable attempt will be made to reach the student. Students are encouraged to inform their family and friends of this policy

**PETS ON CAMPUS**

Pets, including but not limited to dogs and cats, create several conditions Penn Commercial is not equipped to handle. Pets of any type may not be brought on campus. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities. Those individuals should possess the proper documentation.

**WEATHER DELAYS AND CANCELLATIONS**

Information regarding 2-hours delays and/or the closing of Penn Commercial because of inclement weather will be announced on local radio and television stations. In the event that bad weather occurs after classes have started, announcement of the dismissal of classes will come from the administrative officer in charge at that time. Snow delays and/or closures are decided by the School President and broadcasted on WTAE, KDKA, WPXI, and WJPA (radio) and their websites.

**SOLICITING ON CAMPUS**

Soliciting and posting on bulletin boards by people who are not affiliated with Penn Commercial Business/Technical School is not permitted on campus.

**2016 ON TIME COMPLETION RATES:**

100% = Percentage of students who graduates within the normal length of the program

150% = Percentage of students who graduated within 150% of the normal length of the program

| <b>PROGRAM</b>  | <b>100%</b> | <b>150%</b> |
|---|-------------|-------------|
| Business Office Administration                                  | 83%         | 100%        |
| Computer Aided Drafting and Design                              | 88%         | 100%        |
| Cosmetology   | 58%         | 100%        |
| Cosmetology Teacher   | N/A         | N/A         |
| Electrician   | 92%         | 100%        |
| Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) | 100%        | 100%        |
| Massage Therapy   | 100%        | 100%        |
| Medical Assistant   | 81%         | 100%        |
| Medical Billing and Coding Specialist                           | 90%         | 100%        |
| Medical Office Administration                                   | 83%         | 100%        |
| Nail Technician   | 100%        | 100%        |
| Network Administrator   | 100%        | 100%        |
| Pharmacy Technician   | 100%        | 100%        |
| Practical Nursing   | 100%        | 100%        |
| Welding Technology  | 100%        | 100%        |
| <b>ALL PROGRAMS</b>   | <b>91%</b>  | <b>100%</b> |

**PLACEMENT AND RETENTION STATISTICS:**

Placement Rate % =

Number of Graduates Working FT Based Upon Job Title, Required Use of Skills, or Benefit of Training  
Total Number of Graduates Available for Placement

| <b>PROGRAM</b>  | <b>2014</b> | <b>2015</b> | <b>2016</b> |
|---|-------------|-------------|-------------|
| Business Office Administration                                  | 88%         | 92%         | 91%         |
| Computer Aided Drafting and Design                              | 80%         | 86%         | 71%         |
| Cosmetology   | 65%         | 80%         | 90%         |
| Cosmetology Teacher   | 33%         | N/A         | N/A         |
| Electrician   | 83%         | 69%         | 71%         |
| Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) | 88%         | 91%         | 100%        |
| Massage Therapy   | 100%        | 43%         | 56%         |
| Medical Assistant   | 92%         | 95%         | 93%         |
| Medical Billing and Coding Specialist                           | 88%         | 67%         | 89%         |
| Medical Office Administration                                   | 86%         | 100%        | 67%         |
| Nail Technician   | 100%        | 50%         | 67%         |
| Network Administrator   | 64%         | 62%         | 40%         |
| Pharmacy Technician   | N/A         | 75%         | 75%         |
| Practical Nursing   | 85%         | 85%         | 56%         |
| Welding Technology  | N/A         | N/A         | 55%         |
| <b>ALL PROGRAMS</b>   | <b>81%</b>  | <b>78%</b>  | <b>73%</b>  |

Retention Rate % =

(Number of New Starts + Beginning Enrollment) – Withdrawals  
Number of New Starts + Beginning Enrollment

| <b>PROGRAM</b>  | <b>2014</b> | <b>2015</b> | <b>2016</b> |
|---|-------------|-------------|-------------|
| Business Office Administration                                  | 71%         | 72%         | 73%         |
| Computer Aided Drafting and Design                              | 59%         | 81%         | 92%         |
| Cosmetology   | 71%         | 60%         | 65%         |
| Cosmetology Teacher   | 100%        | N/A         | N/A         |
| Electrician   | 80%         | 78%         | 82%         |
| Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) | 84%         | 78%         | 81%         |
| Massage Therapy   | 77%         | 61%         | 82%         |
| Medical Assistant   | 70%         | 66%         | 73%         |
| Medical Billing and Coding Specialist                           | 75%         | 71%         | 82%         |
| Medical Office Administration                                   | 68%         | 63%         | 76%         |
| Nail Technician   | 75%         | 67%         | 100%        |
| Network Administrator   | 85%         | 82%         | 77%         |
| Pharmacy Technician   | 67%         | 67%         | 75%         |
| Practical Nursing   | 80%         | 88%         | 88%         |
| Welding Technology  | N/A         | 83%         | 75%         |
| <b>ALL PROGRAMS</b>   | <b>75%</b>  | <b>72%</b>  | <b>80%</b>  |

