

MANDALYN --- ACADEMY

Student Consumer Information Guide (Federal Higher Education Disclosures) October 2022

The Higher Education Act of 1965, as amended, includes reporting and disclosure requirements for schools participating in Title IV programs. The information listed below provides consumer information readily accessible to student and parents to make informed decisions about post-secondary education. The U.S. Department of Education requires schools to provide information on a number of subjects, including financial aid, completion and graduation rates, campus safety, loan counseling and drug and alcohol abuse prevention.

You are entitled to a paper copy of any of the following information. Please contact the Financial Aid Office or a member of Administration at 801.772.3131 to obtain a paper copy.

Student Consumer Guide - Table of Contents

Page #	Subject
5	Code of Conduct
3	Copyright Infringement Policies and Sanctions
26 - 28	Crime Statistics
3	Disabilities – Facilities and Services Available
15 – 21	Drug and Alcohol Policy (AOD)
19 – 21	Drug Laws and Sanctions
28 – 31	Emergency Response and Evacuation notice
5 – 14	Financial Aid Information and Assistance Programs
10	Financial Resources
22	Geographic area for Clery Act
3 – 4	Institutional Information
22, 23, 26 – 28	Law Enforcement Agencies & Statistics
4	Licensure Determinations
5	Misrepresentation
24-25	Non-Discrimination & Sexual Harassment Policies & Grievance Procedures
10	Private Education Loans
22 – 28	Safety and Security Report
4	Student Body Diversity (IPEDs)
8 – 14	Student Withdrawal & Treatment of Title IV Aid
3	Voter Registration Information
28	Violence Against Women Statistics & Information

Institutional Information

- Mandalyn Academy
648 East State Street, Suite B, American Fork, UT 84003
801.772.3131 /www.mandalynacademy.com
- Financial Assistance Contact Information: 801.772.3131, finance@mandalynacademy.com
- Admissions Contact Information: 801.772.3131, enroll@mandalynacademy.com
- Student Consumer Information Guide: A copy of the Mandalyn Academy Consumer Information Guide can be found at: <https://mandalynacademy.com/Student-Consumer-Information-Guide-October-2022.pdf>, and a hard copy can be requested by contacting the Administrative office at 801-772-3131.

Accrediting and Licensing Agencies

For obtaining or reviewing documents describing accreditation, approval, or licensing, or to file a complaint, contact:

- Utah Division of Occupational & Professional Licensing (DOPL)
160 East 300 South, Salt Lake City, Utah 84111
801.530.6628
- National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street, Alexandria, VA 22314
703.600.7600

Copyright Infringement Policy

Staff and students who engage in illegal downloading or unauthorized distribution of copyrighted materials using Mandalyn Academy's information technology system may be subject to civil and criminal liabilities. Unauthorized distribution of copyrighted material including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities.

Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

There are appropriate times when copyrighted material may be used without permission. This is considered "Fair Use" and includes: use for criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Factors to consider in determining if it is considered "Fair Use" include: purpose of use, nature of copyrighted work, portion used, and effect on potential market or value.

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, visit the U.S. Copyright Office website at <https://copyright.gov>.

At Mandalyn Academy, staff and students are expected to comply with Copyright laws. If a staff member is in need of a copyrighted material, they need to contact a Director to obtain permission to purchase the said material. Network traffic is inspected by an application firewall. Any staff member or student found in violation of copyright laws will be notified of the violation and of the current school policy. Upon subsequent violations, they may be reprimanded, reported, written up or terminated depending on the severity of the violation.

Facilities & Services Available to Students with Disabilities

Mandalyn Academy does not discriminate in admission or access to our programs on the basis of age, real or perceived race, ethnicity, color, sex, gender, gender identity, disability, religion, sexual orientation or national origin. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Mandalyn Academy is ADA accessible. Mandalyn Academy does not provide any special facilities, but may provide reasonable accommodations on a case-by-case basis.

Voter Registration Forms

A student can register to vote by doing one of the following:

- Go to: <http://vote.utah.gov>
- Register in person at the Utah County Admin. Building 100 East Center Street, Room 3100, Provo, Utah 84606
- Request a voter registration form from Mandalyn Academy administration; complete it and send it in.

Student Body Diversity – IPED’s Consumer Information

In accordance with the Higher Education Act (HEOA) Mandalyn Academy makes available information regarding student diversity, graduation rates, Pell Grant recipient rates, and retention rates as defined by the Integrated Postsecondary Education Data System (IPEDS). For more information, please refer to the following:
<https://nces.ed.gov/collegenavigator/?q=mandalyn+academy&s=all&id=461272>

FALL 2021	% Part Time Only	% Full Time Only	% of Entire Student Body
Male	0	0	0
Female	100	100	100
American Indian or Alaska Native	0	0	0
Asian	0	2	1
Black or African American	4	0	1
Hispanic/Latino	17	21	20
Native Hawaiian or other Pacific Islander	0	0	0
White	75	70	72
Two or more races	4	6	6
Race/ethnicity unknown	0	0	0
Nonresident alien	0	0	0

Graduation Rates for Students* Who Began Their Program in 2017-2018 or 2018- 2019, by Time to Completion. Students included in the survey are Full Time, First-Time Degree/Certificate-Seeking Undergraduate Students			
IPEDS	Within **"Normal Time"	Within 150% of **"Normal Time"	Within Twice as Long as **"Normal Time"
Began in 2017/18	22%	44%	44%
Began in 2018/19	0%	85%	92%

Disaggregated Graduation Rates for Full Time, First-Time Degree/Certificate-Seeking Undergraduate Students* Who Began Their Program in 2017-2018 or 2018-2019 who Completed within 150% of "Normal Time"					
Cohort	Gender	Race/Ethnicity	Pell Grant Recipient	Stafford Loan Recipient, No Pell	No Pell Grant or Stafford Loan Received
Began in 2017/18	100% Female	White: 75% 2+ Races: 25%	50%	50%	0%
Began in 2018/19	100% Female	White:82% Hispanic/Latino: 18%	36%	18%	45%

****"Normal Time"** is the typical amount of time it takes first-time, full-time students to complete the program. If a student is not scheduled to attend full time, or if they take a Leave of Absence, or if they are behind in hours, they will not complete in what is considered "Normal Time."

Retention rate for 1st time, full time students entering the institution in Fall 2020: 86%.

% of Students who Received Federal Pell Grants Enrolled in 2019/20				
% Only Part-Time Students	% Only Full-Time Students	% Only First-Time, Full-Time Students	% of Entire Student Body – Part Time	% of Entire Student Body – Full Time
33%	43%	41%	13%	26%

Licensure Determinations for Basic Esthetics and Master Esthetics

The following is a list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification:	The following is a list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification:	The following is a list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification:
Utah		Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

Financial Assistance Information

Mandalyn Academy is authorized to award Federal Pell Grants, Direct Subsidized and Unsubsidized Loans for students, and PLUS loans for the parent(s) of a Dependent student. Loan information will be submitted to the **National Student loan Data System (NSLDS)**, and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Although enrollment in an eligible study abroad program may be considered as enrollment at the home institution for the purpose of applying for Title IV assistance, this institution does not have a study abroad program.

Code of Conduct

Mandalyn Academy is committed to the highest standard of ethics and conduct and requires each employee to comply with legal and regulatory requirements and policies and procedures that apply to his or her particular duties. Mandalyn Academy has adopted a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to Title IV HEA Loans or private education loans. It applies to the officers, employees, and agents of Mandalyn Academy. Our code of conduct includes bans of the following:

- revenue-sharing arrangements with any lender,
- steering borrowers to particular lenders or delaying loan certification, and
- offers of funds for private loans to students in exchange for providing concessions or promises to the lender for specific number of FSA loans, a specified loan volume, or a preferred lender arrangement.
- staffing assistance from any lender with call center or financial aid office staffing.
- receiving gifts from lender, guaranty agency, or loan servicer.

Mandalyn Academy's code prohibits financial aid office staff (or other employees or agents with responsibilities with respect to education loans) from accepting compensation for

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

Misrepresentation

Mandalyn Academy makes a good faith effort to ensure that it does not mislead anyone or to misrepresent the nature of its education programs, its financial charges, or employability of its graduates (in writing, visually, orally or through other means) for a student, prospective student, any member of the public, an accrediting agency, a state agency, or the Department of Education.

Supplies, Kit & Books

In order to academically succeed there are specific books and supplies that are required for each course of enrollment and are included in the Mandalyn Academy supplies and books kit. A student may choose to opt out and to obtain or purchase the required books and supplies on her/his own but must meet school requirements and notify the school at time of enrollment. If a student chooses to purchase their own supplies and books, they are required to have them available at the start of class or for use as instructed. If a student who chooses to purchase their own supplies is a Pell Grant recipient, they must contact the Financial Aid Director prior to starting school in order to make arrangements to have supplies available within 7 days of the beginning of school. Charges for books and supplies are allocated on a pro rata basis.

For more information on costs of tuition, books/supplies, and estimated costs for off campus room, board, and other including transportation go to <https://nces.ed.gov/collegenavigator/?q=mandalyn+academy&s=all&id=461272#expenses>
See also:

- Master Esthetics: <http://mandalynacademy.com/programs/master-medical-esthetics>
- Basic Esthetics: <http://mandalynacademy.com/programs/basic-esthetic>

Financial Assistance Programs

Federal Pell Grant

The Federal Pell Grant is available to students who have demonstrated the highest calculated financial need. It is estimated that this award will range between \$0 and \$6,895 per 900 clock hours of study for the 2022-23 aid year. The Expected Family Contribution (EFC) calculated from the Free Application for Federal Student Aid (FAFSA) is one of the factors used to determine this award.

William D. Ford Federal Direct Student Loan Program (Stafford Loans)

The William D. Ford Federal Direct Student Loan Program (Stafford Loans) provides low-interest long-term loans to students for education expenses. The lender of these loans is the federal government and repayment is to a loan servicer assigned by the U.S. Department of Education. The Federal Direct **Subsidized Student Loan** is awarded to students with financial need. The Subsidized loan has a fixed interest rate of 4.99% for 2022-23. The Subsidized loan does not accrue interest while the student is enrolled at least half-time. The Federal Direct **Unsubsidized Student Loan** has a fixed interest rate of 4.99%. A 1.057% fee is charged. ****Loan rates and fees are subject to change due to congressional action****. The award for 900 clock hours for a first-year dependent student is \$5,500 and \$9,500 for an independent student. Second year dependents can receive \$6,500 and independent undergraduates are eligible for \$10,500 per 900 clock hours. Repayment begins six months after half-time enrollment ceases.

- <http://studentaid.gov/manage-loans/lower-payments>
- <https://studentaid.gov/h/manage-loans>

William D. Ford Federal Direct Parent PLUS Loan Program

The Direct Parent PLUS Loan program (<http://studentaid.gov/app/launchPLUS.action?plusType=parentPlus>) is a loan program available to the parents of a dependent student who is enrolled at least half-time in a degree program. The parent may borrow up to the student's cost of attendance, minus other financial aid. The loan has a fixed interest rate of 7.54%. A 4.228% fee is charged. **Loan rates and fees are subject to change due to congressional action**. Loan approval is subject to a credit check based on criteria established by the Department of Education. If a parent is denied approval, the PLUS loan is offered to the student if student's credit check is not denied.

Procedures and Forms by Which Students Apply for Assistance

Most forms of assistance require completion of the FAFSA (Free Application for Federal Student Aid). An exception to this would be scholarships for incoming students, which is a function of the Admissions Office (mail to: enroll@mandalynacademy.com) at Mandalyn Academy. All students within a given cohort (such as the same start date) would be given the same opportunity to apply for an institutional scholarship. Criteria for selecting recipients of aid include, but are not limited to, need and accurate completion of paperwork. Mandalyn Academy does not discriminate on the basis of age, real or perceived race, ethnicity, color, sex, gender, gender identity, disability, religion, sexual orientation or national origin. The FAFSA determines financial need for the Federal student aid programs, and the Financial Aid Office reviews results.

Pell Grants and Direct Stafford and PLUS Loans are processed all year; however, early application assures the availability of funds when classes start. The FAFSA may be completed using estimated income, if necessary, to meet deadlines. Corrections can be made when taxes are filed.

Application / Forms

The quickest way to apply for federal aid is online through the Web at <https://studentaid.gov>. Both new and renewal applicants can complete the Free Application for Federal Student Aid by accessing this site. New applicants must create a user name and password in order to sign the FAFSA on-line. If you are a dependent student, one parent (whose information is on the FAFSA) will need a user name and password in order to sign the application electronically also. The school code for Mandalyn Academy is #041619.

Student Aid Report / Additional Information Request

The student will receive a Student Aid Report (SAR) to check for errors, correct if necessary and keep for their records. This SAR will come via e-mail as long as you provided an e-mail address on your aid application. Please note the e-mail notice will come from The U.S. Department of Education. If you have a filter on your e-mail you may want to set it to accept this e-mail address so it does not go into your junk mail.

Mandalyn Academy will electronically receive an "Institutional Student Information Record" (ISIR) and begin processing the Financial Aid request. Approximately 20% of all applicants are selected by the Department of Education for a process called "Verification." This process requires the collection of additional information. If you are selected for this process, you will be notified. Documentation must be received and verified before any aid is awarded. All documentation must be received within 14 days of a student's start date and no later than the end of the loan period. A student is allowed to contact the Financial Aid Director and request an extension if the student is unable to provide the verification documents within the allotted time frame (14 days). If a student fails to provide verification documentation within the guidelines set forth, student financial aid will not be awarded or disbursed and the student is notified that other payment options must be utilized. Once all additional information is collected and forms have been completed, Mandalyn Academy will submit your financial aid application.

Financial Aid Offer

Once the student's Financial Aid information has been submitted and accepted, Mandalyn Academy will receive a "Financial Aid Offer" that specifies how much aid a student is eligible to receive upon full qualification. This process can take approximately 2-3 weeks. The student will receive a copy of it along with additional forms and information. If updates to the FAFSA are made that result in a change to the EFC (Expected Family Contribution) which in turn results in a change to the offer, the student will receive a written notification within 14 days.

Entrance Counseling / Master Promissory Note

Entrance Counseling and the completion and signing of a Master Promissory Note (MPN) are required of all students who have been awarded a Direct Loan. This process is to be completed within 7 days after receiving your Financial Aid Offer. This is done by logging in online at <https://studentaid.gov/h/complete-aid-process>. Your FSA user name and password will be required. Once the student has completed Loan Entrance Counseling and completed the Master Promissory Note (MPN), Mandalyn Academy will receive a completion report. You may go to: <https://studentaid.gov/sites/default/files/loan-entrance-counseling.pdf> for a copy of the Department of Education's booklet titled "Direct Loan Entrance Counseling Guide". The Master Promissory Note includes the Terms and Conditions of the Student Loan(s) and the Borrower's Rights and Responsibilities. While the Master Promissory Note must be completed online, you may preview the MPN at https://studentaid.gov/sites/default/files/Sub_Unsub_MPN_508-en-us.pdf.

Criteria for determining the amount of Student's Financial Aid Offer

Your eligibility depends on your Expected Family Contribution, your year in school, your enrollment status, amount of financial aid previously used, and the cost of attendance at the school you will be attending. Mandalyn Academy's financial aid office uses a 3rd party servicer who will determine the amount of financial aid you are eligible to receive. For more information go to <https://studentaid.gov/complete-aid-process/how-calculated>

- The financial aid staff starts by deciding upon your **cost of attendance (COA)** at that school.
- They then consider your **Expected Family Contribution (EFC)**.
- They subtract your EFC from your COA to determine the amount of your **financial need** and therefore how much **need-based aid** you can get.
- To determine how much **non-need-based aid** you can get, the school takes your cost of attendance and subtracts any financial aid you've already been awarded.

Criteria for Continued Student Eligibility

Mandalyn Academy's Satisfactory Academic Progress policy outlines the standards that a student must maintain in order to be considered making satisfactory progress in his or her course for the purpose of receiving financial assistance. The policy also outlines the criteria by which the student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance. Please refer to Mandalyn Academy Satisfactory Academic Progress policy found in the Student Catalog. Paper copies are available in the administrative office.

The Method of Financial Assistance Disbursements

For students who are required to attend a minimum of 900 hours in a program, the Financial Aid will be disbursed as follows (once all paperwork has been processed):

- Pell Grant: The school can request one half of the awarded Pell Grant once a student has started school. The money will be sent electronically to the school. This aid is used towards the cost of tuition and fees. The other half of the awarded Pell Grant can be requested from the Department of Education by the school once the student has attended 450 hours (or half of the enrollment period if less than 900 hours), but only if the student is making Satisfactory Academic Progress and has attended the minimum number of weeks of instruction (for a student attending 34 hours, this number would be 13½ weeks). The student will be notified when the money has been received by the school. In some cases, a "Cost of Living" allowance remains. This credit balance will be disbursed to the student in the form of a check within 14 days of posting the funds to the student's account.
- Direct Loans: A student may request a disbursement of up to one half of the total awarded Direct Loans for the first period of enrollment. These funds can be requested from the Department of Education by the school after a period of 30 days if the student has been in attendance and if the student has completed Entrance Counseling and signed their MPN. This money will be sent electronically to the school after 1-2 weeks of processing time. This money is first used to pay for the cost of tuition and fees for the first 450 hours of attendance (or for half of the Loan Period for Loan periods shorter than 900 hours). In some cases, a "Cost of Living" allowance remains which will be disbursed in the form of a check written to the student. This credit balance will be disbursed to the student within 14 days of posting the funds to the student's account. The second disbursement of the awarded loan(s) can be requested once the student has attended 450 hours and meets the stipulations as described under "Pell Grant." In some cases, a "Cost of Living" allowance again remains. This credit balance will be disbursed to the student within 14 days of posting the funds to the student's account.

Sample Loan Repayment schedule

Please refer to pages 6-13 of the Master Promissory Note for the “William D. Ford Federal Direct Loan Program Direct Subsidized Loan and Direct Unsubsidized Loan Borrower’s Rights and Responsibilities Statement,” which includes loan terms, repayment schedule, and repayment information (https://studentaid.gov/sites/default/files/Sub_Unsub_MPN_508-en-us.pdf).

Consequences of Default/Obligation of the Borrower

The borrower holds a serious obligation to repay the full amount of the loan regardless of whether the borrower completes the program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school. The likely consequences of default are an adverse credit report, delinquent debt collection procedures under Federal law, and litigation.

Exit Counseling

As required by 34 CFR 685.304, all borrowers under the William D. Ford Federal Direct Student Loan Program must complete Exit Counseling for Undergraduate students before they can receive their verification of hours and licensure information from Mandalyn Academy. For the completion of this requirement, we utilize the Department of Education’s website <https://studentaid.gov/exit-counseling/>. Exit Counseling will require students to update their contact information and references. For students who do not graduate, they are given the link to the website of the Department of Education’s “Complete Student Loan Exit Counseling.” The student has the option to complete the PDF version which can be found at <https://studentaid.gov/sites/default/files/exit-counseling.pdf>.

Treatment of Title IV Aid When a Student Withdraws or is Withdrawn

A student has the right to voluntarily withdraw (official withdrawal) from the academy and a student can be involuntarily withdrawn (unofficial withdrawal or termination) from the academy. The Education Director determines the last date of attendance of a withdrawal student by the use of the student time clock and software system.

The law (requirements of 34 CFR 668.22) specifies how our school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. More information can be found at: https://fsapartners.ed.gov/sites/default/files/attachments/2019-09/1920FSAHbkVol5Ch1_0.pdf.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the school and/or you must return the excess funds.

Upon a student’s withdrawal or when a student ceased attending at least half time, the Education Director verifies the last day the student attended and the number of hours the student was scheduled to complete in the program using the current employee clock-in software which generates a report showing days scheduled to complete during the payment period. Payment periods are typically 1-300 and 301-600 for Basic Esthetics and 1-450, 451-900, and 901-1200 for Master Esthetics. A transfer student’s payment periods may vary. The Financial Aid office is notified and fills out a “*Treatment of Title IV Funds When A Student Withdraws From A Clock-Hour Program*” form.

If you would like an explanation of procedures or wish to calculate the treatment of Title IV funds yourself, you may complete the attached form titled ***Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program***. The following steps will help you understand the procedure and complete the form:

Step 1: Student’s Title IV Aid Information. The amounts of aid that have been disbursed and that could have been disbursed for the payment period are totaled.

Step 2: Percentage of Title IV Aid Earned. The hours scheduled to complete in the payment period are divided by the total number of clock hours in the student’s current payment period. If the percentage is greater than 60%, then the student has earned all funds received and no funds will need to be returned to the Department of Education.

Step 3: Amount of Title IV Aid Earned by the Student. The percentage is multiplied by the amount of aid that was disbursed and could have been disbursed for the payment period. |

Step 4: Total Title IV Aid to be Disbursed or Returned. It is determined if all funds are to be retained by the school, if some or all of the funds need to be returned to the Department of Education, or if some of the funds need to be disbursed to the student. If the resulting amount in Step 3 is equal to the total Title IV aid disbursed for the period, then no action is necessary and the school may retain the funds. If the amount in Step 3 is less than the total Title IV aid disbursed for the period, the difference of the

amounts is calculated. The resulting figure is the amount of Title IV aid that must be returned. If the amount from Step 3 is greater than the amount of aid disbursed for the period, then the Post-Withdrawal disbursement tracking sheet must be filled out in order to determine a disbursement amount. If the Institution must return funds, continue to step 5.

Step 5: Amount Unearned Title IV Aid Due from the School. The Institutional charges for the payment period are added together. Subtract the percentage from Step 2 from 100%. Multiply the resulting percentage by the amount of Institutional charges for the payment period. Compare the resulting figure to the amount from Step 4. The lesser amount is the amount that the school must return to the Department of Education.

Step 6: Return of Funds by the School. It is determined which Title IV program(s) receive the unearned aid. The school returns the unearned aid for which it is responsible by repaying the funds to the following sources, in order up to the total net amount disbursed from each source: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS (Parent), then Pell Grant. In order to return the funds to the Department of Education, the CEO transfers the funds, within 45 days of the withdrawal date or the date of determination in the case of a student who fails to return from a Leave of Absence, to the G5 account. A Refund Form is completed which details the student name, Social Security number, year of funding, amount and type of aid being returned, the revised Loan Payment Period End date, as applicable, along with the reason for the return. The form is uploaded to the 3rd party servicer's portal. A copy of the resulting Excess Cash Report is kept in the student's file.

Steps 7 and 8: Initial Amount of Unearned Title IV Aid Due from the Student and Repayment of the Student's Loans. These steps determine if the student needs to pay an initial Loan payment. If the amount of Title IV aid to be returned is less than or equal to the amount of aid for the school to return, then the student is not responsible for an immediate repayment of aid. If the amount of Title IV aid to be returned is greater than the amount of aid the school must return, then the total amount of loan funds the school must return is subtracted from the net amount of the loans disbursed for the period. If this amount is greater than or equal to the amount of Title IV to be returned, then the calculation is complete. If the amount of the unearned Title IV aid due is greater than the net amount of loans disbursed, a calculation is done to determine if Grant funds need to be returned. If all loan funds are returned for the payment period, then the student's loan period end date will be the same as the prior payment period end date.

Step 9: Grant Funds to be Returned. Subtract the amount from Step 8 from the amount from Step 7. The resulting amount is the initial amount of Title IV grant funds for the student to return. Multiply the amount of grant aid that was disbursed and could have been disbursed for the payment period by 50%. Subtract the resulting amount from the initial amount of grant funds for the student to return. If the result is less than or equal to zero, then no Grant funds are due from the student. If the result is greater than zero, then proceed to the next step.

Step 10: Return of Grant Funds by the Student. The amount of grant funds for the student to return is calculated from the total amount from Step 9. Note that the student is not responsible to return funds if the amount is \$50.00 or less. A student will be notified within two weeks of determination of their withdrawal if they must repay funds to the Department of Education. If a student does not repay the required funds, they will lose financial aid eligibility until the overpayment is paid in full or payment arrangements have been made with the Department of Education.

Post-Withdrawal Disbursement Tracking Sheet. If a student is due a Post-Withdrawal disbursement, the financial aid office will fill out the Post-Withdrawal Disbursement Tracking Sheet. For the first step, enter the post-withdrawal disbursement amount from Step 4. Subtract any outstanding charges (prior year cannot exceed \$200) from the post-withdrawal amount. The resulting amount is the amount that must be disbursed to the student if grant funds or offered to the student as a disbursement if it is loan funds. Step IV of the tracking sheet is used to allocate the funds and Steps V and VI are for tracking the authorizations, notifications, and disbursement dates. If a student is due a Post-Withdrawal disbursement from Direct Loan funding, the Institution will send out a written request to the student within two weeks of determination that a student has withdrawn from school requesting written authorization from the student, or parent in the case of a Parent PLUS Loan, in order to process the loan disbursement. The post date is noted and a deadline is given of 14 days from the date of notification. The school notes the date of the response received. The school will accept late responses, but retains the option to refuse disbursement. A Post-Withdrawal Grant disbursement will be disbursed by check within 45 days of the date of determination of withdrawal. A Post-Withdrawal Direct Loan disbursement will be disbursed by check within 45 days of the date of the receipt of the written authorization.

Refund Calculation form. Once the above form(s) have been completed, the Finance Office then completes a Mandalyn Academy Refund Calculation form. The student's total scheduled hours and total charges are used to determine the total amount the student owes upon withdrawal. If there are funds to be returned to the Department of Education, the amounts are detailed on this form. If the R2T4 calculation and the calculation of the institution's refund policy result in a credit balance on the student's account, the credit balance will be first allocated to repay any grant overpayment owed as a result of the current withdrawal. Within 14 days of the R2T4 calculation, the remaining credit balance will be paid in one or more of the following ways: Payment of authorized charges at the institution; with student's written authorization, to reduce student's Title IV loan debt; to the student (or parent for Direct PLUS Loan); or if student cannot be located, then the credit balance will be returned to the Title IV programs. If the credit balance is to be paid to the student (or parent for Direct PLUS Loan), then the institution will issue a check and mail it to the student (or parent for Direct PLUS Loan) within 14 days of the R2T4 calculation. A copy of this form, a copy of the school's policy of "Treatment of Title IV Funds When A Student Withdraws," and a copy of the request for the completion of the

Department of Education's Direct Loan Exit Counseling along with the link are sent to the student within two weeks of determination that the student has withdrawn from school.

The following is an example of a Return to Title IV calculation:

Scenario: Ben Masterson has been attending Mandalyn Academy for four months when he decides he would rather be a pilot. He notifies the school that he will not be returning the following week. Ben has received \$2888 in Pell Grant funding, \$1732 in Subsidized Loans, and \$2968 in Unsubsidized Loans during the current payment period of 451-900 hours. He is not due to receive any additional funding during this payment period (Step 1). The cost of attendance for this period is \$3937.50.

Calculation: The Education Director verifies the hours that Ben has been scheduled to attend by looking up the hours in the current clock-in software. While Ben has been scheduled to attend 680 hours total, he has only been scheduled to attend 230 hours during the current payment period. The hours scheduled to complete in the payment period (230 hours) divided by the total hours in the period (450) equals the percentage of Title IV aid earned (51.1%) (Step 2). This percentage is multiplied by the amount of aid disbursed and that could have been disbursed (\$7588), which equals \$3877.47 (Step 3). Because Ben has not earned all of the money disbursed to the Institution, the school must determine the amount of aid that must be returned (Step 4). This is done by subtracting the amount earned by the student (\$3877.47) from the amount disbursed to the Institution (\$7588) which equals \$3710.53. To determine the amount that the school must return (Step 5), subtract the percentage earned (51.1%) from 100%, which equals 48.9%. Multiply this percentage by the amount of institutional charges for the period (\$3937.50) which equals \$1925.44. Compare this amount to the amount from Step 4 (\$3710.53). The school must return the lesser amount, which is \$1925.44. In Step 6, it is determined that all funds to be returned by the school are Unsubsidized Loans because \$1925 (rounded) is less than the total amount of Unsubsidized Loan funds disbursed to the student for the current payment period.

It now must be determined if the student must submit an unearned aid payment to the Department of Education (Step 7). Using the amount from Step 4 (\$3710.53), subtract the amount that the school must return from Step 6 (\$1925.44) which equals \$1785.09. Since this amount is greater than zero, continue to Step 8. Subtract the amount of loans the school must return (\$1925.44) from the amount of Loans disbursed (\$4700) which equals \$2774.56. Since the resulting amount is more than the amount in Step 7, the student is not responsible for an immediate aid payment to the Department of Education. However, the School will need to return \$1925 in Unsubsidized Loan funds to the Department of Education.

National Student Loan Data System and Student Loan Repayment Estimator

For those students who have Federal Student Loans, the Department of Education has set up a website that allows the students to view current information on their student loan(s). The website is <https://studentaid.gov/manage-loans/repayment>. We also encourage students to use the Department of Education's Repayment Estimator to estimate their federal student loan monthly payments and to determine repayment plan eligibility. The website for the Repayment Estimator is <https://studentaid.gov/loan-simulator/>.

Other Financial Resources

Private Education Loans

A private education loan is a non-FSA loan that is made to a borrower expressly for postsecondary education expenses, regardless of whether the loan is provided through Mandalyn Academy or directly to the borrower from a private educational lender such as a bank, credit union or other financial institution. Mandalyn Academy does not participate in any preferred lender arrangements.

A student may qualify for Title IV, HEA loans and other financial aid, and the terms and conditions may be more favorable than the provisions of private education loans. The Finance Office can provide additional information about the availability of federal, state, and institutional student financial aid. If a student does not qualify for Title IV HEA programs there are other financial loans and resources available that they may qualify for in order to receive funding for school.

For information about the **Truth in Lending Act** (15 U.S.C. 1638(e)) go to:

<http://www.fdic.gov/regulations/compliance/manual/5/v-1.1.pdf>. Mandalyn Academy does not promote any specific private loan institution.

Self-certification form for private education loans – Upon the request of the lender or the student, Mandalyn Academy will complete or confirm (whichever is applicable and to the extent that we have the information) a copy of the self-certification form.

In-house Payment Plan

Our In-house payment plan offers monthly payment options with a down payment of \$2,500.00. Payments are made each month and the total balance is due before completing the program's required hours. Please see the admissions department for more information and details.

U.S. Department of Veterans Affairs Education Benefits

Veteran Affairs administers a variety of education benefit programs and services. Each education benefit program and service have their own eligibility requirements. For more information go to: <https://benefits.va.gov/benefits/>. Beneficiaries may begin and attend class up to 90 days from the date he/she provides a certificate of eligibility, or valid VAF 28-1905. The student can attend the class until the VA provides payment to Mandalyn Academy without any imposed penalty or additional funds to cover tuition or fees due to late payment from VA. Students who have returned from Active Duty may return to school without additional fees. They will have the same clock hours and progress made as of their last date of attendance.

Vocational Rehabilitation Services

The mission of the Utah State Office of Rehabilitation is to assist eligible individuals in obtaining employment and increasing their independence. For more information go to <https://jobs.utah.gov/usor/vr/apply.html>. Once a copy of the signed contract with Vocational Rehabilitation has been received by Mandalyn Academy, the student may begin attendance. The student can attend the class until Vocation Rehabilitation Services provides payment to Mandalyn Academy without any imposed penalty or additional funds to cover tuition or fees due to late payment from Vocational Rehabilitation services.

School District Student Career and Technical Education

High School students are not eligible for federal financial aid. High school students may enroll and qualify for a school district partial-tuition voucher that may be matched by Mandalyn Academy. The Alpine School District tuition voucher for high school students has its own criteria for eligibility. See your high school counselor for eligibility. Mandalyn Academy may offer High School student scholarships to those who qualify.

Other Scholarships

Students may have other scholarships that they have earned during high school or that are offered through personal or parent/guardian employer(s). It is the student's responsibility to work with the Financial Aid Director to obtain all necessary documentation needed in order for the school to obtain the scholarship payments. Before enrolling, check the stipulations of the scholarship to verify that it can be used at Mandalyn Academy.

(Treatment of Title IV Aid When a Student Withdraws or is Withdrawn) Attachment – 3 pages

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment	

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	A. <input style="width: 90%;" type="text"/>
2. FSEOG	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	+ B. <input style="width: 90%;" type="text"/>
3. TEACH Grant	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	= E. \$ <input style="width: 90%;" type="text"/> .
4. Iraq and Afghanistan Service Grant	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
A.	Subtotal	Subtotal	
			F. Total Title IV grant aid disbursed and that could have been disbursed for the period.
			A. <input style="width: 90%;" type="text"/>
			+ C. <input style="width: 90%;" type="text"/>
			= F. \$ <input style="width: 90%;" type="text"/> .
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	G. Total Title IV aid disbursed and that could have been disbursed for the period.
5. Unsubsidized Direct Loan	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	A. <input style="width: 90%;" type="text"/>
6. Subsidized Direct Loan	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	B. <input style="width: 90%;" type="text"/>
7. Direct Grad PLUS Loan	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	C. <input style="width: 90%;" type="text"/>
8. Direct Parent PLUS Loan	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	+ D. <input style="width: 90%;" type="text"/>
B.	Subtotal	Subtotal	= G. \$ <input style="width: 90%;" type="text"/> .

STEP 2: Percentage of Title IV Aid Earned

Withdrawal date / /

H. Determine the percentage of the period completed:
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

<input style="width: 90%;" type="text"/> <small>Hours scheduled to complete</small>	÷	<input style="width: 90%;" type="text"/> <small>Total hours in period</small>	=	<input style="width: 90%;" type="text"/> . %
--	---	--	---	--

If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
 If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

H. . %

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the total Title IV aid disbursed and that could have been disbursed for the period (Box G).

<input style="width: 90%;" type="text"/> <small>Box H</small>	%	x	<input style="width: 90%;" type="text"/> <small>Box G</small>	=	<input style="width: 90%;" type="text"/> \$.
--	---	---	--	---	---

I. \$.

STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

J. Post-withdrawal disbursement
From the amount of Title IV aid earned by the student (Box I) subtract the total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

<input style="width: 90%;" type="text"/> <small>Box I</small>	-	<input style="width: 90%;" type="text"/> <small>Box E</small>	=	<input style="width: 90%;" type="text"/> \$.
--	---	--	---	---

If there's an entry for "J," **STOP here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

K. Title IV aid to be returned
From the total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

<input style="width: 90%;" type="text"/> <small>Box E</small>	-	<input style="width: 90%;" type="text"/> <small>Box I</small>	=	<input style="width: 90%;" type="text"/> \$.
--	---	--	---	---

K. \$.

You should use this format when the withdrawal date is on or after 7/1/2018.

Student's Name Social Security Number

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Total Institutional Charges (Add all the charges together) = **L.\$**

M. Percentage of unearned Title IV aid

100% - % = **M.** %

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

x % = **N.\$**

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

O.\$

STEP 8: Repayment of the Student's Loans

From the Net loans disbursed to the student (Box B) subtract the total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

- = **R.\$**

Box B Box P

▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text"/>
2. Subsidized Direct Loan	<input type="text"/>
3. Direct Graduate PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>
Total loans the school must return = P.\$ <input type="text"/>	
5. Pell Grant	<input type="text"/>
6. FSEOG	<input type="text"/>
7. TEACH Grant	<input type="text"/>
8. Iraq and Afghanistan Service Grant	<input type="text"/>

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

- = **S.**

Box Q Box R

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

x **50%** = **T.**

Box F

U. Title IV grant funds for student to return

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

- = **U.**

Box S Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

- = **Q.\$**

Box K Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. FSEOG	<input type="text"/>
3. TEACH Grant	<input type="text"/>
4. Iraq and Afghanistan Service Grant	<input type="text"/>

You should use this format when the withdrawal date is on or after 7/1/2018. p. 2 of 3

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

Student's Name _____ Social Security Number _____
 Date of school's determination that student withdrew _____ / _____ / _____

I. Amount of Post-withdrawal Disbursement (PWD)

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet **Box 1** \$ _____ .

II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account

Total Outstanding Charges Scheduled to be Paid from PWD **Box 2** \$ _____ .
 (Note: Prior-year charges cannot exceed \$200.)

III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2) . This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

\$ _____ . **Box 1** - \$ _____ . **Box 2** = \$ _____ . **Box 3**

IV. Allocation of Post-withdrawal Disbursement

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
Totals						

V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on _____ / _____ / _____

Deadline for student and/or parent to respond _____ / _____ / _____

Response received from student and/or parent on _____ / _____ / _____ Response not received

School does not accept late response

VI. Date Funds Sent

Date Direct Disbursement mailed or transferred Grant _____ / _____ / _____ Loan _____ / _____ / _____

You should use this format when the withdrawal date is on or after 7/1/2018 p. 3 of 3

Alcohol and Other Drugs Policy (AOD)

Mandalyn Academy is a drug-free campus. Mandalyn Academy has developed an Alcohol & Other Drug policy not only in response to the federal drug-free legislation, but also to encourage and sustain an academic environment that promotes the health, safety, and welfare of all members of its community.

Alcoholic beverages, unlawful drugs, and other illegal substances shall not be consumed, used, carried, sold, or unlawfully manufactured on campus, or at any activity sponsored by the school.

Mandalyn Academy believes in providing a safe and productive environment for all of its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and employees, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided.

Mandalyn Academy is an institution committed to referring professional help for individuals who may have a drug and /or alcohol problem on campus. If you are aware of a Mandalyn Academy student, staff, or faculty who have substance abuse problems you can contact your instructor, our Director, our Financial Aid Officer, or the owner for assistance and referrals. Mandalyn Academy is not qualified to offer professional counseling. Confidentiality will be maintained. It is hoped that you will feel an obligation to help those in need and to help maintain a Drug-Free Campus.

Drug and Alcohol Abuse Prevention Program

This program is in place for the purpose of preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on the school premises and as part of any of its activities. Strategies to Prevent Drug and Alcohol Use on Campus are as follows:

- Keep all on campus and school related activities alcohol and drug free
- Provide education on a wellness lifestyle
- Provide healthy living classes and activities on at least a quarterly basis
- Review the Alcohol and Other Drugs policy with students and staff on at least an annual basis
- Test for Alcohol or Drugs when have "Reasonable Suspicion"
- Ban marketing and promotion of alcoholic beverages or drugs
- Review and revise at least biennially the campus Alcohol and Other Drugs policy and the Drug and Alcohol Abuse Prevention Program

Standards of Conduct on Campus or as Part of Activities

It is a violation for any student or employee to:

- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students or employees, and members of the public;
- Have tampered or attempted to alter or attempt to interfere with the testing procedure; or
- Otherwise has refused to be tested.

Any student or employee who is reasonably suspected to be under the influence of drugs and/or alcohol can be immediately sent home. Reasonable suspicion may be based upon a school official hearing, seeing or smelling something first-hand, witnessing behavior that appears to be drug or alcohol induced, or a tip from a reliable source. Reasonable suspicion may be based upon, among other things, the Reasonable Suspicion Testing list below. For the purpose of this Policy, a student or employee is presumed to be under the influence of drugs and/or alcohol if a urine test, blood test or other scientifically acceptable testing procedure shows a forensically acceptable positive quantum of proof of drugs and/or alcohol usage.

Students and employees are individually responsible for being aware of applicable laws, regulations, ordinances, and the school's policy for complying with them. Mandalyn Academy will assist in that endeavor by providing current information on an ongoing basis.

Disciplinary Sanctions for Alcohol or Drug Policy Violations

The school will impose sanctions on students and employees for violations of the standards of conduct consistent with local, state, and federal law.

1. A first violation of the Alcohol and Drug Policy will require the student or employee to follow-up with one or all of the following: the Student Services Director, the financial director, and owner. This may include a phone call, meeting, or disciplinary hearing, depending on the severity of the incident; as well as a set of possible recommendations for substance abuse education and/or assessment and counseling.
2. A second violation of the Alcohol and Drug Policy may result in a disciplinary hearing, and may result in a mandatory substance abuse assessment and completion of a substance abuse education program. Depending on the severity of the incident, family members may be notified.
3. Depending on the severity of the incident Mandalyn Academy may terminate a student or employee for violations of the Drug and Alcohol Policy. Re-enrollment may be considered after 60 days. To be considered for re-enrollment, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by an SAP and completed a drug and/or alcohol test, with a negative test result. If the student is re-admitted, (s) he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending Mandalyn Academy. Treatment and follow-up testing will be at the expense of the student.
4. Sanctions may otherwise include (but are not limited to) disciplinary probation, fines, parental notification (mandatory for students under 21 at the time of the notification), disciplinary suspension, expulsion, and referral for legal prosecution.
5. May result in loss of Federal Benefits (see below: Legal Sanctions - Federal Drug Laws)

Drug & Alcohol Testing

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when an instructor or a member of administration has reason to suspect that a student or employee may be in violation of this Policy. The suspicion must be documented in writing within 24 hours of the event or prior to the release of the test findings. Reasonable suspicion testing may be based upon, among other things:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or the physical symptoms of drug and/or alcohol use;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense, or the identification of a student or employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The student or employee is responsible to notify Mandalyn Academy within five (5) business days, of any drug-related conviction;
- Information provided either by reliable and credible sources or independently corroborated regarding a student's or employee's substance use; or
- Newly discovered evidence that the student or employee has tampered with a previous drug or alcohol test.

Reasonable suspicion testing does not require certainty, but mere "hunches" are not sufficient to justify testing. Testing may be for drugs or alcohol or both.

Reasonable Search

To ensure that illegal drugs and alcohol do not enter or affect the school, Mandalyn Academy reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the school's request. Searches will be conducted only where Mandalyn Academy has reason to believe that the student has violated the Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from employment or the program, or denial of access to school premises. Searches of a student or employee's personal property will take place only in the student or employee's presence. All searches under this Policy will occur with the utmost discretion and consideration for the student or employee involved. Individuals may be required to empty their pockets, but under no circumstances will a student or employee be required to remove articles of clothing to be physically searched.

Specimen Collection, Testing, and Results

Testing may be conducted by a member of the administrative team or by a trained professional. A student or employee who tests positive will be given an opportunity to explain the findings of the test results. If it is proven the substances are medically necessary, the test result will be negative. A failure on the part of the student or employee to provide such evidence will result in the issuance of a positive report.

Student Assistance

Mandalyn Academy holds all students accountable in terms of substance use but also supports them in getting help. A student who comes forward voluntarily to identify that she/he has a substance problem and is seeking professional help, will not be reprimanded. If the student is willing to actively engage in resolving the substance use problem, the Institute will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. The student may take a Leave of Absence if necessary. This leave of absence will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if she/he passes a drug /alcohol test and has satisfactory medical evidence that (s) he is fit for attendance. This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Employee Assistance

Mandalyn Academy holds all employees accountable in terms of substance use and will also support them in getting help. For an employee who comes forward voluntarily to identify that she/he has a substance problem and wants to seek professional help, administration will refer the employee to a Substance Abuse Professional for an assessment and possible outpatient counseling at the employee's expense. The employee's job will not be held during their recovery process but based upon reports from the treatment providers and the employee's progress in the treatment program they may be considered for re-employment with Mandalyn Academy in the future.

Confidentiality

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by Mandalyn Academy as part of this drug testing program are confidential. Unless authorized by state laws, rules or regulations, the Institute will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless a court or a professional or occupational licensing board compels such information or records. Parental notification may be necessary for students under the age of 21.

School Flexibility:

The school reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the school are for guidance only and failure of Mandalyn Academy to strictly meet any time frame provided herein shall not preclude the school from taking any action provided herein. Under no circumstance shall failure to perform any act within the time frames herein excuse or relieve any student or employee from his or her obligations, act to nullify any positive test, or relieve any student or employee from the consequences of breaking this Drug and Alcohol Policy.

Health Risk

Some of the following information on health risks is from *What Works: Schools Without Drugs*, U.S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of central nervous system, much lower doses of alcohol will procure the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental disabilities. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The following chart lists the possible effects and health risks associated with the use of illicit drugs and controlled substances. The following is not a complete list of health risks. Any drug use increases the risk of impaired learning, accidents, violence, acquaintance rape, unwanted pregnancy and sexually transmitted diseases.

DRUG and EXAMPLE		Acute Effects	Health Risks & Effects of Long-Term Use	Overdose Effects
ALCOHOL	ETHANOL Wine Coolers Wine Beer Distilled Liquor	- Lowered inhibitions - Impaired judgment, vision - Loss of motor skills, coordination - Slurred speech - Periods of memory loss	- Hypertension - Liver damage - Cardiovascular disease - Toxic psychosis - Neurological damage - Addiction w/ severe withdrawal	- Comma - Possible death
TOBACCO	NICOTINE Cigarettes Chewing Tobacco Snuff	- Relaxation - Stimulation - Increase heart rate & B.P. - Reaction reduction	- Cardiovascular disease & lung cancer - Respiratory illness - Oral cancer, tooth decay	Possible death at very high dosage level
NARCOTICS	HYDROCODINE Lortab OXYCODON Percocet OPIUM Paragoric MORPHINE Morphine CODEINE Tylenol w/codeine HEROIN Heroin MEPERIDINE Demerol OTHER Dilaudid	- Euphoria, drowsiness - Respiratory depression - Constricted pupils - Nausea, vomiting - Analgesia - Memory loss	- Loss of appetite - Constipation - Risk of aids, Hepatitis from I.V. drug use - Impaired motor skills - Addiction w/ severe withdrawal	- Shallow respiration - Clammy skin, perspiration - Convulsions -Possible death - May be toxic if mixed with alcohol
DEPRESSANTS	CNS DEPR. Soma BENZODIAZEPINES Valium, Xanax CHLORAL HYDRATE Noctec, Somnos BARBITURATES Phenobarbitol GLUTETHIMIDE Seconal METHAQUALLONE Doriden TRANQUILIZERS Quallude ALCOHOL Dalmane	- Slurred speech - Disorientation - Drunken behavior w/o odor of alcohol - Relaxation, depression - Slowed reflux/reactions - Sense of well-being	- Addiction with withdrawal - Toxic psychosis	- Shallow respiration - Cold, clammy skin - Perspiration - Weak, rapid pulse - Possible death - May be toxic if mixed w/ alcohol
STIMULANTS	COCAINE Cocaine Hydrochloride AMPHETAMINE Dexedrine Benzedrine PHENMETRAZINE Preludin METHYLPHENIDATE Ritalin METHAMPHETAMINE CrystalMeth Ecstasy Cylert Didrex OTHER Sanores, Voranil	- Feeling of well-being - Excitation, euphoria - Increased alertness - Increased blood pressure or pulse - Insomnia, appetite loss	- Delusions, hallucinations - Possible organ/tissue damage - Extreme weight loss - Addiction w/ severe withdrawal	- Agitation - Temperature increase - Hallucinations - Convulsions - Heart attack; stroke
HALLUCINOGENS	LSD Acid, Lysergic MESCALINE Peyote Buttons PSILOCYBIN Mushrooms MDA Angel Dust PCP Crystal, Cemylan	-Dilated pupils -Increased blood pressure -Delusions/hallucinations -Distorted perceptions of	- May intensify existing psychosis - Possible violent behavior - Addiction w/severe withdrawal	- Intense "Bad Trips" - Psychosis - Possible sudden death
INHALANTS	TOLUENE Airplane glue HYDROCARBONS Paint thinners, Gasoline, spray paint AMYL NITRATE Poppers	- Slurred speech - Drunken behavior - Impaired judgment - Poor coordination	- Hallucinations - Possible damage to bone marrow, lungs, kidneys, liver, heart, brain, eyes	- Unconsciousness - Coma -Possible toxic reactions - Possible sudden death
CANNABIS	THC Marijuana Hashish, Hash Oil (grass, pot, weed, dope)	- Tachycardia: reddened eyes - Euphoria, profound humor - altered time/space perception - short-term memory loss - Increased appetite	- Cardiovascular damage - Paranoia	- Insomnia - Panic attacks, - Paranoia - Possible toxic reaction

RESOURCES FOR HELP

Mandalyn Academy does not offer any in-house treatment, counseling, rehabilitation, or re-entry programs. We encourage and recommend to anyone dealing with substance abuse issues to contact the following resources for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

Local Resources

- Turning Point: 888-710-6382 (<https://turningpointcenters.com/contact-us/>)
- Utah County Substance Abuse: 801-851-7188 (<https://dsamh.utah.gov/contact/location-map>)
- Gathering Place: 866-720-3784 (<https://www.drug-rehab-headquarters.com/utah/facility/gathering-place-orem/>)
- Narcotics Anonymous: 818-773-9999 (<https://www.na.org/>)
- Alcoholics Anonymous: 801-375-8620 (<https://www.aa.org/>)

National Resources

- Al-Anon 866-262-9587 (<https://www.utah-alanon.org/>)
- SAMHSA (800-662-4357 (<https://samhsa.gov/>)
- National Institute on Drug Abuse Helpline 800-662-4357 (<https://www.drugabuse.gov/>)
- Alcohol Anonymous 801-375-8620 (<https://www.aa.org/>)

To find help quitting smoking: 800-548-8252 (<https://www.freedomfromsmoking.org/>)

For more information about substance abuse treatment:

- <https://www.drugrehab.com/> 855-520-2898

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Legal Sanctions - Alcohol, Drug & Tobacco Laws

- DUI (Driving Under the Influence)- It is illegal to drive or be in physical control of a vehicle while under the influence of alcohol or other drugs. Utah's Implied Consent law requires submission to blood alcohol content (BAC) test. Refusal will result in revocation of license for 18 months – 3 years. You are in violation if your BAC is .05 or greater or if you are incapable of operating a vehicle.
 - Penalty: Minimum fine with fees of \$1383, up to 6 months imprisonment, or community service, screening, Driver License suspension. Vehicle may be impounded.
- MIP (Minor in Possession) - It is illegal for minors (under 21) to buy, possess (even hold), or drink alcohol.
 - Penalty: Driver License suspended for 1 year (2 years for subsequent possession), up to 6 months imprisonment, a \$1000 fine.
- Not-a-Drop - You are in violation if you are under 21, have consumed any amount of alcohol and are driving.
 - Penalty: Driving privileges denied for 6 months (2 years for subsequent offense), successful completion of alcohol assessment and recommendations.
- Open Container - It is illegal to drink any alcoholic beverage while operating, or as a passenger in, a vehicle (parked or moving), or have an open container in a vehicle.
 - Penalty: Up to 90 days imprisonment plus fine up to \$750.
- Selling, furnishing or supplying alcohol to a minor - You are in violation if you provide alcohol to a minor.
 - Penalty: Up to 6 months imprisonment plus fine up to \$1000.
- Intoxication - A person is in violation if under the influence of intoxicating liquor or other substances to the degree that the person may endanger themselves or others in a public or private place and unreasonably disturb others.
 - Penalty: Up to \$750 fine, may be imprisoned or placed in detoxification center. Minors may be screened, assessed, required to complete educational series, and have Driver License suspended.
- Tobacco use or possession - It is unlawful for any person under the age of 21 to purchase or possess tobacco in any form.
 - Penalty: Minimum fine of \$60 and participation in an education or cessation program.
- Clean Air Act - Prohibits smoking in an enclosed indoor place of public access and publicly owned buildings and offices or any government building, or within 25 feet of any entrance way, exit, or open window. It also prohibits smoking within 25 feet of an "air intake building".
 - Penalty: Civil penalty of up to \$500.

- Individuals violating any town ordinances, state laws, or federal laws relating to alcohol or drug use (including tobacco use) also are subject to legal sanctions including fines and imprisonment.
 - Penalty: Sanctions determined by local, state, or federal laws.
- In keeping with these objectives, alcoholic beverages, unlawful drugs, and other illegal substances shall not be consumed, used, carried, sold, or unlawfully manufactured on the campus of Mandalyn Academy or at any activity sponsored by the Academy.
 - Penalty: Any faculty, staff member, or student who violates this prohibition, or who is caught under the influence on Mandalyn Academy property, or who does not cooperate with the Academy in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from Mandalyn Academy.

Legal Sanctions - Federal Drug Laws

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses.

A. Denial of Federal Benefits - 21 U.S.C. 862

Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction.

B. Forfeiture of Personal Property and Real Estate - 21 U.S.C. 853

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties - 21 U.S.C. 841

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a life sentence and fines ranging up to \$20 million.

FEDERAL TRAFFICKING PENALTIES --

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or		50 grams or more pure or	
	50–499 grams mixture		500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture	100 gm or more pure or 1 kg or more mixture		

PENALTIES		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES – MARIJUANA--

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

Drugs of Abuse | A DEA Resource Guide: 2020 EDITION

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

CAMPUS SAFETY AND SECURITY REPORT

As a post-secondary institution, campus crime statistics and security information is disclosed as set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Preparing the Annual Disclosure of Crime Statistics

The campus crime report consists of arrest and referral statistics reported to the American Fork Police Department and designated school officials. These statistics may consist of crimes and alleged crimes that have occurred in campus facilities, in the common area sidewalk and parking lot, or public sidewalks and streets directly surrounding the academy.

Distribution of Annual Security Report

Mandalyn Academy distributes their annual security report to all currently enrolled students and to all employees by October 1st of each year via email and/or hardcopy. A copy of the report is also available to any prospective student or prospective employee upon request. The annual security report is found in Mandalyn Academy's Student Consumer Information Guide which is available in hardcopy (a copy can be requested from our administration office) or on the Mandalyn Academy website at the bottom of each program web page (<https://mandalynacademy.com/Student-Consumer-Information-Guide-October-2022.pdf>).

Mandalyn Academy Geographic Areas

Institutional statistics are disclosed for Clery Act crimes that occur on campus, in or on non-campus buildings or property and public property within or immediately adjacent to the campus.

On Campus:

- 648 East State Street (89), Suite 'B', American Fork, Utah
- 648 East State Street Parking lot and sidewalk in front of suite (common area)

Non-campus Buildings: None. Mandalyn Academy does not have any officially recognized student organizations with non-campus locations.

Student Housing: Mandalyn Academy does not provide any form of housing or residence halls.

Public Property:

- State Street (89) and the West side sidewalk, North of S. 740 East and South of S. 600 East
- 740 East Street and the North side sidewalk, West of State Street and East of the beginning of the fenced off field where the American Fork shopping Center parking lot ends
- 600 East Street and the South side sidewalk, West of State Street and East of the beginning of the fenced off field where the American Fork shopping Center parking lot ends

To Report a Crime

To report a crime, promptly contact the American Fork Police Department or the campus security authority, your instructor, or administration. If it is an emergency dial 9-1-1. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the academy should be reported promptly. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the one or more of the following:

Campus Security Authorities

You may report a crime or emergency to the following school officials:

- Education Director – Denise Barnes: 801.616.2804 (education@mandalynacademy.com)
- Owner - Mandalyn Freeland: 801-772-3131 (mandalyn@mandalynacademy.com)
- A Program Instructor: 801-772-3131 (An instructor will report directly to the Director or owner)

Law Enforcement Agencies

You may report a crime to the following Law Enforcement Agency:

- **American Fork Police Department at 801-763-3020 or 801-794-3970.**

Mandalyn Academy does not have any paid security personal or written memorandum of understanding or agreements with any law enforcement agencies for the investigation of alleged criminal offenses. Mandalyn Academy does not have any sworn or commissioned law enforcement personnel.

Crimes should be reported to campus security authorities to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. Criminal activity involving a 'clocked in' student at off-campus locations (locations not owned or controlled by Mandalyn Academy) or activities should be reported to the local police department and to a campus security authority but are not included in crime statistics.

Access and Security

During business hours, Mandalyn Academy is open to students, parents, employees, and the public. During non-business hours, access to Mandalyn Academy is by key and security code password if issued to an individual. In the periods of extended closing such as holidays, the academy will allow individuals access to the building with approval from the administration.

On an ongoing basis, the owner, administration, staff, and maintenance workers survey the security issues such as doors, locks, alarms, or lighting, and then communicate to make necessary changes when needed. If there appears to be a campus security concern, a threat of criminal actions, or other emergency, it is to be immediately reported to the American Fork Police Department and/or to the campus security authority.

Security Awareness Programs

When employees are hired, and when students begin a program at Mandalyn Academy, during orientation they are presented with the Emergency Response and Evacuation Procedures found in the Student Handbook and with information on ways to maintain personal safety inside and outside the school facility. Students and staff are reminded they are responsible for their own safety and possessions at all times and are encouraged to be aware of their surroundings when entering and exiting the school for their own protection and the protection of others.

Crime Prevention

Mandalyn Academy would much rather prevent crimes from occurring than react to them after the fact. The first day of class, during orientation, students are presented with information found in the Student Handbook on ways to maintain personal safety inside and outside the school facility. Employees also are presented with information found in the Student Handbook on ways to maintain person safety inside and outside of the school facility. Students and staff are encouraged and reminded that they are responsible for their own safety and possessions at all times. The following are recommended websites regarding education on crime prevention:

- <http://www.dare.org/utah/>
- <http://www.ncpc.org/programs>

Collecting Statistics

Even though Mandalyn Academy does not have a campus police or an official security department, when a crime or an alleged criminal incident is reported in good faith and brought to the attention of a campus security authority by a victim, witness, other third party or even the offender, it is documented on a Mandalyn Academy Crime Report Log Form. Its purpose is to record all criminal incidents and alleged criminal incidents that are reported. The Crime Report Log is accessible on-site and available for viewing. In collecting statistics Mandalyn Academy makes and documents a reasonable, good-faith effort to obtain Clery Act crime statistics from the local American Fork Police Department, which are appropriately attributed and used in the crime report.

Missing Student Notification Procedures

Mandalyn Academy does not have any on-campus student housing and therefore is not required to have procedures for missing student notifications

Fire Safety

Mandalyn Academy does not have any on-campus student housing and therefore does not have procedures, logs, statistics or reports for Fire Safety.

Timely Warnings

A timely warning is a prompt alert to potentially dangerous situation that enables members of our campus community the time and information necessary to take appropriate precautions. In the event that a situation arises, either on or off campus, a school wide “timely warning” will be issued. The warning will be issued by administration throughout the campus community using the most appropriate means of communication for the situation. The warning may be delivered through word of mouth, emails, text message and/or postings. Anyone with information justifying a timely warning should report the circumstances to Mandalyn Academy security authorities or the American Fork Police Department.

Alcoholic Beverages On-Campus

Mandalyn Academy’s Alcohol Policy and Utah state law govern the possession, sale, or the furnishing of alcohol on the campus. The Mandalyn Academy campus has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted. Underage drinking is absolutely prohibited. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to academy disciplinary action, loss of financial aid, criminal prosecution, fine and imprisonment. Mandalyn Academy’s Drug and Alcohol Policy is found on pages 15 – 21 of this publication (Student Consumer Information Guide).

Illegal Drug Possession On-Campus

Mandalyn Academy campus has been designated as “drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Mandalyn Academy. Violators are subject to academy disciplinary action, criminal prosecution, fine and imprisonment. Mandalyn Academy’s Drug and Alcohol Policy is found on pages 15 – 21 of this publication (Student Consumer Information Guide).

Drug and Alcohol Abuse Education Programs

Please refer to The Drug and Alcohol Policy found on pages 15 - 21 of this publication (Student Consumer Information Guide). If a student seeks counsel for alcohol abuse, he/she will be directed to appropriate outside counseling.

Resources

Mandalyn Academy maintains a list of community and institution resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims. This list is provided to victims and other employees and students upon request or as deemed necessary.

Violence Against Women Prevention

MANDALYN ACADEMY PROHIBITS THE OFFENSES OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING.

NOTICE OF NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy

It is the policy of Mandalyn Academy (the “School”) to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the “Policy”) to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

Mandalyn Academy’s complete document concerning Sexual Harassment Policies and Grievance Procedures, also known as the Title IX Policy and Procedures, can be found at the School’s website at www.mandalynacademy.com at the bottom of each program page or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School’s education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School’s Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of real or perceived race, ethnicity, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Denise Barnes, Education Director
648 East State Street, Suite B
American Fork, UT 84003
Phone: (801) 616-2804
Email: education@mandalynacademy.com

Inquiries or complaints concerning the School’s compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education’s Office for Civil Rights.

Office for Civil Rights, Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582
Phone: (303) 844-5695
Facsimile: (303) 844-4303
[Email: OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

Mandalyn Academy desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in School.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinator or a designated school official. For purposes of this Policy the School's designated school officials are the Owner and Operations Manager. The School will respond promptly when a report has been made of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and will provide written notification of their rights and options for academic, living, transportation, and working situations or protective measures. The Institution will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff. Refer to Mandalyn Academy's Sexual Harassment Policy and Grievance Procedures (Title IX Policy) found at <http://mandalynacademy.com> at the bottom of each program page.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the School imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

If a student is unable to resolve their grievances after going through school personnel, they may contact the state and accrediting agencies:

- Utah Division of Occupational & Professional Licensing (DOPL)
160 East 300 South, Salt Lake City, Utah 84111
801.530.6628
- National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street, Alexandria, VA 22314
703.600.7600

Primary Prevention & Awareness Programs

Primary Prevention Definition: *Programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.*

Awareness Programs Definition: *Community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.*

All Mandalyn Academy students and employees review the student handbook (and employees review the employee handbook as well) which includes such things as the importance of good listening and communication skills, moderation in alcohol consumption, drug and alcohol laws, sexual harassment, counseling services available off campus, victim assistance, team work and attitude, common courtesy, keeping the school free from violence, safety, reporting a crime, and overall

professionalism. These basic principles are taught throughout the student’s time in school and are culturally relevant and inclusive of, and responsive to, all parts of our community.

On at least an annual basis, Mandalyn Academy invites the local police department to participate in teaching students and employees about the prevention and awareness of dating violence, domestic violence, sexual assault, stalking, personal safety, and emergency situations that may occur.

Reporting domestic violence, dating violence, sexual assault or stalking

Call **911** to report a crime. The first priority of a student or employee who has been subject to ‘violence against women’, as stated above, should be to first get to a place of safety and then obtain necessary medical treatment. Victims of ‘violence against women’ may seek and receive medical care free of charge from a local hospital emergency department without submitting a police report. Mandalyn Academy strongly encourages victims to report incidents of ‘violence against women’ in a timely manner and if requested, is willing to assist them in reporting it to proper authorities. Time is a critical factor for evidence collection and preservation. It is important to preserve evidence because it may assist in proving that the alleged criminal offense occurred or because it may be helpful in obtaining a protection order. Mandalyn Academy encourages others to accurately and promptly report a crime when the victim is unable or elects not to make such a report.

Mandalyn Academy does not issue orders of protection, a “no contact” order, a restraining order or similar lawful orders. A criminal, civil or tribal court, issues these orders. Request forms and directions can be found on the Utah Courts website at https://www.utcourts.gov/abuse/protective_orders.html. When completed, file the original form with the court and keep a copy for yourself. A copy of any form filed with the court must be served on the other party. The court clerk will make a copy to serve.

Victims of sexual harassment may file a report with the American Fork Police Department. Victims of sexual harassment that occurs on Mandalyn Academy premises or in the parking lot should be reported to the Title IX Coordinator or to a designated school official. The student has the right to decline to notify such authorities.

Confidentiality - To the extent permissible by law, Mandalyn Academy keeps a victim’s personally identifying information confidential, and are not available in any publicly available recordkeeping, including Clery Act reporting and disclosure such as the annual security report and institutional crime log. Mandalyn Academy protects a victim’s confidentiality while also recognizing that, in some cases, it may be need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures in a timely manner.

Counseling Options: Mandalyn Academy does not counsel victims of ‘violence against women’. Mandalyn Academy is not contracted with any on-or-off campus organizations that assist victims. However, Mandalyn Academy will provide victims of dating violence, domestic violence, sexual assault or stalking with written documentation of their rights and options and resources for assistance.

Registered Sex Offenders

Information concerning registered sex offenders may be obtained by using the following websites. Nothing in FERPA prohibits the academy from disclosing information about registered sex offenders.

- <http://corrections.utah.gov/index.php/>
- <http://www.fbi.gov/scams-safety/registry>

Criminal Offense Statistics

The crime statistics found in this disclosure represent alleged criminal offenses reported to Mandalyn Academy and/or local law enforcement agencies. Therefore, the data collected do not necessarily reflect prosecutions or convictions for crimes. Because non-police authorities provide some statistics, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System, which only collects statistics from police authorities. Mandalyn Academy makes a good faith effort in collecting and reporting accurate statistics.

2020 and 2021 Statistics: Statistics were requested from the American Fork Police Department. The agency did not respond.

Criminal Offense Statistics

CRIMINAL OFFENSES	2021		2020		2019	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property

Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	1
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Other	0	0	0	0	0	0

Hate Crime Statistics*

CRIMINAL OFFENSES	2021		2020		2019	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder & Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction	0	0	0	0	0	0
Damage or Vandalism	0	0	0	0	0	0
Other	0	0	0	0	0	0

***A Hate Crime is motivated by prejudice. Categories of prejudice include: real or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and disability.**

Arrests

Criminal Offense	2021		2020		2019	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Liquor Law Violation	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	2
Illegal Weapons Possession	0	0	0	0	0	0

Persons Referred for Disciplinary Action

Criminal Offense	2021		2020		2019	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Liquor Law Violation	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0

Violence Against Women Statistics

Offense	2021		2020		2019	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

The above offenses do not include crimes reported outside of the Clery reporting guidelines.

Non-Clery Act Crime Statistics

Offense	2021		2020		2019	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Larceny: Theft from a Vehicle	0	0	0	0	0	9

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency response and evacuation notification procedures will be initiated for any significant emergency or dangerous situation involving an immediate threat to the health or safety of student or employees occurring on the campus. Some examples of immediate or significant emergencies or dangerous situations are:

- Approaching forest fire
- Fire in the building
- Outbreak of meningitis, norovirus or other serious illness;
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident

- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

In an emergency or threatening situation, the first thing that should be done is to call 9-1-1. It should then be immediately reported to a program instructor, student director, or a member of administration.

Confirming that there is an emergency

Confirmation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available. If law enforcement notifies the school of an emergency, it is immediately considered confirmed. Confirming an emergency may include any, or more, of the following: visual, smell, audio, news alerts, medical alerts, law enforcement, telephone, text message or emails. There are some emergency situations that cannot possibly go through a confirmation process due to the need for immediate action. An example of this would be if a dangerous intruder entered the building; it would be immediately considered a confirmed emergency. School authorities who may confirm an emergency are: program instructors, directors, administration and in some cases receptionists. Coordinating the process of confirming that there is an emergency is a school effort that may in some cases include students and employees.

Safety of the Campus Community

As soon as it has been confirmed that there is a significant emergency or dangerous situation Mandalyn Academy will

- take into account the safety of the campus community;
- determine the appropriate segment or segments of the campus community to receive a notification;
- determine what information to release about the situation; and
- begin the notification process

The only reason Mandalyn Academy would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to

- assist a victim;
- contain the emergency;
- respond to the emergency; or
- otherwise mitigate the emergency

In this case, the local law enforcement agency or a member of Mandalyn Academy administration would qualify that they used professional judgment, based upon their experience and observation, in making the decision.

Emergency Notifications (Timely Warning)

Mandalyn Academy administration or in some cases, an employee, will notify our campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. The entire campus community will be notified when there is any type of confirmed emergency situation that requires notification. There will be a continued assessment and notifications of the situation.

An effective mode of communication will be used to notify students and employees. Methods of communication will be based upon the situation and may include one or more of the following: verbal, text messaging, phone calls, email messaging, emergency phone lines, bulletins posted on building entrances and exits. It is required that students and employees keep their text message, telephone, address, and email contact information current in their school records.

Notification information will be determined by administration or in some cases, an employee, and will be disseminated all at once or at different points in time. Depending on the situation the content may differ but will identify the emergency and give brief safety directions. For example, in the case of an approaching tornado, the notification to students on campus may be to take shelter in a safe place but the notification to students who are not on campus may direct them to stay away from campus.

Dependent upon the nature of the emergency, and student files are accessible under the circumstances, a student's 'emergency contact' may be notified of the emergency through telephone and/or text message. If for some unforeseen reason emergency information needs to be sent outside the campus community, the local law enforcement agency would be contacted to disseminate the information.

Emergency Persons/Organization Contact Information

Emergency: Dial **9-1-1**

Procedure to call 9-1-1

1. Stay Calm.
2. Be prepared to answer questions in a clear, calm manner.
3. Listen. Allow 9-1-1 employee to direct conversation.
4. Give your name, phone number, and address.
5. State your emergency.
6. Remain on the telephone. DO NOT hang up until the dispatcher says to do so.

Mandalyn Academy Authorities

- o Education Director – Denise Barnes: 801-616-2804 (education@mandalynacademy.com)
- o Campus Director – Diane Clements: 801-772-3131 (diane@mandalynacademy.com)
- o Owner - Mandalyn Freeland: 801-772-3131 (mandalyn@mandalynacademy.com)
- o A Program Instructor: 801-772-3131 (An instructor will report directly to the Director or owner)

Local Police Department non-emergency phone number: 801-763-3020
75 East 80 North, American Fork, UT 84003

Local Fire Department non-emergency phone number: 801-763-3045
96 North Center Street, American Fork, UT 84003

Nearest hospitals and phone numbers:	<u>American Fork</u>	<u>Orem</u>	<u>Lehi</u>
	801.855.3300	801.224.4080	385.345.3000
	170 North 1100 East	331 N 400 W	3000 N Triumph Blvd

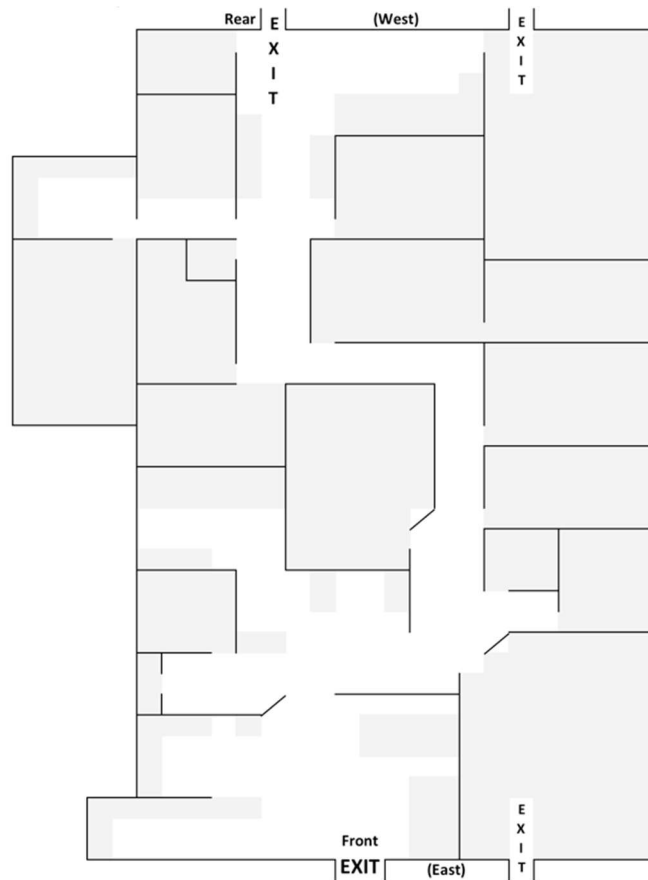
Local Water and Power Company phone number:	<u>GAS</u>	<u>POWER</u>	<u>WATER</u>
	Dominion Energy	Rocky Mountain	American Fork City
	800.323.5517	888.221.7070	801.854.5950

Utah County Health Department: 801.851.7331
599 S. 500 E.
American Fork, UT 84003

Procedure to Evacuate the School Site

Upon a confirmed significant emergency or dangerous situation, and if the situation allows, the building will be secured and students and employees will be directed to a safe location. If an evacuation is necessary students and staff should leave the building in an orderly fashion using the primary or alternate exits shown below. These routes should be selected considering safety and students with disabilities.

If it is not safe to return to the building and classes are canceled, adult students may choose to leave the safe location area after checking out with their instructor. Minor students are to stay with their instructor until a parent or legal guardian has given permission for them to leave the safe location. With said permission, the student may leave after checking out with their instructor.



Emergency and Evacuation Test

Mandalyn Academy schedules a campus wide emergency and evacuation test on an annual basis. The test may be announced or not. The test may be live or be a simulated scenario; and addresses emergency response and evacuation. The test will evaluate the coordination of efforts, procedural operations, emergency plans and capabilities, the roles of everyone involved, and whether or not the Emergency & Evacuation plan meets the diverse needs of all members of the campus community. Tests are documented by completing a Mandalyn Academy Emergency Drill Reporting Form which includes a description of the test/drill, the date the test was held, the time the test started and ended and whether the test was announced or unannounced.

Publicizing the Emergency Response and Evacuation Procedures

Emergency response and evacuation procedures are published in both the Student Consumer Information Guide which is clearly published on our website, and in the Student Handbook which is reviewed with every student during Orientation and every staff member during on-boarding.

MANDALYN

ACADEMY