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## 2017 CONSUMER HANDBOOK

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How This Publication is distributed:

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

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### STATEMENT OF NONDISCRIMINATION

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

### STATEMENT OF LEGAL CONTROL

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

### STATEMENT OF INSTITUTION NAME(S)

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

- Penn Commercial
- PC

### STATEMENT ON POLICY CHANGES

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

**EFFECTIVE: JANUARY 1, 2017 TO DECEMBER 31, 2017**

## CONSUMER INFORMATION

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

This Consumer Handbook includes and, in some cases, summarizes information that is contained in the 2015 Penn Commercial Business/Technical School Catalog. In the event any discrepancy exists between the two publications, the School Catalog shall take precedence.

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

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

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

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

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

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

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

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

**MISSION STATEMENT**

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

**INSTITUTIONAL GOAL AND SUPPORTING OBJECTIVES**

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

***Supporting Objectives***

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

**ACCREDITATION**

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

**ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS**

750 First Street, NE, Suite 980

Washington, DC 20002

(202) 336-6780

Fax (202) 842-2593

**LICENSURE**

State Board of Private Licensed Schools; Pennsylvania Department of Education

**APPROVALS**

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

- Licensed by the Board of Private Licensed Schools
- Authorized by the Pennsylvania Department of Education to issue Diplomas, Associate in Specialized Business Degrees, and Associate in Specialized Technology Degrees
- Pennsylvania State Board of Cosmetology
- Pennsylvania State Board of Nursing
- Pennsylvania State Board of Massage Therapy
- Incorporated in the Commonwealth of Pennsylvania
- Approved for the training of state rehabilitation students and veterans
- Penn Commercial is an eligible institution under federally insured student loan programs
- Participant in the Federal Pell and PHEAA grant programs

## **MEMBERSHIPS**

Penn Commercial is a member of the following organizations:

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

## **SCHOOL FACILITIES**

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

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

## **BUSINESS HOURS AND HOLIDAYS**

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

**SCHOOL CALENDAR • 2016-2018**

<b>QUARTER</b>	<b>START DATE</b>	<b>END DATE</b>
Winter 2016	January 4, 2016	March 25, 2016
<b>Spring Break</b>	<b>March 28, 2016</b>	<b>April 1, 2016</b>
Spring 2016	April 4, 2016	June 24, 2016
<b>Summer Break</b>	<b>June 27, 2016</b>	<b>July 8, 2016</b>
Summer 2016	July 11, 2016	September 30, 2016
Fall 2016	October 3, 2016	December 23, 2016
<b>Winter Break</b>	<b>December 26, 2016</b>	<b>January 6, 2017</b>
Winter 2017	January 9, 2017	March 31, 2017
Spring 2017	April 3, 2017	June 23, 2017
<b>Summer Break</b>	<b>June 26, 2017</b>	<b>July 7, 2017</b>
Summer 2017	July 10, 2017	September 29, 2017
Fall 2017	October 2, 2017	December 22, 2017
<b>Winter Break</b>	<b>December 25, 2017</b>	<b>January 5, 2018</b>
Winter 2018	January 8, 2018	March 30, 2018
Spring 2018	April 2, 2018	June 22, 2018
<b>Summer Break</b>	<b>June 25, 2018</b>	<b>July 6, 2018</b>
Summer 2018	July 9, 2018	September 28, 2018
Fall 2018	October 1, 2018	December 21, 2018
<b>Winter Break</b>	<b>December 24, 2018</b>	<b>January 4, 2019</b>

**SCHOOL CALENDAR SUBJECT TO CHANGE**

*Students will be properly notified of any changes.*

## ADMINISTRATION AND STAFF

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*Robert Bazant, President/Owner*

*Marianne Albert, Vice President of Operations*

*Patricia DeConcilis, Director of Education*

*Anita Rossell, Assistant Director of Education*

*Sandy Phillips, Director of Academic Affairs*

*Melissa Papson, Director of Reports and Statistics*

*Jayme Tuite, Director of Financial Aid*

*Kristin Wissinger, Director of Career Services*

### FINANCIAL AID

*Jayme Tuite, Director of Financial Aid*

*Candace Dranzo, Financial Aid Officer*

*Cole Winters, Financial Aid Officer*

### COORDINATORS

*Candace Kramarz, Retention Coordinator*

### BUSINESS OFFICE

*Barb Kennedy, Assistant to the President*

*Tammy Miller, Human Resource Administrator*

*Tess Coleman, Bookstore/Inventory Coordinator*

*Kelsey Willhoft, Registrar*

### INFORMATION TECHNOLOGY

*Stephen Koppes, Network Administrator*

*Robert Craig, Assistant Network Administrator*

### ADMISSIONS

*Ron Zubaty, Assistant Director of Admissions*

*Michael Berry, Admissions Representative*

*Peggy Pallof, Admissions Representative*

*Allison Pato, Admissions Representative*

*Nadia Bey, Admissions Representative*

### CAREER SERVICES

*Kristin Wissinger, Director of Career Services*

*Amy D'Amico, Community Outreach*

### LEAD INSTRUCTORS/SUPERVISORS

*Ed Ussack, Welding Lead Instructor*

*Wesley Briant, CADD Lead Instructor*

*Neil Cooper, Electrician Lead Instructor*

*Kristin Wissinger, Business Lead Instructor*

*Marcy Matteson, Massage Therapy Lead Instructor*

*Stephen Koppes, Networking Lead Instructor*

*Heidi Weidenhofer, Cosmetology Supervisor*

*Natalie McAnallen, Medical Assistant Lead Instructor*

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

*Edward Yesenchak, HVAC Lead Instructor*

*Renee Eckert, Practical Nursing Coordinator*

## FACULTY

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**Diann Bernardo** / Business Instructor  
M.A., Duquesne University  
B.A., University of Pittsburgh

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

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

**Rick Bryant** / Networking Instructor  
M.S., Robert Morris University  
B.A., Edinboro University

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

**Robert Craig** / Networking Instructor  
A.S.B., Penn Commercial Business/Technical School

**Ellen Deutsch** / Business Instructor  
B.S., Slippery Rock University

**Charlotte Durka** / Cosmetology Instructor  
Diploma, Pittsburgh Beauty Academy  
Licensed Cosmetology Teacher

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

**Ruth Glunt** / Cosmetology Instructor  
Diploma, Penn Commercial Business/Technical School  
Licensed Cosmetology Teacher

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

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

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

**Marcy Matteson** / Massage Therapy Instructor  
Diploma, Penn Commercial Business/Technical School

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

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

**Lori Coyle** / Massage Therapy Instructor  
Diploma/Penn Commercial Business/Technical School  
Licensed Massage Therapist

**Candace Kramarz** / Business Instructor  
B.A., California University of Pennsylvania

**Deanna Lehotsky** / Math Instructor  
B.S., University of Pittsburgh

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

**Natalie McAnallen** / Medical Instructor  
A.S.B., Penn Commercial Business/Technical School

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

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

**Sandy Phillips, RN** / Medical Instructor  
M.S., University of St. Francis  
B.S., St. Leo College  
Diploma, Washington Hospital School of Nursing

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

**Cindy Pocratsky** / Cosmetology Instructor  
Diploma, Pittsburgh Beauty Academy  
Licensed Cosmetology Teacher

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

**Eugene Speranza** / Drafting Instructor  
M.Ed., University of Pittsburgh  
B.S., Penn State University

**Joshua Stephens** / Welding Instructor  
Journeyman Apprenticeship

**Ed Ussack** / Welding Instructor  
M.Ed., Duquesne University  
B.A., Duquesne University  
A.S.T., Triangle Tech  
Industry Certifications

## FACULTY

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**Heidi Weidenhofer** / Cosmetology Instructor  
Licensed Cosmetology Teacher

**Kristin Wissinger** / Business Instructor  
M. Ed., California University of Pennsylvania  
B.S., Indiana University of Pennsylvania

**Vicki Wyratt** / Cosmetology Instructor  
Diploma, Pittsburgh Beauty Academy  
Licensed Cosmetology Teacher

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

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## TIME OF ENTRANCE

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

## ADMISSION PROCEDURES AND REQUIREMENTS

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

- Complete an Application for Admission.
- Each applicant is interviewed by a representative of the admissions department to determine success potential, admissions qualifications, and program readiness.
- Submit official a high school transcript or GED scores.
- A non-refundable \$25 application fee must accompany the Application for Admission. All students must also pay a \$75 registration fee and a \$10 deposit for a student-issued key fob to be paid no later than orientation. The \$10 key fob deposit will be refunded when the fob is returned to the business office. If a student should cancel their registration prior to the commencement of classes, the \$75 registration fee and \$10 key fob deposit is refundable.
- Each applicant will be administered an entrance performance exam prior to acceptance into any program. A passing score on the Wonderlic requires a 14 for medical assistants, massage therapy and welding applicants. Pharmacy technician applicants take the pharmacy technician Wonderlic and a composite score of 279 is required. Practical nursing applicants take the Practical Nursing Accuplacer and are required to have a score of 45 in Math and 78 in Reading. All other programs require a score of 10 on the Wonderlic. Any student not meeting the admissions requirements may be referred to a partnering agency for remediation with their approval.
- Additionally, applicants can be interviewed by an Admissions Board, which consists of members of administration and/or faculty. The Admissions Board has the option to accept or deny enrollment of a new student.
- All applicants must meet the technical standards for their program of choice.
- All applicants will also meet with the financial aid department to determine grant and loan eligibility and any additional funds available to assist with the cost of tuition.
- The admissions department will review admission documents and notify the applicant in writing the status of admission to the school.
- Sign an Enrollment Agreement.
- All new students must attend orientation.

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

## TECHNICAL STANDARDS

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

## ADDITIONAL ADMISSION REQUIREMENTS

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

### ***Medical Assistant Requirements***

Students applying for the Medical Assistant program are required to submit a complete health clearance/physical form. Immunization record is due prior to the start of externship. Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense. This form is reviewed by the medical assistant Lead Instructor to determine student's physical capabilities for entrance into program. Any physical or health related issues that might affect admissions will be determined prior to admission on a case by case basis.

In the Commonwealth of Pennsylvania, the medical assistants are not required to be certified for employment. However, Penn

Commercial encourages each medical assisting student to sit for the National Medical Assistant Certification Examination after completion of their externship and prior to graduation. The cost of the examination is included in student tuition.

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### ***Medical Office Administration Requirements and Medical Billing and Coding Requirements***

A complete physical examination and immunization record may be required prior to the start of externship.

### ***Pharmacy Technician Requirements***

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

### ***Practical Nursing Requirements***

Students applying for the Practical Nursing program are required to submit a complete health clearance/physical form, proof of specific immunizations and a two-step TB test, pass drug screening testing, submit 3 letters of recommendation, and submit a state criminal background check, child abuse clearance and FBI background clearance. Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense. Instructions for criminal, child abuse and FBI background clearances will be provided by the admissions representative, and associated costs are at the applicant's expense. If an applicant has been convicted, regardless of age, for a felony and/or misdemeanor, they will be denied admission. All documents will be given to the Practical Nursing Coordinator for review, and those applicants that meet all requirements will meet with an interview panel. For those students who are accepted into the program, an official letter of acceptance will be provided.

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

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

## **INDIVIDUAL CLASS ENROLLMENT**

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

## **READMISSION PROCEDURE**

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

## **GRADUATES RETURNING FOR ANOTHER PROGRAM**

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

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

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

## **ADDITIONAL REQUIREMENTS FOR EXTERNSHIP PLACEMENT**

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

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

#### **EVENING PROGRAMS**

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

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## FINANCIAL ASSISTANCE

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

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

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

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

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

## FINANCIAL AID PROGRAMS

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

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

## VETERANS ASSISTANCE

Veterans eligible for training under the Veterans Education Assistance Act are entitled to allowances while attending certain approved programs of study at Penn Commercial. Veterans interested in training under this act should contact their local VA office.

### ***Make-Up Work***

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

### ***Advanced Standing***

Advanced standing will be allowed to veterans who have completed work at other accredited institutions provided an official transcript of the work completed can be secured. When the transcript is received, the work will be evaluated, and if the subjects completed correspond with the course content for which the veteran is enrolled, credit will be granted. If the veteran is incapable of handling work in said subjects, advanced standing will be withdrawn.

### ***Tardiness***

All students not physically present at the start of their scheduled class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Excessive tardiness may be cause for discontinuation of Veterans Educational Assistance Allowance.

### ***Class Cuts***

Class cuts are not permitted and will be recorded as absences.

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## **TUITION REFUND POLICY**

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

- A refund of all monies paid to the school or its representatives will be made if the student is not accepted for training.
- A refund of all monies paid to the school or its representatives will be made if such notice of cancellation of enrollment occurs within a period of five (5) business days after signing the enrollment agreement and provided the student did not commence classes.
- An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus an application fee of \$25.

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

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the quarter, the school will refund at least 75% of the tuition for the quarter.
- For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the quarter, the school will refund at least 55% of the tuition for the quarter.
- For a student withdrawing or discontinuing after 25% but within 50% of the quarter, the school will refund at least 30% of the tuition.
- For a student withdrawing from or discontinuing the program after 50% of the quarter, the student will receive no refund.
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The Refund Policy for Clock Hour Programs is as follows: Percentage of hours scheduled to have been completed as of the withdrawal date in the period divided by the number of hours in the current payment period:

.01% to 4.9%	20% Retained
5% to 9.9%	30% Retained
10% to 14.9%	40% Retained
15% to 24.9%	45% Retained
25% to 49.9%	70% Retained
50% and over	100% Retained

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

## **RETURN OF TITLE IV FUNDS**

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

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

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

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

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

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

## **OUTSIDE AGENCY FUNDING**

### ***Office of Vocational Rehabilitation (OVR)***

As a customer of OVR, students are expected to comply with the following requirements while attending a training program:

- OVR students are required to maintain a course load of at least 12 credits per quarter in order to be considered a full-time student.
- OVR students are expected to graduate in the prescribed period of time for your program unless there are extenuating circumstances based on the nature of the disability. If an OVR student has such concern he/she must discuss with the OVR counselor as soon as possible.
- OVR students must contact their OVR counselor if they plan to drop, repeat, or add a course. OVR will not pay for repeated coursework.
- Financial assistance (where applicable) is also based upon the OVR student to maintain at least a "C" cumulative Grade Point Average (GPA) (2.00 based on a 4.00 grading system). Depending upon the specific training program, a higher GPA may be required by the academic institution.

### ***Veterans Benefit***

A student qualifies for VA benefits during a period of academic probation.

### ***Trade Readjustment Act***

A student qualifies for TRA benefits during one period of academic probation.

### ***Other Aid***

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

## **CONVICTIONS DURING ENROLLMENT**

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

## TUITION AND FEES SCHEDULE • 2017

The following schedule of tuition and fees is effective for all students for the 2017 academic year.

PROGRAM	AWARD	PROGRAM LENGTH	QUARTER CREDITS/HOURS	PROGRAM TUITION	BOOKS AND FEES	PROGRAM TOTAL
Business Office Administration	ASB	18 months	103.0 credits	\$21,321.00	\$4,651.00	\$25,972.00
Computer Aided Drafting and Design	AST	18 months	110.5 credits	\$22,873.50	\$5,594.00	\$28,467.50
Cosmetology	Diploma	9 months	1250 hours	\$15,425.00	\$3,771.00	\$19,196.00
Cosmetology Teacher	Diploma	6 months	600 hours	\$7,404.00	\$2,971.00	\$10,375.00
Electrician	Diploma	9 months	59.0 credits	\$12,213.00	\$4,340.00	\$16,553.00
Electrician Evening	Diploma	15 months	59.0 credits	\$12,213.00	\$4,340.00	\$16,553.00
HVAC-R	AST	18 months	104.0 credits	\$18,928.00	\$5,705.00	\$24,633.00
Massage Therapy	Diploma	12 months	1200 hours	\$13,878.00	\$3,127.00	\$17,005.00
Medical Assistant	ASB	18 months	107.0 credits	\$22,149.00	\$6,846.00	\$28,995.00
Medical Billing and Coding Specialist	Diploma	12 months	69.0 credits	\$13,869.00	\$5,806.00	\$19,675.00
Medical Office Administration	ASB	18 months	101.0 credits	\$20,907.00	\$6,171.00	\$27,078.00
Nail Technician	Diploma	3 months	250 hours	\$3,085.00	\$1,546.00	\$4,631.00
Network Administrator	ASB	18 months	106.0 credits	\$21,942.00	\$6,211.00	\$28,153.00
Pharmacy Technician	Diploma	15 months	82.0 credits	\$16,974.00	\$3,493.00	\$20,467.00
Practical Nursing	Diploma	12 months	1500 hours	\$18,705.50	\$3,162.00	\$21,867.50
Welding Technology	Diploma	12 months	83.5 credits	\$17,284.50	\$5,325.00	\$22,609.50
Welding Technology Evening	Diploma	19 months	83.5 credits	\$17,284.50	\$5,625.00	\$22,909.50

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

### TUITION PAYMENT AND OUTSTANDING BALANCES

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

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

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

### RETURNED CHECK PROCESSING FEE

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

### BOOKSTORE REFUND POLICY

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

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

## **COSMETOLOGY PROGRAM SCHOLARSHIP**

### Terms

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

### Conditions

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

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

### Application Process

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

### Deadline Date

The scholarship deadline date is August 15.

### Basis for Selection

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

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

## **FUTURE BUSINESS LEADERS OF AMERICA SCHOLARSHIP**

### Terms

The scholarship may be awarded for students who are members of FBLA entering a specialized associate degree program at Penn Commercial. Regional FBLA administrators will nominate entrants for interviewing by the staff of Penn Commercial.

### Conditions

Applicants for the FBLA scholarship must meet the following qualifications in order to qualify for the FBLA scholarship.

- Submit application for admission and \$25 application fee.
- Must meet qualifications, consisting of FBLA participation and past academic records as established by FBLA regulations.

### Application Process

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

### Deadline Date

The scholarship deadline date is March 31.

### Basis for Selection

Applicants will be evaluated by a committee from Penn Commercial. Selection will be based on academic record, FBLA participation, and overall evaluation (goals, commitment, success potential, financial need, and interview success).

### Number

Two (1) scholarships may be awarded each year.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

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## **GED SCHOLARSHIP**

### Terms

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

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

### Conditions

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

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

### Application Process

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

### Deadline Date

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

### Basis for Selection

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

### Number

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

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

## **HEART TO HEART SCHOLARSHIP**

### Terms

The scholarship may be awarded for students entering any medical program of study at Penn Commercial.

### Conditions

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

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

### Application Process

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

### Deadline Date

The scholarship deadline date is August 15.

### Basis for Selection

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

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

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## **HELPING HAND SCHOLARSHIP**

### Terms

The scholarship may be awarded for students entering any diploma program of study at Penn Commercial.

### Conditions

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

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

### Application Process

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

### Deadline Date

The deadline date for each scholarship is two weeks before the start date of each new quarter.

### Basis for Selection

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

### Number

Four (4) scholarships may be awarded each year – one per quarter.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

## **PENN COMMERCIAL ALUMNI SCHOLARSHIP**

### Terms

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

### Conditions

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

- Submit application for admission and \$25 application fee.
- Planning to enroll in a program of study at Penn Commercial.
- Must be a relative of a former Penn Commercial graduate.

### Application Process

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

### Deadline Date

The scholarship deadline date is August 15.

### Basis for Selection

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

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

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## **PRESIDENTIAL SCHOLARSHIP**

### Terms

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

### Conditions

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

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

### Application Process

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

### Deadline Date

The scholarship deadline date is May 1.

### Basis for Selection

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

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

## **STANLEY S. BAZANT SCHOLARSHIP**

### Terms

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

### Conditions

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

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

### Application Process

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

### Deadline Date

The scholarship deadline date is May 1.

### Basis for Selection

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

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

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## **STAR SCHOLARSHIP**

### Terms

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

### Conditions

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

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

### Application Process

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

### Deadline Date

The deadline for application is March 31.

### Basis for Selection

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

### Number

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

### Maximum/Minimum Award

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

### Aggregate Award Volume

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

### Additional Notes

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

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

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Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order to remain eligible for federal, state and institution awarded scholarships students must comply with standards for Satisfactory Academic Progress (SAP). All students will be evaluated for SAP at the end of every quarter.

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with “C-” or better, “C” for Practical Nursing students, indicates academic progress. Receiving “D” or lower, “C-” or lower for Practical Nursing, and/or withdrawing from classes may put students at risk. Poor academic performance will lead to academic Probation. Continued unsatisfactory academic performance will lead to dismissal. It is very important that students attend all registered courses and complete them successfully. SAP is determined by measuring the students’ cumulative grade point average, the students’ rate of progress toward completion of the academic program, and maximum time frame in which to complete a program.

## **REQUIREMENTS**

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

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

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

All students must successfully complete at least 66% of the credits or clock hours attempted each quarter. For credit hour programs, the completion rate is calculated by dividing the number of credit hours a student has successfully completed by the number of credit hours a student has attempted. For clock hour programs, the completion rate is calculated by dividing the number of clock hours attended by the number of clock hours scheduled.

### ***Maximum Time Frame***

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

### ***Financial and Academic Probation***

Students who fall below these benchmarks will be placed on academic and financial aid probation for no more than two subsequent quarters. Students who achieve a 2.0 in their first quarter of Probation, but whose CGPA is below 2.0 will continue one more quarter of probation. Students who achieve at least a 2.0 and a CGPA of 2.0 are removed from probation and are considered to be achieving SAP.

### ***Financial Aid and Academic Termination***

Students who fail to achieve a CGPA of 2.0 after 2 quarters will lose financial aid eligibility and the student will be terminated from school.

## **APPEALS PROCESS FOR ACADEMIC TERMINATION**

Students wishing to appeal due to mitigating circumstances for being terminated from the school may do so in writing to the Director of Student Affairs. A student must fully explain their mitigating circumstances and provide supporting documentation as requested. Student must also provide a description of what has changed that will allow them to achieve SAP. The decision of the Director of Student Affairs will be final. If an appeal is granted, the student will be given one additional quarter of Probation.

If the appeal is denied, the student may continue their enrollment at their own expense. Students who meet all SAP standards will be eligible for financial aid.

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## **REINSTATEMENT OF FINANCIAL AID**

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

### ***Federal Pell Grant***

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

### ***Pennsylvania State Grant***

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

## **WITHDRAWAL FROM A COURSE**

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

## **INCOMPLETE GRADES**

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

## **REPEATED COURSES**

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

Cosmetology students who do not pass a core course must repeat the course and hours. Hours for a failed course do not count toward the hours required for graduation. Students enrolled in the Practical Nursing programs are scheduled in a specific sequence. Any student who does not pass a core course in either of these programs will be terminated.

Practical Nursing students will receive a grade of P or F for clinical rotations. If a student fails a clinical rotation, the course must be repeated. A grade of P or F is included in the SAP calculation.

## **NON-PUNITIVE GRADES**

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

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

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

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

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

## **TRANSFER CREDIT**

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

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## **ENROLLMENT STATUS**

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

## **QUARTERLY SCHEDULES**

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

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

## **DEFINITION OF AN ACADEMIC YEAR**

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

## **ACADEMIC TERM**

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

## **ACADEMIC CREDIT HOUR DEFINITION**

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

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

## **CREDIT CONVERSION SYSTEM**

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

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

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

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

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

## **TRANSFER OF CREDIT TO PENN COMMERCIAL**

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Students who previously attended an accredited post-secondary institution recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Penn Commercial. Courses taken at the previous institution must be determined to be sufficiently equivalent to courses offered at Penn Commercial taking into account such factors as course content, grades, accreditation, and licensing. In addition, Penn Commercial must determine that those courses are applicable to a student's program of study at Penn Commercial. Only courses in which the student earned a grade of "C" or better and which were completed within the last five years will be considered for transfer. Courses with "P" for Pass or "S" for Satisfactory will only be considered if the official transcript is accompanied by a statement from the school that issued a "P" or "S" explaining that the course is equivalent to a "C" or better. Because of changes in technology, all computer-related courses will be decided on a course by course basis, regardless of when they were completed. The courses that are approved as transfer credits will show a grade of "T" on the Penn Commercial transcript. Transfer credits are not calculated in the students GPA. Students may transfer in up to 75% of program requirements.

### ***Cosmetology Transfers***

The student must first notify the school previously attended and request to have official transcripts and course descriptions sent to the school, Attention - Cosmetology Supervisor. The transcripts will be evaluated for admittance by the Cosmetology Supervisor. Students will be evaluated in both a theory and practical evaluation to determine the placement for the student in the program at Penn Commercial. Once the student has completed both of the theory and practical evaluations a determination will be made on the number of hours and classes that can transferred in. Penn Commercial reserves the right to transfer in up to 350 of the total hours and can deny transferring in any of the hours after reviewing the student's evaluation. All evaluations must be completed prior to the class start.

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

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

Those students who have graduated from one of Penn Commercial's medical programs are required to take the Anatomy and Physiology that is included in the Practical Nursing curriculum; MD 101, MD 102, MD 103 and MD 201 are non-transferable. Students seeking to transfer credit must speak with the Director of Student Affairs and are responsible for having official transcripts forwarded to Penn Commercial for review before the course begins. Penn Commercial will not accept faxes or photocopies as official documents. Documents must travel through the US mail and be received in a sealed issuing institution envelope or can be received electronically directly from the schools registrar only. If an envelope has been opened prior to receipt by The Director of Student Affairs, the documents are not considered official and will not be accepted.

### **EXPERIENTIAL LEARNING**

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

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

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

### ***Articulation Agreements***

Penn Commercial maintains articulation agreements with high schools, career and technology centers and post-secondary institutions. Students wishing to transfer credit after graduation should meet with the Director of Education and the Director of Student Affairs to obtain information concerning current articulation agreements. To date, Penn Commercial maintains a post-secondary transfer agreement California University of Pennsylvania.

### **STUDENT RIGHT TO KNOW**

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

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

- School Policies and Procedures – Available in the Course Catalog; obtain from Director of Education

### **COURSE TEST OUTS**

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

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

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

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

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

The Academic Transition Program is a dual enrollment option available to high school juniors and seniors who are interested in getting a head start on obtaining credits toward their post-secondary education with Penn Commercial. This program enables high school juniors and seniors to take post-secondary credits virtually free of charge while enrolled in high school. The only out-of-pocket expense is a \$100 application fee and the cost of books for each class taken. The credits awarded at the completion of class can be reviewed by Penn Commercial for transfer into a program of choice if the student chooses to continue his or her education with Penn Commercial. Students participating in the program can choose from a variety of introductory courses offered at Penn Commercial and may take up to four courses per year or one course per quarter. Successfully completing four courses per year, beginning the junior year, could enable a graduating high school senior to begin classes at Penn Commercial with eight courses under his or her belt; which could ultimately shorten the time to complete his/her respective program. Penn Commercial credits may be evaluated by any other post-secondary institution as well for transferability; however, it is ultimately up to the receiving institution to make that determination.

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

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

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## **ATTENDANCE REQUIREMENTS**

Penn Commercial requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. Penn Commercial considers both tardiness and early departure from class as forms of absenteeism. Absences are not classified as excused or unexcused. For all programs, with the exception of Practical Nursing and Nursing Assistant, the minimum required attendance to be eligible for a degree or diploma is 80% of the scheduled class hours for the duration of the course and completion of 100% of externship hours. Once absences reach 20%, whether for the course or total hours, the student's grade will be lowered as outlined below. Tardiness is recorded in increments of ¼ hours.

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

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

All Cosmetology programs are hours-based, therefore students are required to complete all hours as outlined in the curriculum. ***Make up hours are only available on designated Mondays.*** Students who have not completed the required hours by the scheduled graduation date are required to pay \$10.00 per hour. ***All makeup hours must be completed within six months of the scheduled graduation date.***

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

For Practical Nursing students, the minimum required attendance to be eligible for their diploma is 90% of the scheduled class hours for the duration of the course and completion of 100% of clinical hours. Once absences reach 10%, whether for the course or total hours, the student's grade will be lowered. Tardiness is recorded in increments of ¼ hours. For practical nursing students, clinical experience is an integral part of the curriculum, therefore attendance is mandatory. Students who are unprepared for the clinical experiences or who are improperly dressed will be sent home and it will be considered a clinical absence. The clinical instructor reserves the right to dismiss any student if his/her apparent condition may interfere with the ability to perform safe nursing care or put his/her own health at risk. Students are reminded the importance of staying home when ill if there is a possibility of transmitting infectious disease.

### ***Welding Technology Attendance***

For Welding Technology students, due to the structure of the class schedule, students who miss any time are required to attend the mandatory makeup days which are designated on the student schedule.

## Attendance Grade Drop Grid

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

### MAKEUP POLICY

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

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

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

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

### ***Cosmetology Programs***

Cosmetology students are required to complete all required hours as outlined in the curriculum. Make up hours are only available on designated Fridays. Students who have not completed the required hours by the scheduled graduation date are required to pay \$10.00 per hour. All makeup hours must be completed within six months of the scheduled graduation date.

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

For Practical Nursing students, clinical experience is an integral part of the curriculum, therefore attendance is mandatory. Students who are unprepared for the clinical experiences or who are improperly dressed will be sent home and it will be considered a clinical absence. The clinical instructor reserves the right to dismiss any student if his/her apparent condition may interfere with the ability to perform safe nursing care or put his/her own health at risk. Students are reminded the importance of staying home when ill if there is a possibility of transmitting infectious disease. Any student with clinical absences that are permitted to make up the time will be charged a fee of \$75.00/day. If a student fails to make up the missed clinical time, a

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grade of "I" (Incomplete) will be awarded. If a student is more than 5 minutes late, he/she will be marked as tardy. Two tardies equal one absence. The clinical point system addresses other tardy issues.

#### **LAST DATE OF ATTENDANCE**

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

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

Students must sometimes interrupt their studies for a variety of reasons. In this case, a student may be granted a leave of absence, which is defined as a temporary interruption in a student's education, with the firm and stated intention of returning to school. An LOA freezes all academic and financial aid activity for a student. If a student is granted an LOA their original graduation date will be extended. An LOA may not exceed 180 days in a 12 month period. Students must be aware that upon return from an LOA, there is a possibility that they will be a part time student due to course availability. *Penn Commercial reserves the right to require a Medical Release form from a health care provider for all medical related leave of absence.*

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

- The student must complete a Leave of Absence Request Form.
- The LOA must be approved by the Retention Coordinator, the Director of Financial Aid and the VP of Operations.
- Students must meet with the financial aid office regarding all financial aid implications.
- The student must plan to return to the school at the end of the specified/approved period of time in order to complete his/her program.
- The student must return in the program that they were enrolled in at the time of the LOA.
- If a student requests an LOA during the quarter, the student must be in good standing (attendance and academic) at the time the leave is granted.
- If the repeated courses are not running, the student may be granted a LOA regardless of academic standing.
- The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.
- If a student does not return from a LOA as scheduled, he/she will be immediately terminated from school.

#### **BEREAVEMENT LEAVE**

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

#### **CLASS SIZE**

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

#### **CANCELLATION OF COURSE/PROGRAM**

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

#### **COURSE AVAILABILITY**

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

#### **CORE COURSES**

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

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## **GENERAL EDUCATION COURSES**

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

## **INCOMPLETES**

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

## **ADDING/DROPPING COURSES**

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

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

## **INDEPENDENT STUDY**

Opportunities for independent studies are available to outstanding students with excellent GPA’s and attendance records. If a student believes he/she qualifies for an independent study course, a request must be made to the Director of Student Affairs. The request should include what class the student wishes to complete as an independent study and why the request is being made. The request is then approved by the Director of Student Affairs and appropriate faculty members. Students who register for independent studies will pay the regular tuition rate and must meet the course prerequisites or receive special permission from the Director of Student Affairs.

## **AUDITING COURSES**

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

## **REFRESHER COURSES**

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

## **CHANGE OF PROGRAM**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### GRADE POINT AVERAGE

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

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

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

### GRADE REPORTS AND TRANSCRIPTS

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

### OUT OF CLASS COURSE HOMEWORK

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

### GRADING SYSTEM

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

GRADE	NUMERICAL EQUIVALENT	GRADE POINT
A	95 - 100	4.00
A -	92 - 94	3.75
B+	89 - 91	3.25
B	86 - 88	3.00
B-	83 - 85	2.75
C+	80 - 82	2.25
C	77 - 79	2.00
C-	74 - 76	1.75
D+	71 - 73	1.25
D	68 - 70	1.00
D-	65 - 67	0.75
F - Fail	Below 65	0.00
P - Pass		0.00
I - Incomplete		0.00
W - Withdraw		0.00
WP - Withdraw Passing		0.00
WF - Withdraw Failing		0.00
U - Unsatisfactory (repeated courses only)		0.00
T - Transfer Credit		0.00

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

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## EARLY RELEASE

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

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

## MAXIMUM TIME IN WHICH TO COMPLETE A PROGRAM

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

## GRADUATION REQUIREMENTS

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

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

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

- Maintain at least a 74% grade point average in theory and at least a level-2 in practical and clinic.
- Satisfactory completion of all assigned labs and clinical practice.
- Complete the required 1250 clock hours of instruction (250 for Nail Technician)
- Must meet overall attendance of 80%.

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

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

## CERTIFICATE OF COMPLETION

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

## WITHDRAWAL FROM SCHOOL

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

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## **TERMINATION OF ENROLLMENT BY PENN COMMERCIAL**

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

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

## **STUDENT GRIEVANCE POLICY**

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

### ***Informal Process***

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

### ***Formal Process***

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

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

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

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

**Accrediting Council for Independent Colleges and Schools**

**750 First Street, NE, Suite 980**

**Washington, DC 20002-4241**

**Phone: (202) 336-6780**

**Pennsylvania Department of Education**

**333 Market Street**

**Harrisburg, PA 17126-0333**

**Phone: (717) 783-8228**

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

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

**Pennsylvania State Board of Massage Therapy**  
**P.O. Box 2649**  
**Harrisburg, PA 17105-2649**  
**Phone: (717) 783-7155**

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## **ACADEMIC ADVISING**

Penn Commercial recognizes academic advising to be a critical component of the educational experience. Academic advising is designed to provide necessary tools and information for all students, allowing them to take responsibility for: developing educational and career plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment.

Thus, it is the policy of Penn Commercial:

- That all students shall be informed of the advising policy and the advising process during initial introduction to Penn Commercial and be directed to an appropriate advisor.
- That all enrolled students shall have an assigned advisor.
- That all seeking to change programs shall be advised.

## **CAREER SERVICES**

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

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

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

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

## **EXTERNSHIPS**

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

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

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

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

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

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## **ACADEMIC HONORS AND PROFESSIONAL SOCIETIES**

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

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

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

### ***Honors Award***

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

### ***Alpha Beta Gamma (ABG)***

ABG is an International Business Honor Society established in 1970 to recognize and encourage scholarship among two-year school students in business and related curricula at degree-granting academic institutions. To achieve their goal, ABG provides leadership opportunities, forums for the exchange of ideas, and the stimulation of interest in continuing academic excellence. Since its founding, over 35,000 business honor students from accredited community, junior and technical schools have been initiated. In order to be eligible for membership in ABG, a student must be enrolled in a degree program and must have completed 15 academic credit hours in courses leading to a degree recognized by his/her institution. In addition, the student must have demonstrated academic excellence by attaining a minimum of a 3.5 GPA for his/her first and second terms.

## **SCHOOL BOOKSTORE**

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

## **COMPUTER LABS AND ACCESS**

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

## **DISABILITY SERVICES**

The Disability Services Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations in supporting their success at school. Penn Commercial is committed to providing students with a documented disability an equal opportunity to access the benefits, rights and privileges of services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Disability Services Coordinator. Students wishing to utilize these services must self-disclose their disability and provide current and comprehensive documentation from a qualified professional to support their claim. Students who choose to register with Disability Services typically do so soon after acceptance to Penn Commercial and confirmation to attend. However, students may request services at any time while enrolled in school. Please keep in mind that it is necessary to request services in a timely manner to allow staff sufficient time to evaluate your request and implement reasonable accommodations and/or services. It is recommended that this self-disclosure should be done at least six weeks prior to the beginning of each quarter so that accommodations can be in place when classes begin.

## **SAFETY AND SECURITY**

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

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

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

### ***Identification Cards***

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

### ***Key Fobs***

All students and staff are supplied with a key fob. Students and staff must enter and exit building doors using their key fobs. There is a \$10 deposit due for a key fob, which is returned once the student has completed their program. Students without a

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key fob will be denied entrance and must purchase a replacement key fob immediately. All doors entering Penn Commercial are locked at all times and monitored by a security system.

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

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

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

### **HEALTH INSURANCE**

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

### **INJURIES AND ACCIDENTS**

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

#### ***Notification***

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

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

#### ***First Aid***

From time to time students, employees, or visitors could be injured during the course of a daily activity. In the event of minor scratches and abrasions, first aid may be administered by The Director of Academic Affairs and/or the Director of Student Affairs. Only supplies in the first aid kits should be used, and in no circumstances will any medication be provided. In the case of more severe injuries, the Director of Academic Affairs or the Director of Student Affairs will call 911 for medical assistance. They will assist the injured party and arrange for the arrival of emergency medical personnel. An incident report will be completed.

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

**CAMPUS STATISTICS**

**ANNUAL CAMPUS CRIME AND SECURITY STATISTICS**

The following information was reported to the United States Department of Education regarding Penn Commercial’s Campus Safety and Security. Results of the Crime Activity Report for the period of 7/1/2013 through 6/30/2014 are:

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

**2016 ON TIME COMPLETION RATES:**

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

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

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

**PLACEMENT AND RETENTION STATISTICS:**

Placement Rate % =

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

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

Retention Rate % =

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

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