

October | 2024

Consumer Information



Lexington Healing Arts Academy

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GENERAL INSTITUTIONAL INFORMATION

Entities that Accredit, License, or Approve the School

Lexington Healing Arts Academy (LHAA) is accredited by the Accrediting Bureau of Health Education Schools (ABHES). In addition, LHAA is licensed by the Kentucky Board of Proprietary Education. You may obtain a copy of LHAA's accreditation and/or licensing documents, or information on how to contact any of the agencies that regulate LHAA from LHAA personnel.

Academic Program and Instructional Facilities Information

Academic program offerings and instructional facilities information may be reviewed by accessing the LHAA Catalog and are published on the LHAA Website at: www.lexingtonhealingarts.com.

LHAA offers programs in Massage Therapy and Yoga Teacher Training. To access a copy of the school catalog, call 859-252-5656 or email info@lexingtonhealingarts.com.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

The student's records are regarded as confidential for all schools receiving funding under programs administered by the U.S. Department of Education in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA). Generally, information pertaining to student's records shall not be released to a third party without written authorization of the student, judicial order, or a lawfully issued subpoena. Education records are all records an institution maintains regarding a student.

In compliance with FERPA, the school's designated representative may disclose the following student record information without prior written consent of the student, a judicial order, or a lawfully issued subpoena:

- Student's name
- Dates and place of birth
- Home addresses and phone numbers*
- Dates of attendance at the school
- Dates of admission to the school
- The student's program of study
- The student's degree completion dates and types of credentials earned
- Student's status (enrolled, graduated, withdrawn)

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*The school's practice regarding the release of home addresses and phone numbers is to not release this information through verbal requests.

Exception: If a student submits a written request that directory information not be released, **No Information May be Released**, absent a judicial order or a lawfully issued subpoena. The request will remain valid throughout the student's enrollment.

The student may request a FERPA Hold on their record by submitting a written request to the Admissions/ Financial Aid Manager (Carol Rajchel). The student must sign a written request, which will be included in their academic file.

Information, which may not be released:

- Social Security Number
- Grades or grade point averages
- Class schedules
- Employment information including employer, position held, work address, or work phone number
- Academic performance information, such as academic suspension, probation, disqualification or academic dishonesty charges
- Admission information, including test scores or entry grade point averages
- Transcripts
- Financial information:
 - Types of funding a student may be receiving, financial aid, scholarship, etc.
 - Does the student have an outstanding balance with the school? What type of financial aid is the student receiving?

The following exception may apply with the release of student's records:

- To LHAA officials who have legitimate educational interest in the records.
- To officials of another school upon request if the student seeks or intends to enroll at that institution.
- To certain officials of the U.S. Department of Education, the Inspector General, or state and local educational authorities in connection with state or federally supported educational programs.
- In connection with the student's request for, or receipt of, Title IV Financial Assistance necessary to determine the eligibility, amount, or conditions of the financial aid and/or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for, or on behalf of, the school.
- To accrediting commissions to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To comply with a judicial order or lawfully ordered subpoena.
- To appropriate parties in health or safety emergencies.
- To the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

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- State and local authorities, within a juvenile justice system, pursuant to specific state law.

LHAA will retain a record of disclosure of all student information disclosed to a third party. A notification will be made in the student's academic file of the date, name, and reason for release.

Student information may be redisclosed to additional parties who are authorized to receive the information without prior written consent, provided that such redisclosure is included in the statement in the student's file.

Students may have reasonable access to their school records, may request to review their educational records, and may challenge the contents of their educational records which they feel to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.

A student must submit a written request to inspect their educational records, in the request; the student must identify the record(s) they wish to inspect. Registrar's Office (Patricia Seaman) will make arrangements for the student to review the record(s) with a designated representative within 10 to 15 days of the date that the registrar's office receives the written request.

If the student decides to challenge the contents of their educational record, they must submit a written request to the Registrar's office (Patricia Seaman) regarding the record clearly identifying the part of the record he/she wants changed, specifying why it is inaccurate or misleading. If LHAA decides not to amend the record as requested by the student, the student will be notified of the decision and advise the student of their right to an appeal regarding the request for amendment. The student is permitted to include in their education record their statement commenting on the contents of the education record or on their reason for disagreeing with the decision of the hearing panel.

LHAA reserves the right to deny transcripts of copies of records not required to be made available by the FERPA in any of the following situations:

- There is an unresolved disciplinary action against the student.

The fee for copies will be \$10.00 per transcript and/or \$10.00 per copy of certificate.

Students have the right to request in writing a copy of the school's FERPA Policy.

Students have the right to file a complaint with the FERPA office in Washington, D.C. (Family Policy Compliance Office).

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-5901

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FERPA@Ed.Gov

Facilities and Services for Students with Disabilities

LHAA fulfills their requirements under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring the school to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the Registrar's office.

Student Diversity – 2023-2024

In 2023 calendar year, 72% of students receiving financial aid received a Pell Grant. The average amount of Pell Grant received was \$2984.64.

Listed is a snapshot of composition of the school's student population as of those enrolled in the fall of 2023.

| Unduplicated Count | Undergraduate |
|-------------------------------|---------------|
| Men | 28.4% |
| Women | 71.63% |
| White non-Hispanic | 72.8% |
| Black non-Hispanic | 12.50% |
| Hispanic | 1.13% |
| Asian/Pacific Islander | 1.13% |
| American Indian/Alaska Native | 1.13% |
| Race/Ethnicity Unknown | 7.95% |
| Non-Resident Alien | 0% |
| Two or More Races | 3.40% |

| Age | Percentage |
|-------|------------|
| 18-19 | 1.13.% |
| 20-21 | 4.54 % |
| 22-24 | 13.63% |
| 25-29 | 30.68% |
| 30-34 | 19.36% |
| 35-39 | 10.22 % |
| 40-49 | 13.63% |
| 50-64 | 6.81% |
| 65 + | 0% |

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Financial Assistance Information

LHAA participates in Federal Financial Aid Programs, the Federal PLUS Loan, and the Federal Pell Grant. Information about our financial assistance at LHAA is available from the Financial Aid Office or Admissions Department during regular business hours. You may also review the detailed information regarding available assistance, terms and requirements of the programs, eligibility criteria, and rights and responsibilities, in the school’s Financial Aid Handbook.

Cost of Attendance AY 2023-2024

LHAA establishes standard student budgets as a basis for awarding federal student financial aid funds. These budgets are not intended to represent the exact living expenses that will be incurred but represent average expenses. The cost of attendance (COA) includes books, tuition, housing and food, transportation, and fee charges. The average monthly living expenses estimates for off campus living (not with parents) used in the federal cost of attendance are as follows:

- Housing and Food and Board \$636.01 per month
- Transportation \$869.78 per month

Below is a COA estimate for a dependent student attending the Massage Day program living off campus for the entire 10-month program. The tuition amount is based on the actual cost of tuition. The costs for housing and food, books and supplies, transportation, and personal expenses vary by student, based on student choices, travel habits, and academic program.

- **Direct Cost:**
- Tuition \$13,000
- Estimated Housing & Food \$6,360
- Total Direct Costs \$19,360
- **Indirect Costs**
- Estimated Books and Supplies \$450
- Estimated Transportation \$8,697
- Total Indirect costs \$9,147
- Total Cost of Attendance \$28,507

Professional Judgement Policy

Students/parents may apply to the Office of Student Financial Aid with “special” or “unusual” circumstances that differentiate their situation from information reported on the student’s FAFSA. Students are invited to contact the **Office of Student Financial Aid** (859-252-5656 ext. 25 or Carol@lexingtonhealingarts.com) to discuss their specific situation. If they wish to apply, they will be guided to complete appropriate required forms to describe their special or unusual circumstances and submit additional supporting documentation.

The Student Financial Aid Manager will review this information to consider a professional judgment (PJ) decision according to the policy below, based on federal guidelines including the *FAFSA Simplification Act*.

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Based on Federal statute, nothing limits the authority of aid administrators, and the aid administrator's decision is final. Documentation will be maintained in the student's file for at least three years after the end of their enrollment, along with documentation of the PJ decision.

CATEGORIES OF POTENTIAL CHANGES BASED ON PROFESSIONAL JUDGMENTS

“Special Circumstances”—Adjustments reflecting financial changes affecting the student/parent.

- ❖ These adjustments can be made to data elements used in calculating the SAI (Student Aid Index).
- ❖ Financial adjustments might also be made to the components of the student's COA (Cost of Attendance Budget for Financial Aid Purposes.)

“Unusual” Circumstances—Adjustments made to the student's dependency status for financial aid purposes based on a unique situation that differentiates the student from the regulatory bases for dependency determined through standard FAFSA questions.

Special Circumstances to be Considered (Financial): Adjustments to Components Used to Calculate EFC

❖ **Reduced Income:** Adjustments to data elements used to calculate the Expected Family Contribution (EFC) or Student Aid Index (SAI) based on an income or earnings reduction compared to the calendar-year reported on the FAFSA, as a result of circumstances including the following:

- o Change in employment
- o Reduction in untaxed income, such as child support
- o Divorce/separation of parent or student
- o Death of parent or student's spouse
- o Permanent and total disability of parent or student's spouse
- o Other changes in income

Reduced income must be reported on the specified Income Reduction Worksheet, for the actual prior calendar year *or* projected current calendar year (with no more than six months of projected income), whichever is more applicable to the prevailing situation. Third-party documentation must be uploaded to support the data provided on the form.

❖ **Incurred Expenses:** Adjustments to data elements used to calculate the Expected Family Contribution (EFC) where certain expenses existed during the calendar year on which the FAFSA is based which are not captured by questions on the FAFSA, such as:

- o Tuition expenses at an elementary or secondary school
- o Unusual out-of-pocket medical or dental expenses not covered by insurance.

A letter of explanation with itemization of these expenses, accompanied by third-party documentation, will need to be securely uploaded to be considered.

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A 12-month period will be used when income amounts are being adjusted.

Cost of Attendance Budget Increases

In circumstances in which the student can document that the standard Cost of Attendance Budget does not accurately reflect their necessary expenses, a student may apply for an increase in their Budget for reasons including the following:

- ❖ Documented higher living expenses than represented by the on-campus average or median room and all-access plan meal allowance
- ❖ Documented exceptional costs for books, supplies, or miscellaneous personal expenses
- ❖ Documented need for a computer

In cases where a component in the budget is not sufficient, the student must submit a written, signed request detailing their total expenses, along with third-party documentation of costs. In these cases, the entire budget will be reviewed.

UNUSUAL CIRCUMSTANCES TO BE CONSIDERED (DEPENDENCY):

The FAFSA has questions that determine dependency, based on Congressional law. If a student cannot answer “yes” to any of these questions, the student is considered dependent for financial aid purposes, and parental information is required on the FAFSA.

Within professional judgement, potential adjustments to dependency can be considered based on a student’s unique situation. LHAA considers exceptions to the FAFSA basis for dependency to be in situations where a student's physical or mental wellbeing was or is threatened or jeopardized if the student remains with their parent(s), as well as cases where the parent physically or emotionally abandoned their child. This student must write a letter explaining their circumstances, which must be substantiated by documentation from a third-party, such as a psychiatrist/psychologist, high school guidance counselor, minister/pastor/priest, or medical professional.

A dependency override will remain in effect for the duration of the student’s enrollment at LHAA unless the student informs about of a change, or Financial Aid has evidence of conflicting information.

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Procedures

Student contacts LHAA Financial Aid Administrator at 859-252-5656 ext. 25 and request to schedule a Professional Judgment Interview. At that time, student will fill out a Professional Judgement Request Form and submit a written letter of why they are requesting the Judgment.

The FAA will review the request and letter and will request additional documentations to support the student's Professional Judgment application.

Once the student has submitted the requested documents, the committee will meet to determine if additional document are needed, or they will make the final decision and will let the student know in writing.

LHAA reserves the right to request additional documentation to support the application for Professional Judgment.

Timeline

When all documentation (LHAA Financial Aid office may request additional documents when needed) has been submitted, an application will be reviewed as soon as possible (but never later than 60 days after the student submits all requested documents.) Typically, global packaging and awarding will be prioritized, with applications following. After review, students will then be notified about decisions, as well as any adjustments to their financial aid package.

VERIFICATION POLICY

Overview:

After completion of the Free Application for Federal Student Aid (FAFSA), students may notice on their Student Aid Report (SAR) that they have been selected for FAFSA verification. In the top right-hand corner of the SAR students will see their Expected Family Contribution (EFC). If there is an asterisk beside the EFC it will refer to a comment in the student section of the SAR telling selected applicants, they were selected for verification and that their school will ask for documentation. Verification is the process the U.S. Department of Education and universities/schools use to ensure federal student financial aid funding is based on accurate information. Each year roughly one-third of FAFSA applicants are selected by the U.S. Department of Education for verification. Lexington Healing Arts Academy, along with their third-party servicer, has the authority to contact students and families for documentation that supports the information reported on their FAFSA. LHAA works in coordination with a third-party servicer, Campus Ivy. Campus Ivy will notify students via their self-service portal if they were selected for verification and the LHAA Financial Aid Office will also communicate with the student and schedule an appointment to discuss verification. If students submit all requested worksheets and documents to the Financial Aid Office, LHAA will upload documents to Campus Ivy to make any necessary corrections online on behalf of the student.

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LHAA Policy

The LHAA Verification policy outlines the process to verify the accuracy of information submitted on the Free Application for Federal Student Aid. Additionally, Lexington Healing Arts Academy and/or Campus Ivy will select students for the verification process under certain circumstances where conflicting information has presented itself. Students who have been selected for verification are required to submit all appropriate and acceptable documentation. Federal verification must typically be completed prior to the end of the academic year or before the student ceases enrollment, whichever occurs first. Students who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds canceled. LHAA considers the student to be the responsible party for providing information and completing the verification process. Verification must be completed prior to student(s) requesting a Professional Judgement. Students must provide documentation as requested by either uploading documents via their Campus Ivy portal or submitting them to the LHAA Financial Aid Office to be uploaded to Campus Ivy. Documentation may be required for, but not limited to information regarding child support paid, information regarding number of persons in the household, information regarding number of persons enrolled at least half-time in an eligible postsecondary institution, W2 for each source of income reported and properly filed tax return transcripts for the prior-prior tax year for persons who were required to file taxes. Students and their families, who have used the IRS Data Retrieval Process and have not made adjustments to the information obtained, are not required to submit tax return transcripts. Use of the IRS Data Retrieval Tool is the LHAA preferred method. Students or their parents who have filed under the status; married filing separately or have had to amend their tax returns (example 1040X) are not eligible for the IRS Data Retrieval Process and must submit a signed copy of 1040 as well as the 1040x.

Correcting Errors on the FAFSA

The financial aid specialist at LHAA will upload all required documents to Campus Ivy and they will verify all required elements, make any necessary changes, and submit corrections to the federal central processors. The student will be notified via an email and through their self-service portal or contacted by the Financial Aid Office at LHAA that their aid offer has been revised if applicable.

Time Periods/Deadlines and Failure to Submit

Institutional Deadlines for Verification and Consequences of Not Submitting Documentation:

Students who are selected for verification must submit the required verification documents to either their Campus Ivy portal or to the LHAA Financial Aid Office before the first day of class or prior to term two (if in crossover award years). Failure to submit verification documentation by the institutional deadline means that the school cannot disburse any Direct Loans (subsidized, unsubsidized, or PLUS). In addition to forfeiting eligibility for Direct Loans for the award year if this deadline is not met.

Federal Deadline for Verification and Consequences of Not Submitting Documentation:

Students who are selected for verification may submit verification documents after LHAA's institutional deadline, but by the federal deadline to be considered for Pell funds. The federal deadline for each award year is September 21st, or 120 days after the students' last day of enrollment, whichever is earlier. If a student does not provide the verification documentation within this additional time, he or she forfeits their Pell Grant for the award year.

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Referral of Fraud Cases

Students and parents are advised that LHAA must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for FSA may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.

OIG Address and Phone Numbers

Inspector General's Hotline Office of Inspector General U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1500

Fax: (202) 245-7047

Phone: 1-800-MIS-USED (1-800-647-8733)

Hours: M, W 9–11 a.m. T, Th 1–3 p.m.

To submit a complaint online, go to U.S. Department of Education, OIG.

Acceptable Documentation and Forms

LHAA Financial Aid utilizes Campus Ivy's student portal to streamline the verification process and create digital workflows. Campus Ivy's worksheets include instruction for completion and what, if any, additional documentation is required. Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group

Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions,
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college

V4—Custom Verification Group

Students must verify identity/statement of educational purpose (SEP)

V5—Aggregate Verification Group

Students must verify identity/SEP in addition to the items in the Standard Verification Group(V1). Paper Worksheets and documentation may be accepted as approved by the Financial Aid Manager and Campus Ivy only for special situations. Any unsolicited tax documentation received will be destroyed.

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Data Elements to be Verified

The Secretary of the DOE publishes a notice in the Federal Register announcing the information that institutions and students may have to verify along with the documentation acceptable for verifying this information. Verification items that must be verified could vary based on which tracking group students are assigned to and could include:

- Adjusted Gross Income (AGI) – V1, V5
- U.S. Income Tax Paid – V1, V5
- Education credits – V1, V5
- Untaxed pensions – V1, V5
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments – V1, V5
- Tax exempt Interest income – V1, V5
- Income earned from work
- Household size – V1, V5
- Number in college – V1, V5
- Identity/statement of educational purpose – V4, V5

*Non-tax filers: Income from work, household size, and number in college – V1, V5

Colleges may choose to verify additional items in order to resolve conflicting information.

A verification flag of “Y” and an asterisk beside the EFC will refer to a comment in the student section of the SAR telling selected applicants that their school will ask for documentation.

Conflicting and Inaccurate Information

To ensure the integrity of all financial aid applicant data received at Lexington Healing Arts Academy (LHAA), the Student Financial Aid Office must resolve any conflicting information in a student’s file. Any LHAA office may hold information or documentation that could create a conflict. The Financial Aid Office will work with all sources to collect documentation for the purpose of clarification and accuracy.

Examples of Conflicting Information

- Social Security number
- Date of Birth
- Name change
- Dependency status
- Marital status (student and/or parent)
- Admissions status regarding prior institutions
- Income and taxes paid
- Number in household
- Number in college
- NSLDS Data

A student may be asked to submit written documentation and/or additional information to clarify or correct conflicting information. This action may be in conjunction with the Verification Process normally processed by LHAA or Campus Ivy or by a separate request for information.

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Student Notification of Verification Changes

Students are notified via an automated email process with Campus Ivy of any changes caused by verification. They will also be notified of changes made to their financial aid package from the LHAA Financial Aid Office.

Applicable Refund Policies

LHAA Refund Policies are in accordance with state and accrediting bodies' applicable laws and regulations. The tuition refund policy generally applies to students who are withdrawn from the school. A review of detailed information regarding tuition refund policies is found in the "Refund Policy" Section of the LHAA Catalog.

The school follows the Federal Return of Title IV Funds provisions for federal aid recipients. Under these provisions, when a recipient of Federal Student Financial Aid Funds (FSA) withdraws from the school, the school must determine the amount of FSA funds earned as of the student's last day of attendance. If the total amount of funds earned is less than the amount disbursed, funds will be returned to the appropriate FSA Programs. If the total amount of FSA funds earned is greater than the total amount of funds disbursed, the difference between these amounts may be treated as a post withdrawal disbursement. A review of detailed information regarding the FSA return provision is in the LHAA Financial Aid Handbook or can be discussed with the LHAA Financial Aid office.

Requirements for Officially Withdrawing from LHAA

Students who find it necessary to interrupt their attendance by withdrawing from LHAA can complete the official withdrawal process by contacting the Registrar.

FFEL Deferments

Students who are currently enrolled in an eligible program at LHAA may be eligible to have their current and prior federal loan payments deferred. LHAA submits bimonthly enrollment data electronically to the National Student Loan Database as required by the Department of Education. This electronically reported student status data is required by lenders to make appropriate deferment decisions. In addition to in-school deferments, students may be eligible for loan deferments based on periods of volunteer service or service in the Peace Corps. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s).

Copyright Infringement – Policies and Sanctions

Copyright Infringement is a serious matter, punishable by civil and criminal sanctions. Healing Arts Academy has developed this Copyright Infringement Policy for LHAA's computer network to successfully combat the unauthorized distribution of copyrighted materials by users of the institution's network, without overly interfering with education and research use of the network.

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Lexington Healing Arts Academy does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

LHAA accepts and responds to Digital Millennium Copyright Act (DMCA) notices.

When a copyright violation is discovered, copyright holders or their agents may report the alleged infringement to the Internet Service Provider (ISP) where the IP address of the infringer is registered. Lexington Healing Arts is required to respond to complaints from copyright holders, and organizations representing copyright holders, regarding computers on campus that are illegally distributing copyrighted materials. Copyright holders or their agents will request that the institution identifies the owner of the machine associated with the reported IP address and relay the DMCA Notice to the alleged copyright infringer and/or coordinate the removal of access to the infringing content. Network services will be stopped to the computer in question. Once the identity of the individual is known, the individual is notified that they must remove the infringing material from their computer and inform the Registrar's office of its removal before network access will be reinstated.

First-time notifications: If this is the first notification LHAA has received on an individual, the network will be disabled. Once they notify/verify that the infringing material has been removed and sign the verifying document, the network connections will be reinstated, and the computer can return to the network. Notice of this violation will go into the student file.

Second notification: If an individual is found in violation a second time, their privilege to access the network from their personal computers will be denied. If it is discovered they did not violate copyright, the connection will be restored. If the student did violate copyright a second time, the result is permanent loss of network privileges and referral of the student's name to the appropriate authorities for civil or criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the peer-to-peer file sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

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For legal alternatives to illegal downloading, please see <http://www.educause.edu/legalcontent>. The internet offers a variety of legal alternatives for downloading or otherwise acquiring copyrighted materials, including YouTube, Amazon, and Spotify.

LHAA will in consultation with its IT Management provider, review yearly the legal alternatives for downloading or otherwise acquiring copyrighted material and make available the results of the review to students in its annual copyright infringement notification.

The university will review the effectiveness of the policy yearly using relevant assessment criteria. This will include research into best practices as developed by similar institutions.

Disclaimer of Liability for Use of Internet

Lexington Healing Arts Academy is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Duty Not to Waste Computer Resources

Students must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic.

No Expectation of Privacy

The computers and computer accounts available to students are to assist them in performance of their schoolwork. Students should not have an expectation of privacy in anything they create, store, send or receive on the Company's computer system. A student does not have any greater right of privacy or otherwise diminishes the school's right of access by using passwords or other security measures on the school's computer systems. The computer system belongs to the school and may only be used for business or school related purposes.

Illegal Copying

Students may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material you wish to download or copy.

Virus Detection

Files obtained from sources outside the school, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards or other online services, files attached to e-mail and files provided by customers or vendors may contain dangerous computer viruses that may

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damage the School's computer network. Students should never download files from the Internet, accept e-mail attachments from outsiders or use disks from non-school sources without first scanning the material with School-approved virus checking software. If you suspect that a virus has been introduced into the School's network, notify the Registrar immediately.

HEALTH AND SAFETY

Infectious Disease Policy

General

Lexington Healing Arts Academy (LHAA) is committed to providing a healthy and safe environment for employees and students. LHAA recognizes that individuals employed or enrolled at the school may be exposed to disease and desires to minimize their risk of contracting a significant infectious disease. LHAA strives, in cooperation with the Centers for Disease Control of the United States Public Health Service and the Kentucky State Health Department, to maintain a balance between the need to educate all students, protect employee and student rights, to prevent the transmission of significant infectious diseases.

Significant Infectious Disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. These diseases shall include, but not be limited to the following:

- Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
- Chickenpox
- Ebola virus disease (EVD)
- Hepatitis A, B, C and D
- Influenza
- Measles
- Meningitis
- MRSA
- Positive HIV antibody status
- SARS
- Sexually Transmitted Diseases including Chancroid, Chlamydia Trachomatis, Gonorrhea and Syphilis
- Staph Infections
- Tuberculosis
- Whooping Cough
- COVID

For additional reportable diseases, see Infectious Disease Branch at the Kentucky Cabinet for Health and Family Services. LHAA will follow the procedures for providing notification as specified

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by the Kentucky Department of Family Health.

Persons who know or who have reason to believe that they are infected with a significant infectious disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Students and employees who have been diagnosed with, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to individuals about measures which can be taken to prevent the spread of infection and about ways to protect their own health. **LHAA is required by law to notify the state health department of all cases of reportable infectious disease.**

Due to the contagious nature of infectious diseases and the requirements imposed on LHAA by law, it is necessary for the school to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of a significant infectious disease. Students and employees who have been diagnosed, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are required to share that information with the appropriate LHAA staff listed below. LHAA also urges all students to report their diagnosis of any other communicable infectious diseases, including conjunctivitis and infectious mononucleosis to the appropriate school administrator. Medical information relating to the communicable diseases of a student or employee will be disclosed to responsible LHAA staff only on a strictly limited need-to-know basis.

Procedures for Employees and Students with a Significant Infectious Disease:

1. An employee who is diagnosed as having a significant infectious disease, or who requests special accommodation should notify the Executive Director and/or their supervisor.
2. A student who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious disease, or who requests special accommodations, should notify the Registrar's office.
3. An employee who is diagnosed with, exposed to, or has cause to believe he, she or they have a significant infectious disease, or who requests special accommodations, should notify the Executive Director or their immediate supervisor.
4. LHAA will report all necessary information, as required by law, to the County or State Health Department.
5. A student that is doing their clinic internship that is diagnosed with, exposed to, or has cause to believe he, she or they have a significant infectious disease, or who requests special accommodations, should contact the school's Clinic Director.
6. If necessary, LHAA will develop a plan and procedure for addressing the reported significant infectious disease in conjunction with and after consulting the County or State Health Department.

Any restrictions applied to the use of campus facilities or personal contact will be based on a case-by-case basis after consulting with the State or County Health Department. LHAA has the authority to restrict an employee or student with a significant infectious disease from campus facilities for the purpose of ensuring the well-being of all its employees and students.

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If LHAA, in consultation with the State or County Health Department, determines that the significant infectious disease requires limited contact with others, some of the restrictions available are to prohibit attendance at class or work or school functions until a diagnosis has been made and clearance given by a healthcare provider or the State or County Health Department.

Confidentiality and Assurance against Retaliation

Every effort will be made to ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Retaliation against employees and/or students who report concerns is strictly prohibited and may be grounds for disciplinary action.

Alcohol and Drug Policies

LHAA does not tolerate the unlawful use, sale, possession and/or distribution of illegal drugs and alcohol. The information that follows may help inform the LHAA community of the standards of conduct required regarding illicit drugs and alcohol and the possible consequences of inappropriate behavior.

Alcohol and Drug Prevention and Counseling Services

The agencies below can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs. The following agencies are here to assist any member of the LHAA community who may have a drug or alcohol problem:

- KY Help Call Center- provides referrals across the state- 1-833-8KY-HELP, text HOPE to 96714, www.findhelpnowky.org
- Alcoholics Anonymous Bluegrass Intergroup –859-559-5368
- Operation Unite- toll free referral line for anyone seeking assistance with a drug addiction. 1-866-908-6483
- Get Help Lex- online resource people seeking facilities and services for substance use disorder (abuse/addiction) www.gethelplex.org
- SAMHSA- Substance Abuse and Mental Health Service (SAMHSA) Behavioral Health Treatment Services Locator (a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories) to find resources in your area. www.samhsa.gov/find-treatment

Health Risks of Alcohol and Other Drugs

Health risks of using alcohol or other drugs are both disturbing and well documented. They range from mood altering to life threatening.

- Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to varied health conditions,
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.

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- For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.
- Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult, and dangerous symptom when stopping the use of drugs).
- Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.
- The consumption of alcohol or drugs by pregnant woman may cause abnormalities (such as Fetal Alcohol Syndrome, the third leading cause of birth defects) in babies.

Standards of Conduct

LHAA adheres to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by LHAA. This is also true of any unlawful solicitation of drugs or alcohol of students, faculty, or staff, on or off campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of LHAA shall result in disciplinary action up to and including suspension and termination. If an individual associated with the school is apprehended for violating any drug or alcohol related law when on campus, LHAA will fully support and cooperate with federal and state law enforcement agencies.

Disciplinary Action for Alcohol or Drug Violations

Any member of the LHAA community found consuming or selling alcohol or drugs on campus shall be subject to disciplinary actions. LHAA has the authority to penalize or impose sanctions on students, faculty or staff who violate the Standards of Conduct and Drug/Alcohol policy. Discipline will be based on the seriousness of the situation.

- Each reviewed case may result in dismissal from the school.
- Warning, probation, counseling referral, suspension are other possible sanctions.
- In all cases, the school will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.

Federal Trafficking Penalties, Federal penalties and sanctions may result in penalties anywhere from not less than five (5) years and not more than life in prison, depending on the number of offenses.

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STUDENT OUTCOMES

Retention Rates

This institution does not admit full-time, first-time undergraduate-level students therefore, retention rate as required by the U.S. Department of Education was not reported. (Students enrolled at LHAA are considered part time, less than 24 hours/week) However, LHAA takes great pride in publishing its student retention rates as required by its accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES). LHAA calculates the student retention rate annually.

The following are the published rates for **2021-2022, 2022-2023 and 2023-2024**

| Program | FY 2021-2022 | FY 2022-2023 | FY 2023-2024 |
|-----------------|---------------------|---------------------|---------------------|
| Massage Therapy | 90% | 89% | 88% |

Graduation Rates

This institution does not admit full-time, first-time undergraduate level students; therefore, graduation rate as required by the U.S. Department of Education was not reported. (Students enrolled at LHAA are considered part time, less than 24 hours/week) However, how we calculate our retention rates for our accrediting agency takes into consideration incoming students, students who withdraw or are dismissed and who graduate and therefore, our retention rate can be considered our Graduation rate.

Job Placement Rates

LHAA takes great pride in publishing its placement rates. This rate is compiled once a year and does not take into consideration those individuals that were placed after the placement rate was calculated. The placement rate also does not take into consideration those individuals taking our programs for personal reasons. LHAA calculates the student job placement rate annually.

The following are the published rates for **2021-2022, 2022-2023 and 2023-2024**

| Program | FY 2021-2022 | FY 2022-2023 | FY 2023-2024 |
|-----------------|---------------------|---------------------|--|
| Massage Therapy | 70% | 76% | 68% draft final number still pending |

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Credentialing Rates

LHAA takes great pride in publishing its credentialing rates. Our massage students/graduates consistently score much higher than the state and national averages. LHAA calculates the student credentialing rate annually. Credentialing is not required for Yoga Teachers.

The following are the published rates **2021-2022,2022-2023 and 2023-2024**

| Program | FY 2021-2022 | FY 2022-2023 | FY 2023-2024 |
|------------------------|---------------------|---------------------|---------------------|
| Massage Therapy | 82% | 94% | 82% |