



# Spring 2016 Student Handbook

The Learning Bridge Career Institute

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# **Learning Bridge Career Institute**

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## Learning Bridge Career Institute Faculty and Staff

Gloria Williams-----President/Campus Administrator

Jesse Williams, III-----Vice President of Operations

Yokesha Greene, M.Ed. -----Dean of Education

Brandie Moore-----Enrollment Counselor/ Student

Bertha Monic, RN, -----Nursing Program Coordinator

Deidra Williams, RN, BSN-----Nursing Program Coordinator

Angela Helluin, CMBCS-----Instructor

Jennifer Fanguy, LPN----- Instructor

Melissa Theriot, LPN----- Instructor

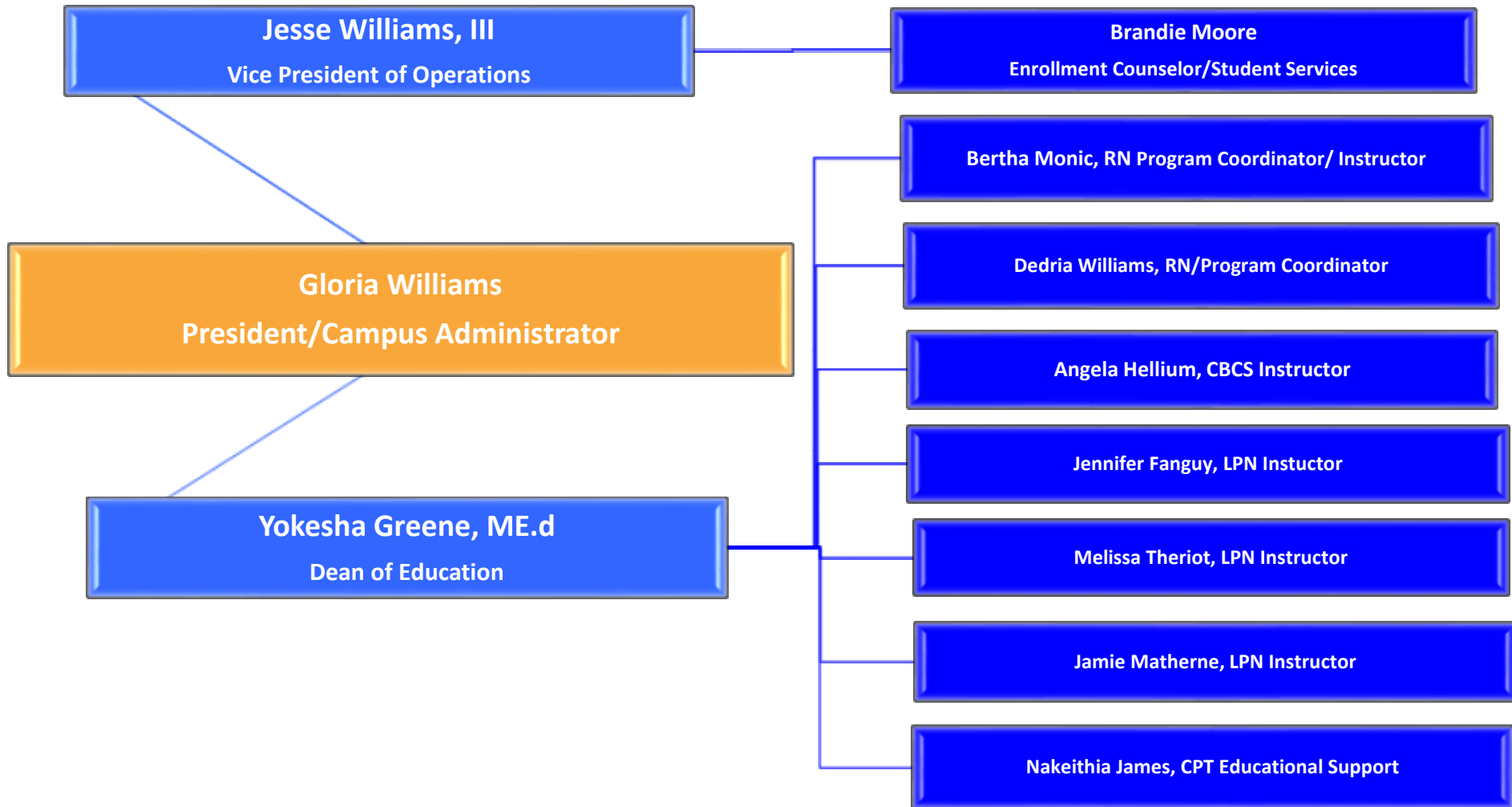
Nakeithia James, CPT, ----- Educational Support



**The Learning Bridge Career Institute is licensed by the Louisiana Board of Regents as an institution of higher education and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission**

**The Learning Bridge Career Institute is Nationally Accredited by the Council on Occupational Education**





## A Message from the President



Greetings,

I am delighted that you are considering taking this brave step towards a new beginning. I know life has a way of bringing unexpected challenges as well as blessings. But it is up to us to grow from each opportunity with which we are faced. The Learning Bridge Career Institute prides itself in offering individualized opportunities for each student who chooses to take that next step forward. With small class sizes it is easy to feel comfortable in a learning culture that nurtures your goals and counsels the unforeseen obstacles that may come your way. Our LBCI team is devoted to ensuring that you gain valuable knowledge, receive exceptional service, and grow personally and professionally while you achieve your career goals.

Sincerely,

*Gloria Williams*

Campus President

## **History**

The Learning Bridge Career Institute, LBCI, was founded in 2010 by three local community individuals who felt the need to offer affordable education that focuses on career training and job readiness. LBCI initially offered the Medical Office Specialist program with future plans to offer other classroom training, GED coaching, as well as online programs.

## **Mission Statement**

Our mission is to educate and prepare our students by providing technical and professional training needed to enhance their skills, knowledge and competencies while pursuing their career opportunities. The Learning Bridge Career Institute is committed to the student's personal success, to their success in the work environment and to their success in the communities where they choose to reside. We will accomplish this mission by providing a diverse group of skilled professional instructors, to teach, guide, nurture, mentor and encourage our student's personal and professional growth, while achieving their career goals at the Learning Bridge Career Institute.

## **Philosophy**

Our philosophy at the Learning Bridge Career Institute is to offer students a highly informative training program. We encourage our students to excel academically, clinically, and professionally in order to become an integral part of their community.

## **Accreditations**

The Learning Bridge Career Institute was awarded its National Accreditation from the Council on Occupation Education (COE) in September 2014 and adheres to the rules, regulations and standards of quality of the Commission.

## **Licensure**

The Learning Bridge Career Institute is licensed by the Louisiana Board of Regents and adheres to the rules and regulation of the Louisiana Proprietary Schools Advisory Commission.

## **Location**

The Learning Bridge Career Institute is located in the Atrium Building at 1340 West Tunnel Boulevard, Suite 110, in Houma, Louisiana. We are handicap accessible. The LBCI is reachable by the Terrebonne Parish Consolidated Government Transit System. The LBCI is located in the heart of Terrebonne Parish surrounded by shopping, dining, and Cajun activities. The school is located in a six-story building. The Learning Bridge Career Institute occupies a 3,000 square foot area on the first floor. The school contains a receptionist area, 4 administrative offices, 4 lecture/laboratories instructional rooms, two laboratories, an assembly area, kitchen, and a storage room. Men and women's restrooms are easily accessible on the first floor. Various equipment will be used such as classroom tables, chairs, dry erase boards, viewfinders, projectors, televisions, and computers.

## **Parking**

Available parking is located on the east side of the building.



### Course Offerings

Nursing Assistant- High School Diploma not required  
Medical Billing & Coding Specialist  
Medical Assistant  
Phlebotomy

### Course Times

Monday, Tuesday, Wednesday and Thursday – Hours of 9:00AM – 2:30PM (depending of program)  
Wednesday, and Thursday - 6:00PM – 9:00PM Labs Only  
Monday – Friday 4:30PM – 8:30PM (*NA only*)

### Student Advising

Students are invited to consult with the Administrator or Academic Dean to discuss issues affecting the student's academic situation. Students also have the option for advisement by their instructor during their office hours.

### Dress Code

The Learning Bridge Career Institute requires that all students adhere to the following dress code:

- A lab coat approved by LBCI
- LBCI T-Shirt approve by LBCI
- Navy or Royal blue scrub pants
- Clean tennis shoes or hospital shoes (all shoes must be closed in)
- No head wraps or scarves allowed unless authorized by LBCI.
- No excessive jewelry (wedding band, class ring, watch only)
- OSHA approved scrubs of the student's choice
- No jeans, exercise attire, or sandals allowed
- No large earrings (nothing larger than a quarter

### Career Services

The LBCI Career Services department will provide guidance to all of their students in regards to job placement. Students will have the opportunity to meet with the Transitional Instructor to gain assistance in creating effective resumes, letters of application, and interview techniques. While it is not possible to guarantee placement, the LBCI will assist the students in finding the best employment available, using any and all resources possible.

### School Closing

In case of inclement weather, please listen to our local radio and television stations for details. The Learning Bridge Career Institute will follow the schedule of the Terrebonne Parish School Board in the event of inclement weather.

### Student Holiday Schedule

- MLK Day
- Mardi Gras Holiday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day



- Thanksgiving Holiday and Black Friday
- Christmas Holiday

### Scholarships

Learning Bridge Career Institute provides scholarships to assist with completing career training. Details and dates for application and awarding of the scholarship are available from the Administrator's office.

### Tuition Payments

Students are obligated to seek private funding for their financial obligations. The Learning Bridge Career Institute accepts the following payment options: cash, money orders, and credit card. Tuition payments may be arranged to fit the need of the individual student and are subject to approval by the Administrator. All fees must be paid before the student begins an internship or externship and receives his / her diploma. Payments are due every Monday.

### General Admission Requirements:

The Learning Bridge Career Institute is an equal opportunity employer and follows the same policies in accepting applications from potential students. LBCI is open to all students without regard to of race, color, religion, national origin, gender disability, age, veteran status, or sexual orientation. The admission policy is a compliance with the U.S. Department of Education, Council on Occupational Education (COE), and Louisiana Board of Regents.

All high school diplomas and GED's are verified by the admission's personnel to establish the validity of the document. Self-certification is not sufficient documentation and there no appeals process to if LBCI is unable to validate or accept the high school diploma.

To be eligible for admission an applicant must be able to read and write English, and the student must meet the following requirements.

### Admission Process

- Tour the facility and attend an Informal Interview. Parents and spouses are encouraged to attend.
- Submit proof of age, diploma if applicable.
- Complete Enrollment Agreement
- Pay the \$100.00 Registration Fee and \$15.00 entrance exam fee

### Admission Requirements for Students with a High School Diploma:

Proof of Age - Applicants who are not 18 years of age prior to their desired start date at the LBCI may apply at the age of 17 with parental permission.

- Students must also be able to provide proof of appropriate educational requirement such as;
  - 1) **High school diploma**
  - 2) **Homeschooling**  
Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school**. Some



states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

- 3) **Foreign High School diploma or transcript** - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.**)
- 4) **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
  - A GED certificate;
  - A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category);
- 5) **Ability to Benefit (ATB) Alternative-** LBCI does not accept ATB at this time.

**Diploma mill definition - An entity that:**

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

**Application Process:**

- Application for Admission Form: Each applicant must submit a completed application for admission form and the following attachments:
  - Proof of high school graduation (diploma, transcript) or
  - General Education Development (GED)
  - Current Driver's License or
  - State approved ID
  - Social Security Card
  - Entrance Exam Score of 15 or above
  - Background Check State Background Check for Nursing Assistant Students
- Registration Fee - All applicants require a \$100.00 fee. Applications received without the application fee will not be considered and will not be processed.
- Personal Interview - Each applicant must attend a personal interview with a school administrator. A telephone interview may be considered if the applicant's geographical location and ability to travel to the interview site is a hardship. Applicant must demonstrate sufficient maturity to undertake a health care profession, including the capacity to ethically and responsibly manage professional boundaries.



### **Admission Requirements for Students without a High School Diploma:**

**Students Please Note: If you do not have a High school diploma or equivalent you will not be eligible for Title IV, HEA funding.**

Students without proof of high school diploma or GED are eligible to take the Nursing Assisting Program as long as they meet the admission standards below:

- Proof of Age - Applicants who are not 18 years of age prior to their desired start date at the LBCI may apply at the age of 17 with parental permission.
- Application for Admission Form: Each applicant must submit a completed application for admission form and the following attachments:
  - Current Driver's License or State approved ID | Social Security Card | Entrance exam score of 17 or above | Background Check | State Background Check for Nursing Assistant Students
- Registration Fee - All applicants require a \$100.00 fee. Applications revived without the application fee will not be considered and will not be processed.
- Personal Interview - Each applicant must attend a personal interview with a school administrator. A telephone interview may be considered if the applicant's geographical location and ability to ethically and responsibly manage professional boundaries.
- Ability to Benefit (ATB)- Note: Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test.) However, LBCI does not accept Ability to Benefit (ATB) students.

### **Course Specific Requirements:**

- Nursing Assisting and Medical Assisting Programs- Prospective students must provide must a LA state Criminal Background Check, Negative TB reading, Immunization records.
- Phlebotomy and Medical Billing and Coding Programs- Prospective students

**Note: Phlebotomy, Medical Assisting, and Nursing Assisting is currently Title IV, HEA ineligible.**

### **Acceptance into the Program**

When the application requirements have been met, acceptance decisions will be based on each applicant's academic background, personal qualities, and his or her likelihood of succeeding in the program. A student will be notified via telephone, mail, or in person of his / her acceptance into the program. Enrollment for accepted students is on a first come, first served basis guaranteed by the enrollment deposit. Those accepted for enrollment after a class has been may be placed on a waiting list and given preferential standing for programs for the upcoming term date.

### **Financial arrangements**

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.



### **Students with Disabilities**

The Learning Bridge Career Institute (LBCI) does not discriminate against students and applicants on the basis of disability, in the administration of its educational and other programs. LBCI reasonably accommodates qualified students (including applicants) with disabilities as defined by applicable law, if the individual is otherwise qualified to meet the fundamental requirements and aspects of the program of LBCI, without undue hardship to the LBCI. For purposes of reasonable accommodation, a student or applicant with a disability is a person who has learning, physical or psychological impairment which limits one or more major life activities (such as walking, seeing, speaking, learning, or working).

To be eligible to continue at LBCI, the student or applicant must meet the qualifications and requirements expected generally of its students, and must also be able to perform the requirements of the individual major or program in which she is enrolled.

A qualified student or applicant is an individual with a disability as defined by this policy and applicable law who meets the academic and technical standards. Accommodations are such modifications to the course, program or educational requirements as are necessary and effective for the individual, if reasonable to provide at LBCI and do not alter the fundamental nature of programs. Accommodations do not include exemption from academic evaluation standards or from the code of student conduct.

If you are a student with a disability, you will give sufficient notice of your need for assistance preferably prior to enrollment. Upon receiving a request for assistance as well as submitting appropriate documentation, the Dean of Education considers the student's need for assistance as it relates to the documented disability. The following list is an example of the types of reasonable accommodations and services that LBCI may provide, on a case-by-case basis, to assure equal access:

- Academic adjustments and curricular modifications
- Assistive technology
- Consultation with faculty and staff
- Registration assistance and classroom rescheduling
- Readers, scribes, note-taking, and library assistance and test proctoring services

### **Transfer Students**

Enrollment is available for students wishing to transfer to The Learning Bridge Career Institute after they have withdrawn from another school both in and out of state. The Learning Bridge Career Institute does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in training programs may be granted. The acceptance of transfer hours is at the discretion of the Learning Bridge Career Institute and there is a possibility that no such credit will be granted. **Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

The student must meet all regular entrance and registration requirements. A transferring student may be required to enroll for a minimum of 500 hours and a transferring student may be required to enroll for a minimum of 300 hours. Before a transferring or returning student can be enrolled,



they will be evaluated according to the Satisfactory Academic Progress policy. Students accepted for admission may be required to purchase school supplies such as uniforms, and other study materials required by the program of study. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. (see Transfer Policy on LBCI website and on page 24 of this student handbook)

### **How Eligibility is determined for TITLE IV, HEA**

**To be Eligible to receive Federal Student Aid, you will need to:**

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. **Career pathway program-** For students who do not have a high school diploma or its recognized equivalent or have not completed a secondary school education in a home-school setting, the law now provides for the option for a student **who is enrolled in an "eligible career pathway program"** to become eligible for Title IV aid by meeting an ATB alternative provided the institution has applied and has been approved to participate in the ATB process.
3. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
4. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).  
Men exempted from the requirement to register include;
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
5. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
6. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
7. Sign certifying statements on the **FAFSA** stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - Sign the required statement that you will use federal student aid only for educational purposes
8. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
10. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may



receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
  - a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
  - a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
  - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - b. Refugee
    - c. Asylum Granted
    - d. Cuban-Haitian Entrant (Status Pending)
    - e. Conditional Entrant (valid only if issued before April 1, 1980)
    - f. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
  - a. You are designated as a "**battered immigrant-qualified alien**" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
  - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) **U-Visa" holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
  - a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

### **Veterans Benefits/Other Funding Sources**

Selected programs of study at The Learning Bridge Career Institute are approved by the Louisiana Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for LVC funds are made directly through the Louisiana Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Louisiana Workforce Commission, Louisiana Rehabilitative Services (LARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.



**Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

**Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. The Learning Bridge Career Institute is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.





- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

### **Required Documentation (provided by the Learning Bridge Career Institute)**

This is a list of required documentation provided to the student during enrollment and orientation;

- Enrollment Requirements Form
- Course Description
- Enrollment Questionnaire
- Completion/Licensure Statistics form
- Physical Demands form
- Safety Requirements form
- Campus Consumer Crime Statistics information
- Student Handbook
- Consumer information

### **FAFSA Verification**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1 - V6) was so they can complete the required verification requirement. If after review by the Office of Student Financial Planning, there are any changes to the financial aid package the student will be notified in writing.

### **Facilities/ Services for Student with Disabilities**

The Learning Bridge Career Institute complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The Learning Bridge Career Institute will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending The Learning Bridge Career Institute but are in need of accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at The Learning Bridge Career Institute, and the



types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with Louisiana Department of Licensing and Regulation in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

#### CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

**HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) - (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)**

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on The Learning Bridge Career Institute's website and can be found in the student catalog. Paper copies are available upon request.

#### **Institutional Contact Information**

**Name:** The Learning Bridge Career Institute

**Office hours:** 8:00AM-5:00PM Monday- Thursday and 8:00AM-4:00PM on Friday Only

**Phone number:** 985-262-4685

**Fax number:** 866-521-3566

**Email:** gwilliams@lbcihouma.com

#### **Satisfactory Academic Progress (SAP)**

The satisfactory academic progress (SAP) policy applies to all students enrolled in a Council on Occupational Education and Louisiana Board of Regents approved program whether receiving Federal Title IV, HEA funds.



Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV, HEA funding. To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Satisfactory progress in academic performance and attendance is required to continue as a student in good standing. A diploma will be awarded upon successful completion of requirements of the program

The academic grading system is as follows:

A = 90-100      B = 80-89                      C = 70-79                      D = 60-69                      F = 68 or below

Students are graded according to the results of written and Practical examinations. Practical evaluations take into consideration performance and production. These grades are recorded on progress reports which are computed monthly.

To remain in good academic standing, a student must maintain a least a 70% average and complete the course in the designated time frame. Students who fall below a 70% average may be placed on Academic Probation as well as Title IV, HEA financial aid warning and / or probations if granted. See Financial Aid Warning and Probation for the full process below.

#### **Academic Year Definition:**

The Learning Bridge Career Institute academic year is defined as, 900 clock hours, 30 hours a weeks and 30 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

#### **Instructional Year Definition:**

Medical Billing and Coding Specialist program is defined as: 770 clock hours and 30 weeks of instruction for Title IV, HEA purposes.

For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for SAP before they can receive further Title IV payments.

#### **Determination of Satisfactory Academic Progress**

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (payment period). If the student is making SAP at that point they will be considered making SAP until the next scheduled evaluation (next payment period). Students will review a hard-copy of their academic determination at the end of each month with their instructor



or Dean to ensure the student is on task to making SAP by the end of the evaluation period. Students must sign the progress report and it will be filed. Students also have access to LBCI Student Portal to review their grades at any time.

### **Academic Probation**

Any student failing to maintain at least a 70% average in the academic and / or practical segments is subject to probation. During the Academic probation (which is not the same as a Title IV, HEA Warning and/or Probation) the student's performance will be monitored and additional academic assistance will be given in an effort to assist the student in being removed from Academic probation. The student must correct the deficiency that caused the probation and must do so before the next evaluation period. Failure to improve during an Academic probationary period may subject the student to dismissal.

Note: Academic probation is not the same as Title IV, HEA Probation. This will be addressed in the section below called Title IV, HEA Financial Aid Probation.

### **Title IV, HEA Financial Aid Warning**

Students who fail to meet minimum requirements (70% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a **Financial Aid Warning the first time**. Any student on **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; **with the right to appeal**. The student will be placed on an **Academic development Status**, with a **loss** of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

### **Title IV, HEA Financial Aid Probation**

Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

### **Appeal Process:**

Appeals may be made in writing using the appeal form. Students may obtain the appeal form by contacting the LBCI. The Administrator will set up a meeting with the student in reference to his or her request to re-enter. The Administrator's decision on all appeals is final.



A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

A student, who wished to appeal Academic Warning Status and with a loss of Title IV, HEA eligibility, must submit a written request to the School Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal:

- death of a relative,
- an injury,
- or illness of the student
- or other special circumstance.

The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Administrator will notify the student in writing of the decision and all decisions are final.

If the student is granted an appeal, they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP. Note the appeal has been granted for one payment period only.

**Requirements for the Academic Improvement Plan:**

Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.

- Maintain a 70% grade point average. (The higher grade point is required to raise the standard to help the student make up for areas that may have been previous lacking.
- Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the Dean of Education (or designate).
- The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

**Reestablishment of Status**



A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- Making up missed tests and assignments and increasing grade average to 70% or better, and/or
- Increasing cumulative attendance to 70% by the end of a Warning or Probation period.

### **Reinstatement of Financial Aid**

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

### **Course Incompletes, Repetitions and Non Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's SAP.

### **Attendance and Absences**

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled "freshman" phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

### **Title IV, HEA Quantitative Requirements = Maximum Time Frame (150% process):**

The maximum period is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum period of evaluation. You need to be aware that an LOA will extend the student's contract period and max period by the same number of days taken in the LOA.



Program	Current Clock Hours	Actual Weeks Required	Maximum Time Allowed
			Time and Half Clock Hours
**Medical Assisting	360	14	540
Medical Billing and Coding Specialist	770	30	1115
**Phlebotomy	123	8	N/A
**Nursing Assisting	80	4	N/A
<b>**Not Financial Aid Eligible Program</b>			

**Title IV, funding and SAP Evaluation points**

SAP evaluation periods are based on instructional hours and weeks completed for the program of enrollment at the school. Students will be notified of all SAP evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

*Medical Billing and Coding program which is 770 clock hours and 30 weeks of instruction, the funding will be disbursed at:*

Payment Period	Clock hours	Weeks	Note:
2	385	15	*

Note: \* Students must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note: that If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

**Re-Entry Students/Interruptions**

**Within 180 days**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

**After 180 days**

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a 50.00 application fee and will be charged for contracted hours at



the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration

### **Make Up Work**

Instructors may arrange for individual assistance to make up work. Students must contact their instructors for individual assistance or for make-up work assignments. Make up work is at the discretion of the instructor.

### **Repeated Courses**

If a student fails to pass a course or receives a grade below a 'D', he / she must retake the course. The student shall make prior arrangements to enroll in the course, for an additional fee, when it is next regularly scheduled.

### **Transfer Policy**

Enrollment is available for students wishing to transfer to LBCI after they have withdrawn from other schools both in and out of state. LBCI does not recruit students already attending or admitted to another school offering similar programs of study. The acceptance of the transfer hours is at the discretion of LBCI and there is a possibility that no such credit will be granted.

The prospective student must meet all regular entrance and registration requirements. Please note that all hours attempted will count towards the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

All transfer hours are counted as **both attempted and completed hours** for the purpose of determining when the allowable maximum time frame has been exhausted. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on course description and final grade within the course in question.

Students wishing to transfer from one program to another within the institution should meet with the Dean of Education to determine eligibility and transferability within the institution. Students are given full credit for courses common in both programs that demonstrate satisfactory academic progress.

Students wishing to transfer from one program to another from other institutions must submit the following:





- Submit an application of admission to the Admission department
- Submit an official transcript from their current school

After the submissions of documents, the Dean of Education evaluates the transcript to determine transfer equivalency.

To be eligible for transfer credit, students must have earned a “C” (2.0 GPA) or above in the course. No more than 60% of the course can be transferred from a program of study may be transferred from another institution. However, for Title IV, HEA purposes all hours attempted count toward the 150% quantitative requirements. This policy is published in the LBCI catalog and on the LBCI website.

Students wishing to transfer (credits) from one program to another from other institutions must submit the following:

- Submit an application of admission to the Admission department
- Submit an official transcript from their current school

After the submissions of documents, the Dean of Education evaluates the transcript to determine transfer equivalency.

To be eligible for transfer credit, students must have earned a “C” (2.0 GPA) or above in the course. No more than 60% of the course can be transferred from a program of study may be transferred from another institution. However, for Title IV, HEA purposes all hours attempted count toward the 150% quantitative requirements.

This policy is published in the LBCI catalog and on the LBCI website.

### **Right to Terminate**

The school reserves the right to terminate any student who fails to maintain satisfactory academic progress (SAP), who shows excessive tardiness or absences, who maliciously destroys, steals, or damages any property of the school (the student may be liable for repair and or replacement of the damaged property), or violates the Rules of Conduct.

### **Rules of Conduct**

- Unsatisfactory progress
- Excessive absenteeism
- Unlawful possession, use, or distribution of drugs and alcohol by students on school property, or during any school activity
- Willful abuse of equipment
- Theft
- Insubordination and / or intolerable conduct
- Poor attitude and / or lack of motivation
- Unauthorized use of school equipment
- Cheating
- Falsification on any document

In addition, the following violations may bring dismissal:



- Failure to make payments on dates due
  - Failure to adhere to requirements as outlined in contract or catalog
- \*\* All students have the right to appeal a termination or dismissal.**

### **Withdrawals**

A student may voluntarily terminate their training at any time by giving a written notice to the Administrator. The termination date will be determined by the last date of the actual attendance by the student. For refunds, see Return to Title IV Fund Refund Policy.

### **Refund Policy (For both Withdrawn and Dismissed Students)**

Three - Business Day Cancellation

If the student for any reason does not enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

### **Return to Title IV Funds Policy**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Learning Bridge Career Institute will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### **Return to Title IV Funds Policy**

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at Learning Bridge Career Institute. It is separate and distinct from the Learning Bridge Career Institute refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.



### **“Official” Withdrawal from the School**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Learning Bridge Career Institute, records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Learning Bridge Career Institute, will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
  - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation):
3. The student’s grade record will be updated to reflect his/her final grade.
4. Learning Bridge Career Institute, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The will provide the student with a letter explaining the Title IV, HEA requirements:
  - a) The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b) Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c) Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must



provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal from School**

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Learning Bridge Career Institute, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. Learning Bridge Career Institute, Financial Counselor will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Learning Bridge Career Institute, will provide the student with a refund letter explaining Title IV requirements:
  - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of



Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

**Withdraw After 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Learning Bridge Career Institute, measures progress in Clock Hours, and uses the payment period for the period of calculation.

**The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.  
 Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.  
 Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.  
 100% minus percent earned = UNEARNED PERCENT

$$\text{Unearned percent (multiplied by) total institutional charges for the period} = \text{AMOUNT DUE FROM THE SCHOOL.}$$

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.



Learning Bridge Career Institute will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Learning Bridge Career Institute or Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

Learning Bridge Career Institute is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **Earned AID:**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

### **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Learning Bridge Career Institute may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the Learning Bridge Career Institute).

The institution will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew.

The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

For all other school charges, Learning Bridge Career Institute needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the



funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Time frame for returning an unclaimed Title IV, HEA credit balance**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

### **Institution Responsibilities in regards to return of Title IV, HEA funds**

Learning Bridge Career Institute's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Learning Bridge Career Institute or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.



### **Refund vs. Return to Title IV, HEA Funds**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Learning Bridge Career Institute may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Learning Bridge Career Institute may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Learning Bridge Career Institute refund policy is, you may ask your Schools Financial Planner for a copy.

### **Return to Title IV, HEA questions?**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

### **The Federal Family Educational Rights and Privacy Act of 1974 (FFERPA)**

The Federal Family Educational Rights and Privacy Act of 1974, as amended, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at LBCI as registered students a right of access to their "educational records" that contain information directly related to such persons. Persons who unsuccessfully applied for admission to LBCI are not covered by the Act. An unsuccessful applicant for admission to one of the schools or divisions of LBCI is not considered to be a "student" of LBCI.

### **Records Covered**

"Educational records" of a student include records, files, documents, and other materials regularly maintained by the LBCI that contain information directly related to a student and that are maintained in connection with the student's attendance at the LBCI.

### **Access Rights of Students**

- **Procedure**
  - A student may obtain access to his education records by making a request in writing using the **REQUEST OF RECORDS FORM** and submitting it to the Authorized Personnel. LBCI is required to grant the request within 7 to 10 business days. The Student Services Coordinator will forward copies to the person or address indicated on the form submitted.
- **Copying**
  - A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records. In cases where copies will be provided LBCI may impose a charge for making such copies (2.00 per sheet).
- **Access Rights to Others**
  - The Learning Bridge Career Institute will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. LBCI may, however, as provided in the Act, release such data to certain persons including:





- Employees of LBCI who have a legitimate educational interest (including persons with whom LBCI has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - Persons who require access in connection with the student's application for, or receipt of, financial services.
  - Parents of a student, provided the student is a "dependent" of the parents for federal income tax purposes.
  - LBCI may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena.
  - In connection with an emergency, LBCI may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- **Release with Student's Consent**  
Upon written consent or request by a student, LBCI will release information from the student's educational records to third parties. The student should make a request for such release to LBCI in writing or on the Student Education Records Form during the time of enrollment.

### **Complaints and Grievance Procedure**

The steps below are to be used when reporting complaints and grievances:

- Complete the grievance form prior to your appointment with the Administrator.
- Submit the original form to the LBCI and keep a copy for your records.
- Schedule an appointment with the LBCI Administrator

### **If you are still dissatisfied, please write:**

Louisiana Board of Regents, Division of Planning, Research, and Performance,  
Proprietary Schools Section, P.O. Box 3677,  
Baton Rouge, LA, 70821, 225-342-7084

And or to

Council on Occupational Education  
7840 Roswell Road, Bldg. 300 Suite 325,  
Atlanta, GA 30350

[www.council.org](http://www.council.org)

770-396-3898

This step should be taken only after the student has unsuccessfully attempted to resolve the matter with the school, and having first filed a written and signed complaint with the Dean of Education and or to Administrator.

## **Phlebotomy Program**

### **Objective**



The purpose of this program is to prepare students with skills and knowledge to obtain entry level positions as phlebotomists or entry level positions in a medical office capacity. This program provides introductory competencies including communication, technical skills, safety skills, medical ethics, medical office organization, patient reception, patient registration and professionalism.

## **Course Descriptions**

### **PHI 101 Introduction to Phlebotomy**

The content presented will help teach the student the basic services, principals, and quality assessments of phlebotomy. It also focuses on the safety policies and procedures that must be followed in the laboratory.

### **PHI 102 Medical Terminology for the Phlebotomist**

The course presents the student with the medical terminology used in the laboratory. The course will also present basic functions of the cardiovascular system.

### **PHI 103 Specimen Collection**

This course describes phlebotomy safety supplies and equipment, identifies the various supplies that should be carried on a specimen collection tray, and identifies the types of safety equipment needed to collect blood by venipuncture and skin puncture. It describes the identification process, hand hygiene, and glove procedures before and after venipuncture, steps of a venipuncture procedure, and the potential causes of phlebotomy complications during a venipuncture procedure. It also provides steps and equipment used in blood culture collections, requirements for glucose testing, and types of urine specimen collections and procedures and potential complications involved for specimen collection for pediatric and geriatric patients

### **PHI 104 Specimen Handling**

This section will provide the student with knowledge of specimen-handling guidelines for maintaining specimen integrity, policies and procedures important to phlebotomy and methods commonly used to transport specimens.

### **PHI 105 Professional Issues**

This section will provide the student with knowledge and importance of law and ethics, HIPPA, and basic functions of medical records and well of quality assurance.

### **MOA 101 Introduction to the Medical Office**

This course provides an introduction of the medical office. It provides the student with knowledge on the health care team, professionalism and careers in medical office. This course illustrates the importance of team work, communication, work ethic, professionalism and performance.

### **MOA 102 Interacting with Patients**

This section focuses on culture, diversity, and effective communication among patients. It emphasizes the importance accuracy in appointment scheduling and patient registration.



**MOA 103      Operations of a Medical Office**

The content presented in this course focuses on occupational safety and basic operations in the medical office. It describes the organizational leadership, the importance of office meetings and interoffice communications.

**Tuition and Fees for the Phlebotomy Program**

Registration Fee.....	\$100.00
Tools.....	\$100.00
Technology.....	\$100.00
Lab Fees.....	\$145.00
Uniforms and ID Fee.....	\$105.00
Tuition.....	\$300.00
<b>Total Program Cost.....</b>	<b>\$850.00</b>

**Other Fees**

Entrance Exam Fee.....	\$15.00
Exam Booklet .....	\$15.00
*National Certification Exam.....	\$135.00

*\*Optional but highly recommended*

**Program Duration and Time**

7 Week Program / 2 Months

Classes meet on Monday & Tuesday 8:00AM-2:30PM

Classes are in sessions for labs on Wednesday & Thursday 6:00PM-9:00PM

**Documents Needed for Enrollment**

Immunization Records

High School Diploma

Driver’s License and Social Security Card & Local Background Check

**Medical Billing and Coding Specialist**

**Objective**



The purpose of this program is to prepare students with skills and knowledge to obtain entry-level positions as medical administrative assistant professionals in a variety of health care settings.

## **Course Descriptions**

### **IBS 101 Introduction to Body Systems I**

This course introduces health care terminology and the body structure. Students will gain knowledge in prefixes, suffixes, and combining forms.

### **IBS 102 Introduction to Body Systems II**

This course shares knowledge using the various body systems. The learner will be able to recognize and use terms related to the anatomy and physiology, pathology and procedures of the body systems.

### **IBS 103 Introduction to Body Systems III**

This section will provide knowledge to be able to recognize and use terms related the pathology and procedures of special senses, pregnancy, and blood forming organs.

### **MBSC 101 Relationship Between the Patient, Provider, and Carrier**

This section will provide the student with knowledge to accurately file Medicare, Medicaid, and TRICARE claims. It shares information on Medicare basic structure, fraud, abuse and managed care. It also presents information on HIPPA, reimbursement and compliance.

### **MBCS 102 Medical Coding**

The course presents the student with the knowledge to properly use the ICD-9-CM, ICD-10-CM, and key coding guidelines.

### **MBCS 103 Introduction to Current Procedural Terminology**

This program introduces a foundation of CPT and national codes. It also presents information on modifiers and CPT evaluation and management

### **MBCS 104 Application of CPT and HCPCS Coding**

This course focuses on the knowledge and skills to submit a medical claim in various medical specialties using Current Procedural Terminology (CPT) with no errors so that full reimbursement will be received.

### **MBCS 105 Inpatient Coding**

This section will provide the student with the knowledge of the differences between inpatient and outpatient coding. It also shares information on guidelines for coding and reporting.

### **PHC 101 Professionalism in Health Care I**

This course provides an introduction on professionalism as an entry- level health care professional. This course illustrates the importance of team work, communication, work ethic, and performance.

### **PHC 102 Professionalism in Health Care II**

This section focuses on culture, diversity, and appearance, grooming and effective communication. It shares in detail the importance of communication and appearance when servicing a diverse population in the health care industry.



**PHC 103                      Professionalism in Health Care III**

The content presented in this course focuses on leadership skills and career development. It also provides the student with a sound foundation of how to construct a resume and how to prepare for an interview.

**Tuition and Fees**

Registration Fee.....	\$100.00
Tools .....	\$950.00
Technology Fee.....	\$500.00
Uniforms and ID Fee.....	\$105.00
Tuition.....	\$850.00
<b>Total Program Cost.....</b>	<b>\$2505.00</b>

**Other Fees**

Entrance Exam Fee.....	\$15.00
Exam Booklet .....	\$15.00
*National Certification Exam.....	\$135.00
*Certified Professional Coder’s Exam .....	\$350.00

*\*Optional but highly recommended*

**Program Duration and Time**

30 Week Program /7.5 Months

Classes meet on Monday thru Thursday 8:00AM-2:30PM

**Documents Needed for Enrollment**

Immunization Records

High School Diploma

Driver’s License and Social Security Card

Local Background Check

## Medical Assisting



## **Objective**

The purpose of this program is to prepare students with skills and knowledge to obtain entry-level positions as medical assistant professionals in a variety of health care settings.

## **Course Descriptions**

### **MA 101 Introduction to Medical Assisting**

The content presented in this course will help the student understand the profession of medical assisting. It presents information on the health care industry, workplace behavior, ethics and law.

### **MA 102 Medical Terminology**

This course provides an in-depth study on medical terminology.

### **MA 103 Administrative Medical Assisting**

The course presents the student with the knowledge of office procedures. It focuses on appointment scheduling, written communication, telephone techniques, and patient reception and processing.

### **MA 104 Health Information in the Medical Office**

This course focuses on the knowledge and understanding of the patient medical record and confidentiality in the physician's office.

### **MA 105 Introduction to Billing and Coding Procedures**

This course provides an introduction to basic understanding in health care insurance claim forms and diagnostic and procedural coding.

### **MA 106 Assisting with Medications**

This section will provide the student with basic knowledge and understanding of legal, commercial, and chemical names for drugs. It will also focus on administering medications through various medical routes, and basic pharmacology mathematics.

### **MA 107 Fundamentals of Clinical Medical Assisting**

This section will provide the student with knowledge of infection control, patient assessments, promoting patient education and assisting with physical and wellness examinations.

### **MA 108 Assisting with Medical Specialties**

This course will provide the students with knowledge and hands on training of various medical procedures.

### **MA 109 Diagnostic Procedures**

This course focuses on the preparation and outcome of a patient's electrocardiogram procedure as well as the fundamentals of phlebotomy.

### **MA 110 Assisting with Surgeries**

This section will provided the student with knowledge and identification of various surgical supplies and instruments. This course also shares information on surgical procedures and asepsis.



**MA 111 Career Development**

This course emphasizes professionalism and career opportunities.

**NA 101 Communication and Interpersonal Skills**

This course focuses on long term care for the nursing assistant and how to communicate effectively.

**NA 102 Safety and Emergency Procedures**

This course focuses on safety and body mechanics, emergency care, first aid, positioning, moving, and lifting. It also teaches Cardiopulmonary Resuscitation and students become CPR Certified.

**NA 103 Resident's Rights and Promoting Resident's Rights**

This course focuses on the ethical and legal rights of the patients. It also discusses various types of care such as rehabilitative, restorative, and end of life care.

**NA 104 Basics Nursing Skills**

This course focuses on basic nursing skills such as bed making, personal care, vital signs and nutrition.

**NA 105 Basic Anatomy and Physiology**

This course will give an overview of the human body to include, gastrointestinal, urinary, musculoskeletal, nervous, and endocrine systems.

**NA 106 Clinical Externship**

This course will offer hands on training in a nursing home or clinical setting.

**Tuition and Fees for Medical Assisting Program**



Registration Fee.....	\$100.00
Tools .....	\$250.00
Lab Fees .....	\$600.00
Technology Fee.....	\$300.00
Uniforms and ID Fee.....	\$105.00
Tuition.....	\$661.00
<b>Total Program Cost.....</b>	<b>\$2016.00</b>

**Other Fees**

Entrance Exam Fee.....	\$15.00
Exam Booklet .....	\$15.00
*Medical Assistant National Certification Exam.....	\$179.00
*Phlebotomy National Certification Exam.....	\$135.00
Nursing Assisting Registry Exam.....	\$75.00
LA State Background.....	\$36.00
TB Test .....	\$15.00

*\* Optional, but highly recommended*

**Program Duration and Time**

14 Week Program /3.5 Months

Classes meet on Monday thru Thursday 8:00AM-2:30PM

Nursing Assisting Course meet Monday thru Friday 4:30pm-8:30pm

Classes meet on Wednesday and Thursday evening for Phlebotomy Labs ONLY 6:00PM-9:00PM

**Documents Needed for Enrollment**

Immunization Records

High School Diploma

Driver’s License and Social Security Card

Louisiana State Background Check

Tuberculous Test

**Nursing Assisting**





## Objective

The purpose of this program is to introduce and teach nursing assistant tasks. This course exposes the future nursing assistant to basic nursing skills, how to communicate with patients, emergency procedures, and explains patient rights and responsibilities. It also teaches basic human anatomy and multi-day simulations provide real-world experiences.

## Course Descriptions

### **NA 101      Communication and Interpersonal Skills**

This course focuses on long term care for the nursing assistant and how to communicate effectively.

### **NA 102      Safety and Emergency Procedures**

This course focuses on safety and body mechanics, emergency care, first aid, positioning, moving, and lifting. It also teaches Cardiopulmonary Resuscitation and students become CPR Certified.

### **NA 103      Resident's Rights and Promoting Resident's Rights**

This course focuses on the ethical and legal rights of the patients. It also discusses various types of care such as rehabilitative, restorative, and end of life care.

### **NA 104      Basics Nursing Skills**

This course focuses on basic nursing skills such as bed making, personal care, vital signs and nutrition.

### **NA 105      Basic Anatomy and Physiology**

This course will give an overview of the human body to include, gastrointestinal, urinary, musculoskeletal, nervous, and endocrine systems.

### **NA 106      Clinical Externship**

This course will offer hands on training in a nursing home or clinical setting.

## Completion Requirements for Nursing Assisting Program

### **Didactic Segment of the Nursing Assisting Program**

To remain in good academic standing, students must complete the academic week, courses NA 101-NA 105, with an average of 70% and a passing score or 70% or above on each course exam. Students who fall below the 70% at the end of the academic week may result in repeating the academic week or a specific course within the program.

### **Clinical Segment of the Nursing Assisting Program**

To remain in good academic standing during the clinical segment of the program, students must complete NA 106 with a 70%. Student who fail to complete NA 106 with 70% may result in repeating the clinical week.

## Attendance



- Students must complete 40 hours of the didactic segment of the Nursing Assisting program. Failure to do may result in completing the missing hours during the next Nursing Assisting program offered and or the inability to move into the clinical segment of the program.
- Students must also complete 40 hours of clinical training. Failure to do may result in completing the missing hours during the next Nursing Assisting program offered.
- Students who miss more than 2.5 hours of academic instructions and or 2.5 hours of clinical instruction, may be withdrawn from the program.

**Program Completion Requirements:**

- Students must complete 40 hours academic instruction and 40 hours of clinical instruction
- Student must complete the didactic segment of the program with a 70% average.
- Students must complete the clinical segment of the program with a 70% average.
- Students must complete the all exams with a 70% average or above.

**Registry Requirements:**

- Students must successfully complete the Nursing Assisting program (NA 101-106)
- Students must sit for the registry exam within 15 days of successfully completing the program at LBCI.
- All registry exams are given on at LBCI.
- Students must complete registry application and satisfy the exam fee prior to sitting for the exam.

**Rules and Regulations for the Nursing Assisting Program**

- Students must complete 40 hours of academic training.
- Students must complete 40 hours of clinical training.
- Students must complete a 4 hour orientation.
- Students must complete their academic studies with an overall average of 70%.
- Students must complete each course exam with a 70%
- Students must complete clinical training with a 70%.
- Students must pass final with minimum of 70%.
- All missed exams must be taken on the day the student returns to class. All make up work can be done prior to the completion of the program.
- No smoking is allowed in the building and should be done during the appropriate break times.
- Students must follow the dress code as outlined in this handbook.
- Students at all times must respect the employees and fellow students of the LBCI. Foul language and disrespect will not be permitted.
- Cell phones must be off during class time. All personal phone calls must be conducted during the appropriate break times. In the event of a personal emergency phone call, alert your instructor.
- Eating is not permitted in the laboratory.

**Tuition and Fees for Nursing Assisting Program**



Registration Fee.....	\$100.00
Tools.....	\$50.00
Lab Fees .....	\$210.00
Technology .....	\$85.00
Uniforms and ID Fee.....	\$105.00
Tuition.....	\$250.00
<b>Total Program Cost.....</b>	<b>\$800.00</b>

**Other Fees**

Entrance Exam Fee.....	\$15.00
Exam Booklet .....	\$15.00
Nursing Assisting Registry Exam.....	\$75.00
LA State Background.....	\$36.00
TB Test .....	\$15.00

**Program Duration and Time**

3.5 Week Program /< 1 Month

Classes meet on Monday thru Friday 4:30pm-8:30pm for didactic and laboratory sections

Classes meet on Monday thru Friday 4:30-8:30pm for clinical rotations

**Documents Needed for Enrollment**

Immunization Records

Driver's License and Social Security Card

Louisiana State Background Check

Tuberculous Test



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