

**Student Consumer Information
Notice of Availability of Institutional and
Financial Aid Information**

May 16, 2015

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

For information about PITC Institute call (215) 576-5650.

For Financial Aid Information, call (215) 576-5650 x. 1007 or 215-352-4289; you can also send an email to info@pitc.edu.

General Institutional Information

Family Educational Rights and Privacy Act - FERPA

The Family Educational Rights and Privacy Act (FERPA), a set of federal regulations, applies to career schools, institutes and universities. FERPA was established in 1974 as part of a larger body of legislation dealing with the privacy of our citizens. In the context of those regulations, the guarantees are made specifically to postsecondary students whom FERPA acknowledges as fully responsible adults. These young people, most of whom are already 18 years of age, are considered responsible adults in other arenas (such as the workplace) and where other laws and regulations are concerned. FERPA makes four guarantees to postsecondary students. They are:

- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from those education records
- The right to file a complaint against any institution for the alleged violation of these FERPA rights

Please note that these guarantees are made directly to the student, not to the parents or to any guardians of the students. For the most part, the student is the only individual who can authorize access to his/her student records. Institutes and universities comply with these regulations by dealing exclusively with the student. Bills for tuition are an exception. Since student bills are financial records involving yet another set of regulations, institutions are allowed to communicate with parents about financial records if the student authorizes the school to do so. Such authorization, however, applies only to financial records and may never include academic or other student records.

“Schools may disclose, without consent, ‘directory’ information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.”

Source: U.S. Department of Education: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

PITC Institute will distribute the FERPA annually provide notice to all enrolled students their rights under FERPA.

Facilities and Services for Students with Special Needs

The description of the campus facilities can be found in the PITC Institute 2013-2014 School Catalog. A paper copy is available by contacting the school at (215) 576-5650. It is the responsibility of students with disabilities to inform the school in writing. The school will make every reasonable effort to assist students needing special accommodations.

Student Non-Discrimination Policy

Princeton Information Technology Center does not discriminate on the basis of race, religion, age, gender, color, ancestry, national origin or disability.

Academic Programs

A list of academic programs can be found in the PITC Institute 2013-2014 School Catalog or on our website at: www.pitc.edu.

The School has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or location in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The school is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

Copyright Infringement and Peer to Peer File Sharing

To help you decide when and how to use copyrighted materials in your creative or academic work, PITC Institute recommends that students and teachers have a good understanding of copyright and fair use.

When creating digital media productions as part of academic or creative work, students or teachers may want to incorporate copyrighted materials, including photographs, music, film or video clips. They may want to use written excerpts, clips or even the whole work. They may want to use materials produced by media professionals (like the Associated Press, the New York Times, PBS News Hour, or ABC News) as well as media produced by amateurs (like quotes from bloggers, Flickr photos, or YouTube videos).

This policy applies to the work of students and teachers who use other people's copyrighted material as part of their own academic or creative work, and it embodies the core legal principles of the Copyright Act of 1976.

THE BASICS

The purpose of copyright law is to promote creativity, innovation and the spread of knowledge. The law does this by balancing the rights of both authors (copyright holders) and users.

Authors' Rights Any creative work, in fixed and tangible form, is copyrighted. Anything you create (writing, video, images, music, etc.) is automatically copyrighted at the moment you create it. As a creative individual, you are protected by copyright law, which gives you rights to control how your works are distributed. As the copyright holder, you are responsible for detecting infringement. When other people distribute your copyrighted work without your permission, this may be an infringement of your legal rights. Violating copyright can have severe financial consequences but it can be expensive and time-consuming to pursue legal action.

Users' Rights. Under some circumstances, users can use copyrighted works as part of their own creative work. The doctrine of fair use (Section 107 of the Copyright Act of 1976) states that people can use copyrighted works without payment or permission when the social benefit of the use outweighs the harms to the copyright holder. To make a fair use determination, users consider all the factors involved in the context and situation of their use of the copyrighted material. Fair use is especially helpful when people want to use small amounts of a copyrighted work for socially beneficial purposes, like news reporting, teaching, comment and criticism, research and scholarship. In the context of copyright law, the doctrine of fair use is one of the main guarantees of free expression. News reporters depend on fair use because of its obvious importance in disseminating information. Broadcasting professionals routinely claim fair use when they make use of short clips from popular films, classic TV programs, archival images, and popular songs without payment or permission.

Special Exemptions for Teachers and Librarians. Copyright law includes provisions that enable educators to use copyrighted material for teaching and learning. Section 110 allows educators to make performances and displays of all types of works in a classroom. Students and teachers can show videos, read plays, project slides or use copyrighted materials in other ways for educational purposes. When materials are used for online distribution, the law allows posting of materials to servers under some conditions. When teachers want to use materials for online learning, they may also rely on the doctrine of fair use or seek permission.

ATTRIBUTION AND GOOD FAITH

Some people mistakenly believe that they can use any copyrighted work in their own creative work as long as they "cite their sources" or use attribution to identify the author. Using attribution is sign of good faith in the fair use process, but it does not shield a user from copyright liability. That's why it's important to make a careful fair use determination using the process described below. PITC Institute recommends that you make use of attribution whenever possible. But attribution is not required in order to claim fair use. Many broadcasters use short excerpts of copyrighted clips under fair use without attribution, for example. Students and teachers should review the various norms for attribution that exist across different media genres (non-fiction, scientific writing, art, poetry, websites, documentary film, etc).

MAKING A FAIR USE DETERMINATION

Critical thinking is required to make a fair use determination. Ask yourself two questions:

1. **Transformativeness.** Is my use of a copyrighted work transformative? Am I using the material for a different purpose than that of the original? Or am I just repeating the work for the same intent and value as the original?
2. **Amount.** Am I using only the amount I need to accomplish my purpose, considering the nature of the copyrighted work and my use of it?

The law empowers users to make a fair use determination for themselves. Thinking about the issue from the perspective of both the copyright holder and your own point of view is important.

PITC Institute recommends that when using copyrighted material in your digital media production, you put your answers to these questions in writing, using reasoning to support your ideas. A supervising PITC Institute teacher should collect these documents as part of the pre-production process.

REVIEW THE CODES OF BEST PRACTICE IN FAIR USE

A number of creative communities have developed documents to help people understand how to use fair use reasoning.

Review the *Code of Best Practices for Media Literacy Education* which identifies common situations where fair use clearly applies to the use of copyrighted materials for building students' critical thinking and communication skills. Educators can:

- Make copies of newspaper articles, TV shows, and other copyrighted materials and use them and keep them for educational use
- Create curriculum materials and scholarship that contain embedded copyrighted materials
- Share, sell and distribute curriculum materials that contain embedded copyrighted materials.

- Learners can use copyrighted works in creating new materials and distribute their work digitally if they meet the transformativeness standard.

Also review the *Code of Best Practices for Online Video*, which applies to the creation of new videos that are distributed online. People can use copyrighted material:

- To comment on or critique copyrighted material
- To use copyrighted material for illustration or example
- When capturing copyrighted material incidentally or accidentally
- When reproducing, re-posting, or quoting in order to memorialize, preserve, or rescue an experience, an event, or a cultural phenomenon
- For copying, re-posting and re-circulating a work or part of a work for purposes of launching a discussion
- When quoting in order to recombine elements to make a new work that depends for its meaning on the (often unlikely) relationships between the elements.

PERMISSIONS AND LICENSING

If you're using copyrighted material for the same purpose as the original or otherwise do not feel that your use of the work qualifies for a fair use exemption, PITC Institute recommends that you ask permission from the copyright holder. For amateur creations (independent musicians, Flickr photos, YouTube videos), send the creator an email requesting to use their work. Request permission by stating your purpose and describe how you're using their work, along with your name and full contact information

When using commercial or professional work (AP photos, music) for non-transformative purposes that do not qualify for a fair use exemption, PITC Institute or sending an email. When using copyrighted work under Creative Commons licenses, you can simply use the work.

FREQUENTLY ASKED QUESTIONS

Here are some examples of how fair use reasoning can be applied to specific situations.

1. **Can I use facts, information or quotes from a research report, blog, news story or website?** This depends on how you use it. Using small amounts of information, facts or quotes from copyrighted print materials is fair use. Identifying the source of the information shows good faith.
2. **Can I use clips from YouTube or Hollywood movies in my academic or creative work?** This depends on how you use it. Using movie clips in a news broadcast may be transformative since the clip is used in a new context. If the clip's original purpose was to entertain, but you are using it to inform, that's very transformative. However, if the original purpose was informative, and you're using it for the same purpose, that's less transformative. Be sure to use just the amount you need to accomplish your specific purpose.
3. **Can I use images or photos in my academic or creative work?** This depends on how you use it. Consider the original purpose of the work in relation to your use of it. For example, the

purpose of a news photo is to provide information about news and current events. If you use the photo for the same exact purpose, that's not very transformative. If you're using the photo as an example or illustration, you may claim fair use. When you're using an image or photo for a different purpose than it was originally intended, you may claim fair use. Otherwise, you should ask permission and use the licensing process.

4. **Can I use clips from popular music in my academic or creative work?** This depends on how you use it. The purpose of pop music is to entertain by creating a particular mood, feeling or emotion. If you're using the clip to accomplish this same goal, that's not very transformative. But if you're commenting or critiquing the music, that's a clear example of fair use. If you're using a short sample of a song as an illustration of a larger idea, you may claim fair use. But if you're merely exploiting the familiarity of the song to attract people's attention, then you should ask permission and seek a license.

5. **Can I show my academic or creative work in the classroom or on the school closed-circuit network?** If doing so is part of an educational experience, you can display your academic or creative work when it makes use of copyrighted materials.

6. **Can I show my academic or creative work to the community on public access TV or at a public event?** When your work is transformative under the fair use standard, your new work is protected by copyright, and you can choose to distribute it in any way you want. When you use copyrighted materials in non-transformative ways (exhibiting an entertainment film at a fundraiser, for example), you should ask permission and seek a license.

7. **When my academic or creative work uses copyrighted materials, can I post it to YouTube or somewhere else online?** When your work is transformative under the fair use standard, your new work is protected by copyright, and you can choose to distribute it in any way you want. If your academic or creative work is removed from YouTube or another Internet Service Provider by a mechanized takedown process, you can claim fair use and have it reinstated.

Learn More about Your Rights and Responsibilities Under the Law

PITC Institute encourages students and faculty to understand their rights and responsibilities under copyright law.

Peer to Peer File Sharing

File Sharing – What You Should Know

Peer-to-peer (P2P) file-sharing programs have become a popular way to exchange music, movies, games and software over the Internet. Academic applications of these programs are also expanding. P2P software, if installed and enabled on your computer, allows digital media to be

downloaded or uploaded between your computer and any other computer that also has these programs installed and enabled, and is also connected to the Internet.

If you use P2P programs, we want you to be aware of certain personal risks, including the potential for both criminal and civil liability if you copy and distribute materials without permission of the copyright owner.

P2P File Sharing can Infringe Copyright

P2P file-sharing programs are not illegal. If you own the copyright in the music, movie, software or other file you want to share, if you have the permission of the copyright holder, or if the material is not covered by copyright, you can share the file. However, P2P programs are often used to distribute files without permission of the copyright holder and this is a violation of U.S. copyright law.

Under the copyright law, you could be fined between \$750 and \$150,000 for each work you infringe. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. 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, see the [U.S. Copyright Office website](#), especially their [FAQs](#).

How can I tell if I need permission? Most music, software, movies, television shows and other media are covered by copyright. A good rule of thumb is to never download a media file without paying for it or getting permission unless it is offered as a free download on reputable site (such as iTunes weekly free song files), it is clearly labeled as a free download by the copyright holder (such as free downloads on a band's official site), or you know the work is in the [public domain](#). For more information about permission, take a look at the [Office of General Counsel copyright permission page](#).

What about fair use? Some file sharing for academic purposes may be [fair use](#). Downloading copyrighted files without permission to expand your personal media library is never fair use.

PITC Institute's Policy Regarding P2P File Sharing

PITC Institute requires users of PITC Institute computer resources to comply with copyright law. If you use a P2P program on a PITC Institute computer, network or other resource to upload or download copyrighted material without permission, you may be in breach of the Policy. According to the Policy, "Users of PITC Institute computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976."

The Policy also requires users of PITC Institute computer resources to engage in safe computing practices. P2P and file-sharing programs can introduce a serious security risk to your computer and other computers connected to the same network (e.g., PITC Institute) since they may result

in files infected with computer viruses and spy-ware being downloaded to your computer and the network.

Placement Assistance

Princeton Information Technology Center provides placement assistance for employment in the graduates' field of study. The school does not make any promise or guarantee of employment at enrollment or graduation

Student Services and Housing

The Student Services Coordinator advises students in academic strategies and crisis situations as how to contact providers of child care, emergency shelter and crisis intervention assistance, or other services whenever appropriate. Students are encouraged to meet with the Student Services Coordinator for advisement on academic or personal issues.

PITC Institute does not provide or assist with student housing.

Student Activities

Through the year there are several school sponsored activities for students. Please contact the Student Services Coordinator for more information at 215-576-5650.

Faculty

A current list of faculty can be found in the PITC Institute 2013-2014 School Catalog – Supplement-Faculty Directory. A copy is available at the school or by contacting the school at (215) 576-5650.

Transfer Credit and Advanced Standing Procedures

PITC Institute will consider credits that were obtained from another nationally or regionally accredited institution as transfer credit toward its programs of study. Students must have earned a 3.0 or better for any courses that will be evaluated. Transfer credits granted by PITC Institute cannot exceed 30% of the total credits or clock hours required for the respective program. Only applicable didactic courses for transfer that have been completed within the past two years will be reviewed and, if approved, will be awarded during the admissions process. Transfer credits may not be granted after the first day of a student's attendance in the program of study. All transfer credits must be evaluated and approved by the School Director before being applied to the program of study. Candidates must provide official transcripts, and, when required, course descriptions from the school where they attended.

Advanced standing credit is available and can be obtained by testing out of didactic courses. This opportunity is available for qualified individuals with related educational and/or work experience. Advanced Standing credit granted by PITC Institute cannot exceed 30% of the total credits or clock hours required for the respective program. Advanced Standing must be granted during the admissions process and may not be granted after the candidate's first day of attendance in the program of study. The purposes of the challenge examinations are to:

1. Credit prior learning and to award formal academic credit by administering a challenge based on theoretical objectives for the course(s) being challenged.
2. Eliminate the repetition of the educational experience for those who have had similar allied health experience and/or prior learning.
3. Credit prior achievement of obtained competencies equivalent to courses being challenged.

Advanced Standing applicants must meet the following requirements:

1. All applicants for advanced standing must submit the "Request for Advanced Standing in writing" prior to the interview with the Program Coordinator.
2. Candidates must have partially or fully completed an allied health educational program or have comparable work experience and must provide official transcripts from the schools they have attended when applicable.
3. Meet all of the PITC Institute entrance requirements.
4. Pass the final examination for each subject area to be waived with a minimum score of 80%.
5. Must pass the ATI, HESI, or Kaplan test(s) for each applicable course (or equivalent test as determined at the sole discretion of PITC) for the course(s) to be challenged.
6. Advanced standing credit will be granted after the candidate has been evaluated and approved by the Program Coordinator and the School Director.

Please note the following for advanced placement:

- There is a \$200.00 charge for each comprehensive examination challenged.
- To make up days missed, tuition cost would be calculated on a per diem basis for days of scheduled attendance (at the cost of \$150.00 per day) within the program. Tuition will be payable 10 days prior to the first class day. Students are also responsible for all standard costs of the program.

Accreditation, Approval, and Licensure of Institution and Programs

Princeton Information Technology Center is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS) to award diploma programs. The school has been licensed by the Pennsylvania Department of Education, Board of Private Licensed Schools since 1998. The school is approved by the U.S. Department of Education to administer Title IV, Pell Grants, Direct Student Loans (DSL), and Parent Loans for Undergraduate Students (PLUS) and Veteran's (VA) training. PITC is also

approved by the Pennsylvania State Board of Nursing to offer the Practical Nurse program. Financial Assistance is available to those who qualify. Each license or certification can be obtained for review by contacting or visiting the school.

Consumer Information, Student Achievement & Gainful Employment

This information can be found on our website at <http://www.pitc.edu/ci.htm>

Voter Registration

Information on how to register to vote can be found at the link below:

http://www.votespa.com/portal/server.pt/community/register_to_vote/13518

Student Financial Assistance

Assistance Available from Federal, State, Local and Institutional Programs

To make your education at Princeton Information Technology Center more affordable, our Financial Aid Office can help you identify, understand and qualify for a variety of financing and financial aid options. Available assistance includes federal financial aid programs and other aid, such as military education benefits, state grant programs, scholarships, and tuition benefit programs.

Cost of Attending the School

Total Tuition & Fees: \$24,525. A detailed list of the tuition and fees for can be found in the PITC 2013-2014 School Catalog Supplement-Tuition and fees. A paper copy can be obtained at the school or by contacting the school at 215-576-5650.

Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

The refund policy for the school can be found in the PITC 2013-2014 School Catalog. A paper copy is available by contacting the school at (215) 576-5650.

Federal Financial Aid Programs

Federal Pell Grant Program

Federal financial aid grants, such as Pell do not have to be repaid. These grants can only be awarded to students who have not earned a bachelor's or professional degree. The maximum Federal Pell Grant award is \$5,500 for the 2012-13 award year. Note: Students are not eligible to receive Pell Grants from more than one school at a time.

Awards are based on the following criteria below:

- Your financial need
- Your cost of attendance
- Your status as a full-time or part-time student
- Your plans to attend school for a full academic year or less.

Please see the financial aid office for more information on eligibility.

Federal Loans

Federal loans are also available to help finance your education. These loans offer funds at reduced interest rates and/or with deferred payments. However, loans are borrowed funds that must be repaid. Subsidized and unsubsidized loans are based on eligibility.

Federal Loans for the Practical Nurse 1519 Clock hour program are as follows:

Subsidized Federal Direct Stafford Loan

The subsidized Federal Direct Loan program provides low interest loans through the U.S. Department of Education. The maximum amount an undergraduate student may receive is \$3,500 less 1% for fees. The federal government pays the interest for you during in-school, in-grace, and deferment periods. Effective for loans disbursed after July 1, 2012, interest begins accruing on these loans after a six month grace period graduation, leaving school, or dropping below a halftime enrollment status. The minimum repayment amount is \$50 per month; however, subsidized Federal Direct Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For loans disbursed after 7/1/2012, the interest rate is fixed at 6.8%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Additional information is available at <http://www.studentloans.gov>

Unsubsidized Federal Direct Stafford Loan

If you do not qualify for a full or partial Subsidized Direct Loan based on your financial need, or if you need additional loan funding, you may qualify for an Unsubsidized Direct Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during your grace period, and during any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you elect to attend less than half time. Undergraduate Dependent students may borrow up to \$5,500.00 less any Subsidized Direct Loan awarded, and Independent students can borrow up to \$9,500.00 less any Subsidized Direct Loan awarded. For loans first disbursed on or after 7/1/2012, the interest rate is fixed at 6.8% less 1% for fees.

Please see your Financial Aid Administrator to receive further information regarding the maximum Direct Loan amounts for the second academic year in the Practical Nurse program.

Parent PLUS Federal Loan

The Federal PLUS loan is a credit-based loan, available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Direct Loan Program first disbursed on or after 7/1/2012 will have a fixed interest rate of 7.9%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.

Employer Tuition Assistance

Many companies provide tuition benefits to their employees in the form of either direct payment to the school or by reimbursing tuition expenses directly to the employee/student. Please check with your company's Human Resources or Training and Education department for more information about the education benefits available to you.

Military Educational Benefits

There are a number of opportunities provided for active duty military and veterans to finance their education. To apply for veteran benefits go to <http://www.va.gov>

Constitution and Citizenship Day – September 17th

Institutions must comply with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an

educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The National Archives has a Web site with a scan of the U.S. Constitution available online at:

http://www.archives.gov/national_archives_experience/charters/constitution.html

Princeton Information Technology Center Financial Aid Code of Conduct

Princeton Information Technology Center expects the highest levels of professionalism and ethical behavior from all of its officers, employees, and agents whose responsibilities include student financial aid matters. Our Financial Aid Code of Conduct prohibits conflicts of interest on the part of both the school and individual employees regarding Title IV loans.
Financial Aid Code of Conduct

This policy is applicable to Princeton Information Technology Center officers, employees, and agents, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of Princeton Information Technology Center's commitment to the highest ethical standards and conduct by its employees. It supplements the Code of Conduct stated in the Employee Handbook and the Princeton Information Technology Center Code of Business Conduct, and applies specifically to conduct related to financial aid. Princeton Information Technology Center expects the highest levels of professionalism and ethical behavior from all officers, employees, and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. They must refrain from taking any action they believe is contrary to law, regulation, or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

Princeton Information Technology Center Responsibilities

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding federal financial aid, Princeton Information Technology Center will not:

- a) Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of Princeton Information Technology Center.
- b) Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- c) Enter into any revenue-sharing arrangement with any lender under which Princeton Information

Technology Center v recommends a lender or its products in exchange for a fee or other material benefits from the lender, and the lender provides or issues a loan that is made, insured, or guaranteed under Title IV to students attending Princeton Information Technology Center

d) Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, insured, or guaranteed under Title IV; a specified loan volume of such loans; or a preferred lender arrangement for such loans.

e) Use federal funds received under federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. Princeton Information Technology Center will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any Agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any federal contract, making of any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Responsibilities of Princeton Information Technology Center Officers, Employees and Agents

Any officer or employee, or agent of Princeton Information Technology Center who is employed in the financial aid office of Princeton Information Technology Center, who has responsibilities with respect to educational loans or other financial aid of Princeton Information Technology Center, is prohibited from:

Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.

Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders. An employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group.

Reporting Violations of This Policy

Princeton Information Technology Center expects officers and employees covered by this policy to report violations of this policy to the President of the PITC. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the President of PITC. For more information on Federal Direct Loans terms and conditions, Procedures for applying for assistance, Initial Loan Counseling for Student Borrowers please contact the financial aid office at 215- 352-4289.

Campus Security, Crime Statistics and Crime Log

Federal regulation requires an institution to compile an Annual Security Report disclosing the institution's security policies, procedures, and crime statistics on or before October 1st each year. Current and prospective students will receive a notice when PITC publishes it at www.pitc.edu . Students may request a copy of this report at any time from the Director of Financial Aid.

<http://www.pitc.edu/CampusSecurity.htm>.

Drug Free School Policy

The PITC Institute is committed to a drug free atmosphere for its students and employees. As part of that commitment and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), PITC Institute has established the following policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

I. Standards of Conduct

Students of the PITC Institute will not participate in the use, possession, sale, manufacture, or distribution of illegal drugs on school property, affiliating clinical agencies, or as a part of any of the school's activities. Students are prohibited from the possession or use of alcoholic beverages while on school property or in affiliating clinical agencies. Students who are struggling with Alcohol and Drug addiction are encouraged to seek preventative help. The Student Services Coordinator at PITC can assist in obtaining help and information.

II. Disciplinary Measures

Pending investigation, any student(s) violating the drug-free school policy, may be counseled, suspended, or be terminated from the program at the discretion of the School Director. The School Director will take into consideration the seriousness of the infraction which may infringe on the rights to refer the student(s) for prosecution by law and drug and alcohol education/rehabilitation programs. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

III. Prevention and Health Risks of Alcohol and Drug Abuse

Students need to take preventative measures to avoid alcohol and drug abuse. The student should be aware of the medical and psychological hazards to the individual associated with drug/alcohol abuse. Please see the Student Services Coordinator for more information on prevention measures.

IV. Legal Sanctions

The student should be aware of the applicable legal sanctions under local, state and federal law

for the unlawful possession, use, or distribution of illicit drugs and alcohol.

Pennsylvania's legal sanctions regarding alcohol use include penalties for underage drinking and drunk driving.

Vaccination Policy

Some programs at the school may require students to adhere to a vaccination policy please refer to the applicable student handbook for more information. A copy of the student handbook is available at the school