

Great Lakes Institute of Technology

TONI&GUY Hairdressing Academy

## Consumer Information Guide

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TONI&GUY® Hairdressing Academy is a satellite location of Great Lakes Institute of Technology in Erie, Pennsylvania

Information in this guide applies to both the main campus of Great Lakes Institute of Technology and the satellite facility, TONI&GUY Hairdressing Academy. Unless otherwise noted, information, policies, and requirements for students of Great Lakes Institute of Technology also apply to students of TONI&GUY Hairdressing Academy.

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# CONSUMER DISCLOSURES

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes multiple disclosure and reporting requirements for post-secondary education institutions. Disclosures are available to applicants, students, employees, as well as the general public upon request. This guide is designed to provide those disclosures as well as additional pertinent disclosures and information, so consumers are able to make a fully informed decision when choosing a post-secondary institution.

All applicants to Great Lakes are provided with a copy of the School Catalog and offered a copy of the Consumer Information Guide during the initial admissions interview by downloading the guide from the school's website. An updated copy of the Consumer Information Guide is provided to applicants at orientation. Additionally, the Consumer Information Guide is emailed to all current students on or before October 1 annually.

The consumer information is also available to the general public by request through the main office. This guide can also be downloaded from the school's web site at [www.glit.edu/disclosures](http://www.glit.edu/disclosures).

# STUDENT FINANCIAL ASSISTANCE

Finances are an important consideration when preparing for an education. Great Lakes Institute of Technology participates in several financial aid programs for eligible students. The Financial Aid Office assists students in completing all applications for aid, and each student's financial arrangements are tailored to the program for which he or she has applied. For more information on how to contact the Financial Aid office, please call the school at 814-864-6666. Applicants or currently enrolled students can also visit the Financial Aid office at the main campus at 5100 Peach Street in Erie or email [FinancialAid@glit.edu](mailto:FinancialAid@glit.edu).

The following types of financial aid may be available to students at Great Lakes Institute of Technology. If you are not sure if you would qualify please see our financial aid department.

## Federal Student Aid

### Basic Eligibility Requirements for Federal Student Aid

To be eligible for Federal Student Aid students must file a [Free Application for Federal Student Aid \(FAFSA\)](#). In addition they must be a U.S. Citizen or an eligible noncitizen; have a valid Social Security Number; satisfy the Selective Service registration requirement; be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program; have a high school diploma or recognized equivalent; maintain satisfactory academic progress; not be in default or owe an overpayment on a federal student loan; not have loans that exceed the annual or aggregate maximum amounts; provide a statement of educational purpose, and, for Pell grants and FSEOG funds, not have a bachelor's degree. While income is taken into consideration, it does not prevent you from receiving federal student aid. If you are incarcerated, have a conviction for a drug offense, or are subject to an involuntary civil commitment after completing a period of incarceration for a sexual offense, your eligibility for federal student aid may be limited. More information regarding ineligibility can be found at: [studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions](https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions).

### Federal Student Grant Programs

The U.S. Department of Education (DOE) provides grant funds to participating schools to be awarded to eligible students. Grants, unlike loans, are sources of free money and do not have to be repaid\*. The Federal grant programs are need-based grants awarded to students who demonstrate financial need. More information can be found by visiting [StudentAid.gov/understand-aid/types/grants](https://StudentAid.gov/understand-aid/types/grants).

\*A student may have to pay back all or part of a grant if, for example, he/she withdraws from school before finishing an enrollment period.

Federal Grant Program	Program Details	Annual Award (subject to change)
Federal Pell Grant	<ul style="list-style-type: none"><li>• Awarded to undergraduate students who demonstrate financial need, have not earned a bachelor's or graduate degree, and meet the basic federal student aid requirements.</li><li>• Eligibility depends on students' financial need, cost of attendance, enrollment status, and length of enrollment.</li><li>• Federal Pell Grant eligibility is limited to 12 semesters or the equivalent.</li></ul>	Up to \$6,895 for the 2022-23 award year. In certain situations, eligible students may receive up to 150% of their scheduled award for an award year.
Federal Supplemental Educational Opportunity Grant (FSEOG)	<ul style="list-style-type: none"><li>• Priority is given to Federal Pell Grant recipients demonstrating exceptional need.</li><li>• The school's annual fund amount is determined by the DOE.</li><li>• Funds are budgeted to last the entire award year. However, once funds are exhausted, no more awards can be made.</li></ul>	\$100 or more per academic period for the 2022-23 award year.

## Federal Student Loan Programs

Federal Student Loans are low-interest loans available to eligible students enrolled at least half-time and their parents, to help cover the costs of post-secondary education. Student loans must be repaid with interest. Information regarding Federal Student Loan repayment plans and other available options can be found at [studentaid.ed.gov/manage-loans/repayment/plans](http://studentaid.ed.gov/manage-loans/repayment/plans).

Federal Student Loans include the following types of loans:

- Federal Direct Subsidized Loans** are available to undergraduate students with financial need. The school will determine the amount you can borrow, and the amount may not exceed your financial need. For Subsidized loans, the DOE pays the interest while you are in school at least half-time, during your 6 month grace period\*, and during periods of deferment.

\*If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.
- Federal Direct Unsubsidized Loans** are available to undergraduate and graduate students. There is no need to demonstrate financial need. The school will determine the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on Direct Unsubsidized Loans during all periods. If you choose not to pay the interest while you are in school and during grace periods and periods of deferment or forbearance, your interest will accrue and be capitalized.
- Federal Direct PLUS Loans** at Great Lakes Institute of Technology are available to parents (biological, adoptive, or in some cases, stepparents) of dependent undergraduate students enrolled at least half-time. Parent borrowers must not have an adverse credit history and must meet the general eligibility requirements for federal student aid. (Parents with adverse credit history may still receive a PLUS Loan by obtaining an endorser who does not have adverse credit or by documenting, to the satisfaction of the DOE, that there are extenuating circumstances relating to your adverse credit history.) The maximum PLUS loan amount you can borrow is the cost of attendance (determined by the school) minus any other financial assistance received.) The payment on principal and interest begins approximately 60 days after the first disbursement. More information regarding Direct Parent PLUS Loans can be found by visiting [studentaid.gov/understand-aid/types/loans/plus/parent](http://studentaid.gov/understand-aid/types/loans/plus/parent).
- Federal Direct Consolidation Loans** allow all eligible federal student loans to be combined into a single loan with a single servicer

### Annual and Aggregate Limits for Subsidized and Unsubsidized Loans:

Year in school	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduates whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500 – No more than \$3,500 of this amount may be in subsidized loans	\$9,500 - No more than \$3,500 of this amount may be in subsidized loans
Second-Year Undergraduate Annual Loan Limit	\$6,500 – No more than \$4,500 of this amount may be in subsidized loans	\$10,500 – No more than \$4,500 of this amount may be in subsidized loans
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500 – No more than \$5,500 of this amount may be in subsidized loans	\$12,500 – No more than \$5,500 of this amount may be in subsidized loans
Subsidized and Unsubsidized Aggregate Loan Limit (for Undergraduates only)	\$31,000 – No more than \$23,000 of this amount may be in subsidized loans	\$57,500 – No more than \$23,000 of this amount may be in subsidized loans

## Interest Rates and Loan Fees for Federal Student Loans:

Loan Type	Interest Rates for loans disbursed after July 1, 2021 and before July 1, 2022.	Interest Rates for loans disbursed after July 1, 2022 and before July 1, 2023.	Loan Fees* for loans disbursed after Oct. 1, 2020 and before Oct. 1, 2023.
<a href="#">Subsidized and Unsubsidized Undergraduate Loans</a>	3.73% Fixed	4.99% Fixed	1.057%
<a href="#">Parent PLUS Loans</a>	6.28% Fixed	7.54% Fixed	4.228%

\*The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement.

### Get Your Loan Information

The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access this information, go to [www.nsls.ed.gov](http://www.nsls.ed.gov).

### Loan Counseling

In addition to completing a [Master Promissory Note](#), first-time student loan borrowers will also be required to complete [Entrance Counseling](#) before they will be able to receive their loans. Likewise, all federal student loan borrowers must complete [Exit Counseling](#) before they graduate or leave school. Counseling can be completed by logging into [studentaid.gov](http://studentaid.gov).

### Repayment Plans

Federal Student Loans offer several repayment plans. Your loan servicer will contact you to choose a plan. If you do not select one, you will be placed on the Standard Repayment Plan, which will have your loans paid off in 10 years. Information on this and other repayment plans can be found at [studentaid.gov/manage-loans/repayment/plans](http://studentaid.gov/manage-loans/repayment/plans)

### Trouble Making Payments

If you're having trouble making payments on your federal student loans, contact your loan servicer as soon as possible. Your servicer will work with you to determine your best option. If you're not sure who your loan servicer is, you can look it up on [www.nsls.ed.gov](http://www.nsls.ed.gov) or call the Federal Student Aid Information Center at 1-800-4-FED-AID (TTY 1-800-730-8913).

[Options](#) may include:

- Switching repayment plans.
- Requesting a deferment—If you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.
- Requesting a forbearance—If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

If you stop making payments without a deferment or forbearance, your loan(s) could go into [delinquency or default](#), from which there could be serious consequences.

### Default

Default means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government can all take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.

- You will have to pay late fees and collection costs on top of what you already owe
- You can be sued.

For more information and to learn what actions to take if you default on your loans, visit [studentaid.gov/manage-loans/default/get-out](https://studentaid.gov/manage-loans/default/get-out). In certain circumstances, your loan can be cancelled/discharged.

### Loan Forgiveness for Public Service Employees

Under the Public Service Loan Forgiveness (PSLF) Program, if you are employed in a public service job, you may have the balance of your loans forgiven if you make 120 on-time monthly payments under certain repayment plans after October 1, 2007. You must be employed full-time in a public service job during the same period in which the qualifying payments are made and at the time that the cancellation is granted. The amount forgiven is the remaining outstanding balance of principal and accrued interest on eligible Direct Loans that are not in default. For additional details, go to the [Public Service Loan Forgiveness](#) page.

## State Grant and Special Programs

### Pennsylvania State Grant and Summer State Grant Programs

The Pennsylvania State Grant is a grant that has additional requirements beyond financial need. To be considered for a Pennsylvania State Grant, you must demonstrate financial need and meet specific requirements as listed:

- Be a high school graduate as stipulated in the Pennsylvania State Grant law.
- Attend a postsecondary school approved by PHEAA for Pennsylvania State Grant purposes
- Be enrolled at least half-time (at least six semester credits or the equivalent)
- Be unconditionally admitted and enrolled in an approved program of study of at least 2 academic years in length
- Maintain satisfactory academic progress as defined by PHEAA
- Not have earned a bachelor's degree or its equivalent
- Be a Pennsylvania resident, as stipulated in the Pennsylvania State Grant law.
- Be of satisfactory character (not incarcerated)
- Not have received the maximum number of Pennsylvania State Grants permitted
- Not be in default or pending default on an educational loan, which also applies to any program where the award has been converted to a loan and the loan is in a default status.
- File and complete the application process by the appropriate deadlines ([pheaa.org](https://pheaa.org))
- Be enrolled in a program of study where at least 50% of the total credit hours needed for completion of the program are earned through classroom instruction:
  - The program itself must be structured to allow the student to complete at least 50% of credits in the classroom
  - The student's enrollment pattern by term must also consist of at least 50% classroom instruction
  - Students who have medical disabilities as defined by the Americans with Disabilities Act of July 1990 may request an accommodation to the 50% classroom instruction enrollment by term requirement of the PA State Grant Program. To access the ADA Accommodation Request Form, visit [PHEAA.org/forms](https://pheaa.org/forms).

### Pennsylvania Targeted Industry Program (PA-TIP)

PA-TIP is administered by PHEAA and provides awards to student enrolled in specific programs of study. PA-TIP provides need-based awards up to the equivalent of the maximum award (currently \$5,000), or the student's actual unmet need, whichever is less. Awards can be used to cover educational costs, and specific living expenses.

To be considered for PA-TIP, students must:

- Be a U.S. Citizen, or eligible noncitizen as described on the FAFSA.
- Be a domiciliary (resident) of Pennsylvania.
- Have received a high school diploma, GED or recognized homeschool certificate.
- File a current year FAFSA.
- Complete and return to PHEAA the [PA-TIP Student application](#).
- Be enrolled in an [approved program of study at an eligible school](#), as defined by PHEAA.
- Be enrolled on a full-time basis. Full-time is defined as at least 12 credits per term or at least 24 clock hours of continuous enrollment per week.
- Have financial need as determined by the program guidelines and certified by the school.

- Not be in default or pending default on an education loan or owe a PA State Grant refund.
- Not be receiving a PA State Grant for the program of study.
- Not be considered an incarcerated student, which is consistent with the guidelines associated with the PA State Grant Program.
- Supply a copy of the DD214 Form if the applicant is a veteran of the U.S. Armed Forces, and was honorably discharged.

**Other Educational Aid Programs Available through the PA Higher Education Assistance Agency (PHEAA):**

- [Pennsylvania Chafee Education and Training Grant Program](#)
- [Aid for Military and Pennsylvania National Guard](#)
- [Fostering Independence Tuition Waiver Program](#)
  - Institutional Point of Contact (POC): Erin Poulliott, Financial Aid Office, (814) 864-6666, erinp@glit.edu
- [PATH Program](#)

## Institutional Aid

**Great Lakes Education Assistance (GLEA) Grant** is an Institutional Grant ranging from \$100 to \$2,500 per student per academic period. It is available to students who demonstrate unmet financial need, meet all eligibility requirements, and fall into at least one of the required criteria categories. Application is available from the financial aid office.

**Eligibility Requirements:**

- Be a US Citizen, national or permanent resident, or other eligible non-citizen
- Have a high school diploma, GED, or recognized equivalent
- Maintain Satisfactory Academic Progress as defined by the institution’s catalog
- Not be in default on a Federal Loan or owe a refund on Federal Grant funds
- Not have borrowed in excess of any loan limit
- Have completed a SEAF grant application
- Be denied at least one alternative source of funding, not including Federal Title IV.

**Required Criteria Categories (must meet at least one):**

- Have exhausted federal and state grants, student loans, parent loans, and alternative loans and still have unmet need.
- Dependent student whose parent has been denied a Parent loan, are denied alternative loans and still have unmet need.
- Independent student who has exhausted federal grants, state grants, and student loans, have been denied alternative loans and still have unmet need.

**Institutional Senior Scholarship** is applicable by high school seniors or recent high school graduates who will be starting class between July and October of their graduating year. Applications are available through the school’s admissions department or [financial aid webpage](#).

- Scholarship amount is \$1,000.
- Deadline to apply is May 1<sup>st</sup>
- Must meet program entrance requirements.
- Student must stay for the duration of their program and continue to meet the requirements listed on the application to receive the full award.
- Eligibility is evaluated based on submitted application, including essay.

## Alternative Loan programs

Private Education Loans, also known as Alternative Education Loans, help bridge the gap between the actual cost of your education and the limited amount the government allows you to borrow in its programs. Private loans are offered by private lenders and there are no federal forms to complete. Eligibility for private loans often depends on your credit

qualifications. Private loan interest rates (fixed or variable) depend on multiple factors, including creditworthiness. Loan options include:

- PA Forward [Undergraduate Student Loans](#) and [Parent Loans](#)
- Sallie Mae [Career Training Smart Option Student Loans](#)

## Verification Policy

Verification is a process in which the Department of Education or the school requires certain financial documentation, including tax information, from an applicant or parent in order to verify the information on the student's FAFSA application is accurate and complete. If a student is selected for verification by the DOE or the school, Title IV aid is not disbursed until the verification requirements have been met. If the student is selected for verification the following will take place:

**Current students-** an e-mail is sent to the student with the appropriate verification worksheet attached. A read-receipt is attached to the e-mail. The e-mail will include all required documents, a deadline to return the documents (typically 2 weeks from notification), and the consequences of not returning verification documents (no aid disbursed). If the read-receipt has not been returned within a week, a phone call is made to the student. If the student cannot be contacted by telephone, a letter will be sent to the address on file detailing the same information.

**Prospective students-** a phone call will be placed to the student. If the student cannot be reached by telephone, a letter will be sent to the address on file detailing the same information as the current student letter.

After signed verification documents are received, the institution will review the student's ISIR for accuracy and, if needed, make corrections. Students will be notified of all award changes by receiving a new award letter noted as "adjusted for verification". These notifications will be sent within ten days of receiving a clean ISIR.

Should the institution have any credible evidence that an applicant for Title IV, HEA program assistance may have engaged in fraud or criminal misconduct in connection with his/her application, the Financial Aid office will forward the information to the Office of Inspector General (OIG) at <http://www.ed.gov/about/offices/list/oig/hotline.html>. Anyone who suspects fraud or misuse may make a confidential report by contacting the OIG.

## Code of Conduct for Educational Loans

The following is the school's code of conduct that prohibits any conflicts of interest in regards to the institution and educational loan providers. Great Lakes Institute of Technology (hereinafter called The Institute) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between The Institute's officers, employees or agents and education loan lenders, The Institute has adopted the following:

- The Institute does not participate in any revenue-sharing arrangements with any lender.
- The Institute does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- The Institute does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- The Institute does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. The Institute does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

- The Institute does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- The Institute recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The Institute will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- The Institute will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- The Institute will not request or accept any assistance with call center or financial aid office staffing.

## How and When Aid Will Be Distributed

Once a student has completed the required applications and met all eligibility criteria, aid is disbursed to the student's tuition account. All aid is disbursed by EFT (electronic funds transfer) each term or payment period.

- For standard term credit hour students, aid is disbursed once per term.
- For Clock Hour students, aid is first disbursed at the beginning of the academic period. Second disbursements are made once the student has completed half of the weeks and half of the hours of the academic period. A full academic period consists of at least 900 hours and 26 weeks.

Aid is first used to cover tuition and fees that have been billed to the students account. Any additional aid received can then be disbursed to the student. Credit balances from Title IV aid are disbursed to the student, by form of check, within 14 days of receipt of funds.

## Right to Cancel

Funds from Federal Student Loans and Parent PLUS Loans may be canceled prior to disbursement or within 14 days of notification that funds have been credited.

As a student or parent borrower, you have the right to cancel an entire loan or any portion or specific disbursement of any federal student or parent PLUS loan. You may submit a request to cancel a specific loan disbursement prior to the date of crediting to your account or within 14 days of notification. Contact the financial aid department to request cancellation of a loan disbursement.

## Rights and Responsibilities of Receiving Financial Aid

Students who receive financial aid have a right and responsibility to understand the following:

- Financial aid is awarded for one academic period only. Future academic periods will be packaged as students progress through their program.
- Students must reapply for student aid annually by completing the Free Application for Federal Student Aid (FAFSA) and other required applications.
- Eligibility requirements mandated by the institution and government must be met, including maintaining Satisfactory Academic Progress as defined by Great Lakes Institute of Technology.
- All Financial Aid Packages may be adjusted due to changes in funding or other events.
- Students must regularly log into their GLIT student portal and student email accounts to receive important notifications and alerts.
- Students should notify the Financial Aid office in writing of any changes to their family's financial situation as well as any aid that may be received from outside resources.
- Students are entitled to an explanation of the award process, including but not limited to; the financial aid budget, expected family contribution, and award packaging. Questions regarding any aspect of financial aid should be addressed to the Financial Aid office.

## Cost of Attendance

The costs associated with attending Great Lakes Institute of Technology can be found in the Catalog Addenda.

## Refund Policy

In the case of withdrawal, the school will calculate an institutional refund of charges on a prorated basis. For clock hour programs, charges are calculated by dividing the number of clock hours attended in the payment period by the number of hours scheduled in the payment period. For credit hour programs, charges are calculated by dividing the number of days of the term completed by the total number of days in the term. Charges are calculated based on the student's last date of attendance in the term or payment period. The following proration is applied to the tuition charges for the term or payment period from which the student withdrew:

00.1-10% completion	=	90% refund
10.1-20% completion	=	80% refund
20.1-30% completion	=	70% refund
30.1-40% completion	=	60% refund
40.1-50% completion	=	50% refund
50.1-60% completion	=	40% refund
Over 60% completion	=	No refund

## Return of Title IV

The Return of Title IV formula provides a return of unearned Title IV aid if the student withdraws before completing 60.1% of the term or payment period from which the student withdrew. For clock hour programs, earned Title IV aid is calculated by dividing the number of clock hours scheduled in the payment period by the total number of hours in the payment period. For credit hour programs, earned Title IV aid is calculated by dividing the number of days of the term completed by the total number of days in the term, based on the student's last day of recorded attendance. If a student fails to inform the school that he/she wishes to withdraw, the date of determination will be 14 calendar days after the student's last date of recorded attendance. All unearned Title IV funds will be returned by the school within 45 days from the date of determination.

Refunds of unearned Title IV aid will be made by the school in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal SEOG Grant

When a student withdraws from school, the amount of Title IV assistance earned by the student under the Return of Title IV policy must be determined first before the refund policy is performed. Students are entitled to retain or receive only that portion of federal student aid they earned based on the time in attendance. In the event that earned Title IV assistance does not cover all unpaid institutional charges, the student may be responsible for those costs.

If the amount of Federal Student Aid disbursed to the student is greater than the amount earned, all unearned funds will be returned by the school, according to the Return of Title IV policy.

If it is determined that the student has Federal Pell Grant or FSEOG that has been earned but not yet received, the school will disburse the earned amount. Federal Loan funds that are earned but not received require borrower acceptance before a post-withdrawal disbursement (PWD) can be made. PWD eligibility notification will be mailed to the student and/or parent offering them the option to accept or decline any/all of their earned loan funds. The student and/or parent must return the PWD form to the school within 14 days of the date of notification. If no response is received within this time frame, no loan disbursements will be made.

Please see the school catalog for cancellation policies as well as policies on how a student officially withdraws from the school.

## **Satisfactory Academic Progress Policy**

Great Lakes Institute of Technology has established standards of Satisfactory Academic Progress (SAP) that apply consistently to all students. Please see an updated Student Catalog for the full SAP policy.

## **Net Price Calculator**

Net Price Calculator is posted on the GLIT website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 111 which amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))). The Higher Education Opportunity Act defines net price as the net price for full-time, first-time degree/certificate-seeking students. Title IV institutions that do not enroll full-time, first-time students are not required to have a net price calculator under the HEOA.

<https://glit.edu/wp-content/uploads/2022/09/netpricecalculator.html>

# GENERAL INSTITUTION INFORMATION

## Catalog and Addenda

All applicants for admissions are provided with a catalog and addenda during the initial admissions interview. Prospective students can download the most recent catalog at [www.GLIT.edu/disclosures](http://www.GLIT.edu/disclosures) . Interested parties may also request a catalog at any time by calling the Director of Admissions at 814-864-6666. The catalog is available in both print and electronic format. At any time, a student may request an updated catalog by contacting the school director, admissions office, or financial aid office.

The catalog includes additional required disclosures, such as descriptions of academic programs including courses, instructional facilities, faculty and other instructional personnel, transfer credit policies and articulation agreements, accreditation and licensure information, and plans by the school for improving academic programs.

## Textbook and Equipment Information

The school does not publish an internet version of its schedule. Schedules are available to students via the Student Portal, once they have been cleared through the Director of Financial Aid. The school does not operate a bookstore where books are sold individually. All required books and supplies, with the exception of laptops, are provided to students at no additional cost. Laptops are required for certain programs. Please see the school catalog for more information.

Students may be eligible to obtain funds through the school in order to purchase their own laptop by the seventh day of the term or payment period. Any Title IV recipient may request funds be provided to them for the laptop when required if, 10 days prior to the start of the payment period, the school could disburse Title IV funds to the eligible student; and, if the Title IV funds were disbursed, the student would have a credit balance after institutional charges were satisfied. Students should refer to their Financial Aid Award Letter to determine if a Title IV credit balance is available for each term or payment period.

## Voter Registration Forms

Great Lakes Institute of Technology encourages all students to register to vote. The National Mail Voter Registration Form is available at the school's financial aid office and can be obtained from the U.S. Election Assistance Commission (EAC) website. The EAC is a comprehensive resource for information on the Federal elections process. Voting resources for uniformed service members and overseas citizens, including the Federal Post Card Application, a voter registration form for citizens living abroad. Tel.: (800) 438-8683 / Web site: [www.fvap.gov](http://www.fvap.gov)

At a minimum, you must be 18 years of age and a U.S. citizen to be eligible to vote. States may also have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form. State and local election offices can also provide information on voter eligibility.

You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may also be used to report a name or address change to the voter registration office or to register with a political party. You can obtain the form in person from the following public facilities: state or local election offices, the department of motor vehicles, any public facility a state has designated as a voter registration agency (such as a public library, public school, and city or county clerk's office). You may also register to vote by using your state's voter registration form.

When can I register to vote? You must register by your state's registration deadline to ensure voting eligibility. Each state has its own registration deadline. You can find this information in the "State Instructions" section of the National Mail Voter Registration Form at [www.eac.gov](http://www.eac.gov), or by contacting your state or local election office.

## Notification of Rights under FERPA

Great Lakes Institute of Technology strictly adheres to federal legislation regarding the release of education records in accordance with the Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 1232g; 34 CFR Part 99). FERPA affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the Director of Education, a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. While you may request a listing of all of the exceptions, the two most common of these exceptions to the prior consent rule are as follows:

(a). The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with "legitimate educational interests." A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted as its agent to provide a service (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

(b). Unless directed otherwise in writing by students, the school may disclose without consent "directory information." Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school defines directory information to include, but not necessarily be limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attendance.

Students may opt out of the school's disclosure of directory information. If you do not want the school to disclose directory information from your education records without your written consent, you must notify the school in writing to the Great Lakes Director of Education within 10 days of the first date of attendance.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-5901

In all cases, Great Lakes will use all reasonable methods to authenticate information requests in order to reduce the risk of unauthorized or otherwise unintentionally harmful disclosure.

## Copyright Policy

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading

substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

Unauthorized peer-to-peer file sharing may be subject the student to civil and criminal liabilities. Students who engage in illegal downloading, unauthorized peer-to-peer file sharing, or unauthorized distribution of copyrighted materials using the school’s information technology system are subject to disciplinary actions, up to and including probation or termination. For more information on the Student Code of Conduct, see the school’s catalog.

## **Constitution Day**

September 17 is Constitution Day, in place to commemorate the September 17, 1787, signing of the United States Constitution. Each educational institution that receives Federal funds is required to hold an educational program about the U.S. Constitution for its students. On September 17 each year, the school provides a presentation which describes the purpose of the Constitution, the three branches of government, and the evolution and fluidity of the document. Voter registration forms are distributed.

# STUDENT OUTCOMES

## Graduation, Employment, and Exam Pass Rates

Updated 9/2022

The following graduate, employment, and certification rates are part of the ACCSC Annual Report for October 2022. The school does not advertise job placement rates as a means of recruiting students. Rates are calculated using the ACCSC recommended formula. Exclusions to the “Students Available for Graduation” include death, incarceration, or active military service deployment. Exclusions to the “Graduates Available for Employment” include furthering education, death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin. The reporting period used is determined by the length of the program, measured in months. For more up to date data, please contact the main office.

Program	Timeframe: Students Starting In Range	Students Available for Graduation	Graduates within allowable timeframe	ACCSC Graduation Rate	Graduates Available for Employment	Graduates Employed in Related Field	ACCSC Graduate Employment Rate
Cosmetology Operator	3/2020 – 2/2021	62	33	53%	32	22	69%
Cosmetology Operator (evening)	1/2019 – 12/2019	9	3	33%	3	3	100%
Cosmetology Teacher	7/2020 – 6/2021	4	1	25%	1	1	100%
Dental Assistant	1/2020 – 12/2020	30	22	73%	20	17	85%
Diagnostic Medical Sonographer (AST)	12/2018 – 11/2019	22	17	77%	17	15	88%
Esthetician	9/2020 – 8/2021	45	36	80%	36	19	53%
Massage Therapist	3/2020 – 2/2021	24	17	71%	17	13	76%
Medical Assistant	1/2020 – 12/2020	47	29	62%	29	22	76%
Nail Technician	10/2020 – 9/2021	33	25	76%	25	8	32%
Practical Nursing	7/2019 – 6/2020	54	32	59%	30	24	80%
Practical Nursing (evening)	12/2018 – 11/2019	8	3	38%	3	3	100%
Surgical Technologist (AST)	3/2019 – 2/2020	19	9	47%	9	9	100%
Veterinary Assistant	1/2020 – 12/2020	23	9	39%	9	7	78%

The following programs require licensure for employment in Pennsylvania. Rates reported align with ACCSC chart above.

Program	Timeframe	Graduates Attempted Exam	Graduates Passed Exam	Exam pass rate
Cosmetology Operator	3/2020 – 2/2021	15	15	100%
Cosmetology Operator (evening)	1/2019 – 12/2019	2	2	100%
Cosmetology Teacher	7/2020 – 6/2021	1	1	100%
Esthetician	9/2020 – 8/2021	24	24	100%
Massage Therapist	3/2020 – 2/2021	16	12	75%
Nail Technician	10/2020 – 9/2021	15	15	100%
Practical Nursing	7/2019 – 6/2020	29	22	76%
Practical Nursing (evening)	12/2018 – 11/2019	3	3	100%

### Employment Opportunities

A selection of employers that have hired graduates in fields closely related to their education can be found in the table below. The list is a sampling of employers only.

Program	Sample Employers
Cosmetology Operator, Cosmetology Teacher	The Salon by InStyle inside JCPenney; Famous Hair, SmartStyle; Super Cuts; Great Clips, Regis Salon; Headcases; European Wax Center; Nail Creations; Ulta; Beauty Bar by Michelle and Andrea; Expressions Salon and Spa; Coventina Day Spa; Focal Point Day Spa and Salon;

Dental Assistant	Plaza Dental Associates; Orlando Family Dentistry; Summit Family Dentistry; LECOM; Iszkula Orthodontics; North East Dental Arts; Armanini, Kolodychak & Basile, LLC Oral and Maxillofacial Surgery; Beautiful Smiles; Family Dentistry; Peach Street Dental and Dentures;
Diagnostic Medical Sonographer	UPMC Hamot; UPMC Magee Womens Hospital; UPMC Chautauqua at WCA Hospital; UPMC Passavant; Allegheny Health Network/Saint Vincent Health System; Millcreek Community Hospital; Warren General Hospital; Westfield Memorial Hospital; Ashtabula County Medical Center;
Health Information Technologist	UPMC Hamot; Hamot Surgery Center; Allegheny Health Network/Saint Vincent Health System; Millcreek Community Hospital; Affiliated Counseling Services;
Massage Therapist	Massage Envy; Professional Massage Therapy and Reflexology of Erie; Monacella Massage; A Compassionate Hart Massage Therapy; Coventina Day Spa; Peace, Love and Wellness; Total Evolution; Therapeutic Massage of Warren;
Medical Assistant	UPMC Hamot; UPMC Heart and Vascular; UPMC Children’s Community Pediatrics; Allegheny Health Network/Saint Vincent Health System; Allegheny Health Network/Saint Vincent Medical Group; ACL – Associated Clinical Laboratories; LECOM Senior Living Center; LECOM Health/Medical Associates of Erie; Community Health Net; Shriners Hospital for Children;
Practical Nursing	Presbyterian Senior Care Network, LECOM Health Nursing and Rehabilitation Center; LECOM Senior Living Center; Edinboro Manor; Twinbrook HCRC; Sarah Reed Senior Living; Millcreek Community Hospital; Wexford Health/Erie County Prison; Peditria Healthcare;
Surgical Technologist	UPMC Hamot; UPMC Magee Womens Hospital; UPMC Hamot Surgery Center; Allegheny Health Network/Saint Vincent Health System; Saint Vincent Surgery Center; Meadville Medical Center; Brooks Memorial Hospital/Upper Allegheny Health System; Village SurgiCenter;
Veterinary Assistant	Humane Society of NWPA; A.N.N.A. Shelter; Millcreek Animal Hospital; Erie Animal Hospital; Pet Animal Hospital; Wintergreen Animal Hospital; Choice Pets Vet Care; The Animal Clinic; Paws n’ Claws Playcare and Styling S’paw; Madison Veterinary Hospital;

## CAAHEP Graduate Achievement Data

Updated 9/2022

### Surgical Technologist 2022 Annual Report

Timeframe: 8/1/2020 – 7/31/2021

47% Retention Rate (19 admitted, 9 graduated)

67% CST Pass Rate (9 tested, 6 passed exam)

100% Graduate Placement Rate (9 graduated, 9 employed in the field)

### Diagnostic Medical Sonographer 2022 Annual Report

Timeframe: 1/2021 – 12/2021 Graduates

71% Student Retention (24 admitted, 17 graduated)

94% Graduate Placement (17 graduated, 16 employed in field)

73% ABD Credential Rate (11 taking ABD exam, 8 earning credential)

40% OBGYN Credential Rate (10 taking OBGYN exam, 4 earning credential)

## Massage Therapist Outcomes

Updated 9/2022

The PA State Board of Massage Therapy requires schools to disclose two years of annual MBLEx pass rates.

Category	Total Exams	Total Passed	Passing Rate
2021 All	28	16	57.1%
2021 First Time Exam	19	13	68.4%
2021 Re-Exam	9	3	33.3%
2020 All	19	12	63.0%
2020 First Time Exam	17	12	70.6
2020 Re-Exam	2	0	0.0%

## Retention and Graduation Rates

Updated 7/2022

**20 U.S.C. §1092 (a)(1)(U) First-to-Second Year Retention Rate** of first-time degree-seeking undergraduates: Fall 2020

Percentage of students who began in Fall 2020 and returned in Fall 2021: 76%

**20 U.S.C. §1092 (a)(1)(L) Overall Graduation Rate.** The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled. Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. The school does not track students who transfer to another institution.

### 2021 IPEDS Graduation Rate Component Data Summary

Overall Graduation Rate	61%
Total students in cohort	193
Total completers within 150%	118

## Student Body Diversity

Updated 7/2022

Federal requirement **20 U.S.C. §1092 (a)(1)(Q)** requires institutions to disclose student body diversity information. Data is from the Fall 2020 IPEDS survey collection and part of the school's College Navigator data found at:

<https://nces.ed.gov/collegenavigator/?q=great+lakes+institute&s=all&id=213181>

### Fall 2020 Undergraduate Student Characteristics

Male	6%
Female	94%

### Self-identified member of a major racial or ethnic group

American Indian or Alaskan Native	0%
Asian	3%
Black of African American	12%
Hispanic/Latino	5%
Native Hawaiian	0%
White	73%
Two or more races	5%
Race/ethnicity unknown	1%
Non-resident alien	0%

First time, Full time Pell Recipients (2020-21) 65%

# HEALTH AND SAFETY

## Vaccination and Infection Control Policy

Great Lakes Institute of Technology cares about the health and well-being of all students and employees. The school encourages all students to schedule an appointment with a physician prior to beginning classes. Certain programs require vaccinations in order to participate in the clinical rotations or externships. These vaccinations and immunizations vary by program and by clinical site. If the student has any concerns relating to vaccinations, he or she should contact the program director for more information.

The school recommends that all students have a physical examination and ensure they are current on all immunizations as recommended by their physician. With the exception of the Practical Nursing program, proof of immunizations are not required for acceptance to the program, but they may be required for continued enrollment and for completion of the clinical portion of the other programs. Please see the school catalog for details on the Practical Nursing entrance requirements. The Center for Disease Control (CDC) highly recommends that traditional aged college students (age 17-24) receive both the Hepatitis B and Meningococcal immunizations. For more information on diseases and the vaccines associated with them, please visit the CDC website.

Infection control is the responsibility of each student, faculty, and staff member. Everyone should understand the methods of disease transmission and practice standard precautions in order to effectively control types of infections. Since a medical history and examination cannot reliably identify all patients infected with blood-borne pathogens or other communicable diseases, blood and body-fluid precautions should be consistently used.

All employees and students should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. Gloves should be worn for touching blood/body fluids, mucous membranes or non-intact skin, when handling items or surfaces soiled with blood or body fluids, and when performing venipuncture or other vascular access procedures. Protective eyewear and masks should be worn during procedures that are likely to generate splashes of blood or other body fluids. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. When performing life-saving CPR, disposable mouth-piece/Ambubags should be worn to minimize the risk of Transmissions

Blood borne pathogens can enter your body in a variety of ways. Possible means of transmission are:

- Cutting yourself with contaminated needles, scalpels or broken glass
- Splashing of contaminated secretions onto open cuts, nicks, abrasions and into mucous membranes of the nose, mouth and eyes
- Indirect transmission by touching a contaminated object and transferring the infectious material onto the mouth, skin, etc. Surfaces and objects can be contaminated with Hepatitis B and not show visible signs of contamination

You may not be able to tell for sure which patients carry a blood-borne pathogen. Many people carry blood-borne infections without visible symptoms and without even knowing it. It takes just one exposure to become infected. The best way to protect yourself is to follow standard precautions guidelines and treat all blood and body fluids as infectious.

Hepatitis B and Human Immunodeficiency Virus (HIV) may be present in body fluids such as saliva, semen, vaginal secretions, pericardial fluid, pleural fluid or any other body fluids with visible blood contamination. It can also be found in tissues or organs of patient infected with the virus.

Employees and students should follow the medical facility's policy for infection control when attending field trips, job shadows, clinical rotations, and externship offsite.

# Annual Security Report – Great Lakes Institute of Technology, Main Campus

Updated 09/2022

Great Lakes Institute of Technology is providing the following information to all of its employees, prospective students, and enrolled students as part of the school’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and subsequent amendments, including the Violence Against Women Reauthorization Act of 2013 (VAWA).

If you should have questions about any of the information provided in the Annual Security Report (ASR), please contact the **CEO Eric Berrios at 814-864-6666**. Mail can be sent to the main campus at 5100 Peach Street, Erie PA 16509 or [info@glit.edu](mailto:info@glit.edu). In the event that Mr. Berrios is unavailable, you may also contact the school’s Director of Education at the main campus.

## School Property – Main Campus

For purposes of collecting statistics on reportable crimes for submission to the US Department of Education and for inclusion in the school’s Annual Security Report, Clery Geography includes buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus.

“Campus Property” of Great Lakes Institute of Technology is defined as the building located at the corner of Lehigh Street and Peach Street, also known as 5100 Peach Street, in Erie, Pennsylvania.

“Public Property” includes the adjacent parking lot and surrounding as well as the student parking lot located between Lehigh Street, Washington Avenue, and W Gore Road.

## Campus Crime Statistics – Main Campus

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Great Lakes Institute of Technology compiles the crime statistic annually by gathering all reported data and prepares the report for the employees and students. The statistics consist of the three most recently completed calendar years. Moreover, local police agencies are contacted by the compliance department to maintain a working relationship and formulate statistics for the annual crime statistics report. The following statistics show the total criminal offenses, including hate crimes, and arrests/referrals for campus disciplinary action that occurred on the School’s campus and surrounding public property.

Offenses	2019		2020		2021	
	Campus	Public	Campus	Public	Campus	Public
Criminal homicide, including murder, non-negligent manslaughter, and negligent manslaughter	0	0	0	0	0	0
Sex offenses including rape, fondling, incest, and statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Unfounded Offenses	0	0	0	0	0	0
Hate Crimes*						
Total Hate Crimes*	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	NA	NA	0	0	0	0
Dating Violence	NA	NA	0	0	0	0
Stalking	NA	NA	0	0	0	0

Arrests and Referrals for Disciplinary Action						
Weapons violations	0	0	0	0	0	0
Drug law violations	0	0	0	0	1	0
Liquor law violations	0	0	0	0	0	0
Referred for campus disciplinary action for liquor law violations	0	0	0	0	0	0
Referred for campus disciplinary action for drug law violations	0	0	0	0	0	0
Referred for campus disciplinary action for illegal weapons possession.	0	0	0	0	0	0

Hate Crimes –2019/2020/2021 – Campus and Public Property**								
	Race	Gender	Gender Identity	Religion	Sexual orientation	Ethnicity	National Origin	Disability
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses including rape, fondling, incest, and statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

\* Hate crimes must be recorded by category of bias. For each hate crime recorded in the above chart, the school will identify the specific crime, the category of bias that motivated the crime, the location, and the year. For the purposes of this report, the categories of bias include the victim's actual or perceived biases identified in the chart below.

\*\* In 2019, 2020 and 2021, no hate crimes have been reported. In the event any hate crimes are reported, they will be further broken down into the required categories and disclosed by year and by location.

### Procedures for Reporting Criminal Actions and Emergencies

A safe environment is everyone's responsibility. In the event of fire or medical emergencies, dial 911 first and then immediately notify the campus administration. Students and employees should accurately and promptly report all criminal actions, suspicious activities, and emergencies occurring on or around Great Lakes Institute of Technology properties to the campus administrators either in person or by calling (814) 864-6666 for purposes of making timely warning reports and inclusion in the annual statistical disclosure.

The following individuals are considered campus security authorities in accordance with regulations should be notified in the following order.

1. Interim CEO, Andrea Campbell, 814-864-6666
2. Director of Education, Valerie Meade, 814-864-6666

School administrators will take appropriate action to address all reports in a timely, efficient, and confidential matter. Campus security authorities have no authority to make arrests.

### **Confidentiality**

Victims and bystanders/witnesses have the right to report these matters voluntarily and confidentially either in person or by calling the main office. When the victim of a crime elects or is unable to make such a report, employees and students are encouraged to accurately and confidentially make a report on his/her behalf either in person, via phone, or via email. Names of the reporters will not be recorded, unless the reporter has partaken of any criminal activities, but the criminal offense will be included in the statistics.

If a victim/bystander discloses an incident to the school but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the school honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. The Coordinator will make the determination regarding requests for confidentiality with collaboration by the school administrators. If the Coordinator determines that the maintaining a victim/bystander's confidentiality would place others at risk, the school will inform the victim/bystander prior to starting the investigation and only share information with people responsible for handling the school's response. The school will take steps to protect the victim from retaliation or harm and work with the victim in creating a safety plan.

The institution will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. A crime log which records the date the crime was reported, any crime that occurred within the Public and Campus property, the nature of the crime, date, time, and general location of each crime, and the disposition of the complaint, if known, will be available for the most recent 60-day period open to public inspection during normal business hours.

Any criminal activity is documented on an Incident Report and is reported to local police authorities. Copies of Incident Reports are kept in a secure location in the business office at the main campus. It is the policy of Great Lakes Institute of Technology that all criminal acts be reported to local authorities as required by law.

### **Annual Disclosures**

The Great Lakes Institute of Technology Annual Security Report (ASR) is prepared and distributed to every student and employee on or before October 1 annually via electronic transmissions, and is available to prospective employees and students at their request. An electronic copy of the report is also located on the school's web site at [www.GLIT.edu/disclosures](http://www.GLIT.edu/disclosures) as part of the downloadable Consumer Information Guide. A paper copy of the Guide is available upon request by calling the main campus. As a secondary measure to ensure proper notification, a copy of the Consumer Information Guide and ASR is also distributed to all enrolling students during orientation. The school's Safety Committee reviews the Annual Security Report annually and compiles statistics each August.

### **Access to Campus Property – Main Campus**

Access to school facilities is limited to authorized personnel, students, and invited visitors. Visitors are expected to register at the reception desk upon arrival, and are at all times subject to the school's policies and code of conduct. Students and employees are responsible for the conduct of their guests.

The campus hours are:      Monday-Friday                      7:00 a.m. to 5:00 p.m.  
                                         Saturday-Sunday                      Closed

The school does not have campus residences.

### **Law Enforcement and Local and State Police**

The school does not use campus law enforcement or security personnel. The school does not employ counselors. The campus maintains a close working relationship with the Pennsylvania State Police, City of Erie Police Department, and Millcreek Police Department to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. The school does not have a written memorandum between the institution and the State or local police agencies.

### **Programs to Inform Students and Employees about Campus Security**

All employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students. All new students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates.

In pursuit of this policy all employees shall be required to:

1. Read and understand the policies and procedures outlined in the Annual Security Report, Consumer Information Guide, Personnel Policy Handbook, and School Catalog
2. Keep all unsupervised and unoccupied areas locked at all times
3. Routinely check the alarm systems, camera systems, and security lighting to ensure their operational effectiveness
4. Report immediately to the Director any suspicious activities that relate to the school or of its properties, regardless of how minor these may seem. If the Director is not available, you may contact the Receptionist at (814) 864-6666 and the Pennsylvania State Police by dialing 911.
5. Notify the Director if a student becomes ill or is injured while at the campus.
6. Be familiar with all the school's procedures regarding the handling of any accidents or criminal activities.
  - a. Immediately determine the condition of any involved employees, students, or other parties
  - b. Notify the appropriate authorities by calling 911
  - c. Ensure that entrance to the building in the evening is restricted to the south entrance.
  - d. Accurately and promptly file an Incident Report with the main campus
  - e. Investigate and report property damage or theft
  - f. Obtain a copy of the police report
  - g. Obtain information from witnesses

All Students are required to:

1. Upon enrollment, report to the school any physical condition that may require immediate medical attention.
2. Read and understand the policies and procedures outlined in the Annual Security Report, Consumer Information Guide, Student Handbook, and School Catalog.
3. Gain knowledge of any announcements, newsletter, emails, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

### **Off Campus Student Activities**

Should a student or employee be a victim of injury or crime during an off campus, school-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible. The school does not have any non-campus locations of student organizations officially recognized by the institution.

## Emergency Response Policy – Main Campus

When an emergency situation occurs, the following people will serve as the Emergency Coordinator and are responsible for carrying out the actions as described.

1. Andrea Campbell, Interim CEO
2. Valerie Meade, Director of Education

### Determination and Notification of Immediate Threats

The Coordinator will be responsible for contacting local authorities or experts in order to report an emergency, assess the situation, and determine an appropriate response. The Coordinator will then determine whether an emergency exists that requires activation of the emergency procedures. The Coordinator will also oversee the emergency procedures, notify and coordinate with outside emergency services, and direct shutdown of utilities or operations, if necessary. It is critical that employees know who the Coordinator is on site at all times and understand that this person has the authority to make decisions during emergencies.

The Coordinator will determine the appropriate segments of the campus to receive a notification, and determine the content of the notification. A system of codes will be used to determine the type of emergency, which is located on the reverse side of the student ID badges and posted near the exits of each workspace. The Emergency Coordinator will initiate the notification.

The school will make timely reports to the campus community on crimes considered to be a threat to other students and employees that are reported to campus officials or local law police agencies. Such reports will be provided to students and employees via Email and/or Web Alert accessible through the Student and Faculty Portal ([my.glit.edu](http://my.glit.edu)) in a timely manner. Notifications will withhold the names and other identifying information of the victims as confidential in an effort to aid in the prevention of similar occurrences. When a threat occurs outside of regular business hours and classes must be delayed/cancelled, a notification will be placed using the school's Faculty and Staff Portal ([www.glit.edu](http://www.glit.edu)) and notice will be posted on the student services social media page.

If there is an immediate threat, the school will follow its emergency notification procedures. The school may or may not be able to issue a timely warning based on the circumstances; however, the school will provide adequate follow-up information to the campus community as needed.

The institution will, without delay, and taking into account the safety of the students, employees, and guests, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency;

### Evacuation Procedures

If the emergency or threat requires building evacuation, the Emergency Coordinator will lead and coordinate the emergency plan and evacuation. Emergency evacuation routes and exits are posted in each classroom and workspace.

Instructors are responsible for assisting their students in evacuation, particularly those with disabilities. Instructors should follow the evacuation path posted in the classroom. Instructors teaching outside their regularly scheduled classroom should acquaint themselves with the emergency procedures specific to that classroom or workspace. Upon leaving the classroom, the instructor should take the student sign-in sheets. Once evacuated, instructors will perform a head-count of students in their class. The receptionist should take the guest sign-in sheet, and upon evacuation, perform a head-count of all visitors who are signed in to the workplace. Department managers in administration should perform a count of everyone in their department,

once evacuated. Names and last-known locations of those not accounted for should be passed on to the Emergency Coordinator immediately.

More detailed information relating to evacuation procedures, including an annual review, can be found in the main office.

The school will document the effectiveness of the annual evacuation procedures test, including a description of the exercises, parties involved, the date and time, and whether it was announced or unannounced. The documentation will be used to evaluate and improve future emergency response procedures.

### **Annual Test of Emergency Response**

The school will test the emergency response and evacuation procedures at least once annually by conducting an emergency drill and appropriate follow-through activities designed for assessment of the plan. This includes not only testing the notification system but also the overall emergency response procedures. The day and time of the annual drill may or may not be announced to all employees and students. Documentation of the annual emergency drill will include a narrative by the Emergency Coordinator as well as evaluation forms completed by representatives of those involved.

Emergency Response Procedures are included in the school's Annual Security Report, which is distributed to all new students at orientation, new employees upon initial hire, and to all current student and employees each July 1 and October 1.

### **Drug and Alcohol Statement of Policy**

Local, federal and Pennsylvania laws regarding the possession, use, and sale of alcoholic beverages are strictly prohibited. Alcoholic beverages are prohibited on campus or during campus-sponsored activities. Students caught drinking on campus under the age of 21 will be referred to the local police for disciplinary actions. Any student, regardless of age, who is caught under the influence or in possession of alcoholic beverages on campus or during campus sponsored activities will be subject to disciplinary actions up to and including probation and termination.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. This prohibition applies while on the property of the school or when participating in any institutional activity.

Students or employees who violate this policy will be subject to disciplinary action up to, and including, suspension or termination. The Student Services department is available to provide more information about drug and alcohol policies.

### **Drug/Alcohol-Abuse Education Program**

As a participant of Title IV student aid programs, the school has a drug and alcohol abuse prevention program available to all students and employees. This "Drug Free School and Community Statement" can be obtained from school officials or by calling 814-864-6666. A copy of this statement is included in the Consumer Information Guide and reviewed during orientation. The Guide is also available on the school's web site at <http://www.glit.edu/disclosures>. Paper copies are available upon request.

# Annual Security Report – TONI&GUY Hairdressing Academy, Satellite Facility

Revised 09/2022

Great Lakes Institute of Technology is providing the following information to all of its employees, prospective students, and enrolled students as part of the school’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and subsequent amendments, including the Violence Against Women Reauthorization Act of 2013 (VAWA).

If you should have questions about any of the information provided in the Annual Security Report (ASR), please contact the CEO Eric Berrios at 814-864-6666. Mail can be sent to the main campus at 5100 Peach Street, Erie PA 16509 or info@glit.edu. In the event that Mr. Berrios is unavailable, you may also contact the school’s Director of Education at the main campus or Melissa Carpenter at the satellite facility.

## School Property – Satellite Facility

For purposes of collecting statistics on reportable crimes for submission to the US Department of Education and for inclusion in the school’s Annual Security Report, Clery Geography includes buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus.

TONI&GUY Hairdressing academy “Campus Property” is defined as the property located at 1980 Edinboro Road, Erie PA, in the Millcreek Mall Complex. “Public Property” is the sidewalks and student parking area located directly adjacent to the property.

## Campus Crime Statistics – Satellite Facility

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Great Lakes Institute of Technology compiles the crime statistic annually by gathering all reported data and prepares the report for the employees and students. The statistics consist of the three most recently completed calendar years. Moreover, local police agencies are contacted by the compliance department to maintain a working relationship and formulate statistics for the annual crime statistics report. The following statistics show the total criminal offenses, including hate crimes, and arrests/referrals for campus disciplinary action that occurred on the School’s campus and surrounding public property.

Offenses	2019		2020		2021	
	Campus	Public	Campus	Public	Campus	Public
Criminal homicide, including murder, non-negligent manslaughter, and negligent manslaughter	0	0	0	0	0	0
Sex offenses including rape, fondling, incest, and statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Unfounded Offenses	0	0	0	0	0	0
Hate Crimes*						
Total Hate Crimes*	0	0	0	0	0	0
VAWA Offenses						
Domestic Violence	NA	NA	0	0	0	0
Dating Violence	NA	NA	0	0	0	0

Stalking	NA	NA	0	0	0	0
<b>Arrests and Referrals for Disciplinary Action</b>						
Weapons violations	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Referred for campus disciplinary action for liquor law violations	0	0	0	0	0	0
Referred for campus disciplinary action for drug law violations	0	0	0	0	0	0
Referred for campus disciplinary action for illegal weapons possession.	0	0	0	0	0	0

<b>Hate Crimes –2019/2020/2021 – Campus and Public Property**</b>								
	Race	Gender	Gender Identity	Religion	Sexual orientation	Ethnicity	National Origin	Disability
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses including rape, fondling, incest, and statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

\* Hate crimes must be recorded by category of bias. For each hate crime recorded in the above chart, the school will identify the specific crime, the category of bias that motivated the crime, the location, and the year. For the purposes of this report, the categories of bias include the victim's actual or perceived biases identified in the chart below.

\*\* No hate crimes have been reported. In the event any hate crimes are reported, they will be further broken down into the required categories and disclosed by year and by location.

### **Procedures for Reporting Criminal Actions and Emergencies**

A safe environment is everyone’s responsibility. In the event of fire or medical emergencies, dial 911 first and then immediately notify the campus administration. Students and employees should accurately and promptly report all criminal actions, suspicious activities, and emergencies occurring on or around campus properties to the campus administrators either in person or by calling (814) 864-6666 for purposes of making timely warning reports and inclusion in the annual statistical disclosure.

The following individuals who are campus security authorities in accordance with regulations should be notified in the following order.

1. Andrea Campbell, Interim CEO, 814-864-6666
2. Crystal Burlingame, Academy Director, 814-452-1900
3. Brandon Blackmer, Academy Director of Education, 814-452-1900

School administrators will take appropriate action to address all reports in a timely, efficient, and confidential matter. Campus security authorities have no authority to make arrests.

### **Confidentiality**

Victims and bystanders/witnesses have the right to report these matters voluntarily and confidentially either in person or by calling the main office. When the victim of a crime elects or is unable to make such a report, employees and students are encouraged to accurately and confidentially make a report on his/her behalf either in person, via phone, or via email. Names of the reporters will not be recorded, unless the reporter has partaken of any criminal activities, but the criminal offense will be included in the statistics.

If a victim/bystander discloses an incident to the school but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the school honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. The Coordinator will make the determination regarding requests for confidentiality with collaboration by the school administrators. If the Coordinator determines that the maintaining a victim/bystander's confidentiality would place others at risk, the school will inform the victim/bystander prior to starting the investigation and only share information with people responsible for handling the school's response. The school will take steps to protect the victim from retaliation or harm and work with the victim in creating a safety plan.

The institution will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. A crime log which records the date the crime was reported, any crime that occurred within the Public and Campus property, the nature of the crime, date, time, and general location of each crime, and the disposition of the complaint, if known, will be available for the most recent 60-day period open to public inspection during normal business hours.

Any criminal activity is documented on an Incident Report and is reported to local police authorities. Copies of Incident Reports are kept in a secure location in the business office at the main campus. It is the policy of Great Lakes Institute of Technology that all criminal acts be reported to local authorities as required by law.

### **Annual Disclosures**

The Great Lakes Institute of Technology Annual Security Report (ASR) is prepared and distributed to every student and employee on or before October 1 annually via electronic transmissions, and is available to prospective employees and students at their request. An electronic copy of the report is also located on the school's web site at [www.GLIT.edu/disclosures](http://www.GLIT.edu/disclosures) as part of the downloadable Consumer Information Guide. A paper copy of the Guide is available upon request by calling the main campus. As a secondary measure to ensure proper notification, a copy of the Consumer Information Guide and ASR is also distributed to all enrolling students during orientation. The school's Safety Committee reviews the Annual Security Report annually and compiles statistics each August.

### **Access to Campus Property – Satellite Facility**

Access to school facilities is limited to authorized personnel, students, and invited visitors. Visitors are expected to register at the reception desk upon arrival, and are at all times subject to the school's policies and code of conduct. Students and employees are responsible for the conduct of their guests.

The campus hours are:

Monday - Thursday	8:00 am to 4:00 pm & 5:00 pm to 9:30 pm
Friday	8:00 am to 4:00 pm
Saturday - Sunday	Closed

The school does not have campus residences.

### **Law Enforcement and Local and State Police**

The school does not use campus law enforcement or security personnel. The school does not employ counselors. The campus maintains a close working relationship with the Pennsylvania State Police, City of Erie Police Department, and Millcreek Police Department to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. The school does not have a written memorandum between the institution and the State or local police agencies.

### **Programs to Inform Students and Employees about Campus Security**

All employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students. All new students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates.

In pursuit of this policy all employees shall be required to:

1. Read and understand the policies and procedures outlined in the Annual Security Report, Consumer Information Guide, Personnel Policy Handbook, and School Catalog
2. Keep all unsupervised and unoccupied areas locked at all times
3. Routinely check the alarm systems, camera systems, and security lighting to ensure their operational effectiveness
4. Report immediately to the Director any suspicious activities that relate to the school or of its properties, regardless of how minor these may seem. If the Director is not available, you may contact the Receptionist at (814) 864-6666 and the Pennsylvania State Police by dialing 911.
5. Notify the Director if a student becomes ill or is injured while at the campus.
6. Be familiar with all the school's procedures regarding the handling of any accidents or criminal activities.
  - a. Immediately determine the condition of any involved employees, students, or other parties
  - b. Notify the appropriate authorities by calling 911
  - c. Ensure that entrance to the building in the evening is restricted to the south entrance.
  - d. Accurately and promptly file an Incident Report with the main campus
  - e. Investigate and report property damage or theft
  - f. Obtain a copy of the police report
  - g. Obtain information from witnesses

All Students are required to:

4. Upon enrollment, report to the school any physical condition that may require immediate medical attention.
5. Read and understand the policies and procedures outlined in the Annual Security Report, Consumer Information Guide, Student Handbook, and School Catalog.
6. Gain knowledge of any announcements, newsletter, emails, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

### **Off Campus Student Activities**

Should a student or employee be a victim of injury or crime during an off campus, school-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible. The school does not have any non-campus locations of student organizations officially recognized by the institution.

## Emergency Response Policy – Satellite Facility

When an emergency situation occurs, the following people will serve as the Emergency Coordinator and are responsible for carrying out the actions as described.

1. Crystal Burlingame, Academy Director
2. Andrea Campbell, Interim CEO

### Determination and Notification of Immediate Threats

The Coordinator will be responsible for contacting local authorities or experts in order to report an emergency, assess the situation, and determine an appropriate response. The Coordinator will then determine whether an emergency exists that requires activation of the emergency procedures. The Coordinator will also oversee the emergency procedures, notify and coordinate with outside emergency services, and direct shutdown of utilities or operations, if necessary. It is critical that employees know who the Coordinator is on site at all times and understand that this person has the authority to make decisions during emergencies.

The Coordinator will determine the appropriate segments of the campus to receive a notification, and determine the content of the notification. A system of codes will be used to determine the type of emergency, which is located on the reverse side of the student ID badges and posted near the exits of each workspace. The Emergency Coordinator will initiate the notification.

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If there is an immediate threat, the school will follow its emergency notification procedures. The school may or may not be able to issue a timely warning based on the circumstances; however, the school will provide adequate follow-up information to the campus community as needed.

The institution will, without delay, and taking into account the safety of the students, employees, and guests, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency;

### Evacuation Procedures

If the emergency or threat requires building evacuation, the Emergency Coordinator will lead and coordinate the emergency plan and evacuation. Emergency evacuation routes and exits are posted in each classroom and workspace.

Instructors are responsible for assisting their students in evacuation, particularly those with disabilities. Instructors should follow the evacuation path posted in the classroom. Instructors teaching outside their regularly scheduled classroom should acquaint themselves with the emergency procedures specific to that classroom or workspace. Upon leaving the classroom, the instructor should take the student sign-in sheets. Once evacuated, instructors will perform a head-count of students in their class. The receptionist should take the guest sign-in sheet, and upon evacuation, perform a head-count of all visitors who are signed in to the workplace. Department managers in administration should perform a count of everyone in their department,

once evacuated. Names and last-known locations of those not accounted for should be passed on to the Emergency Coordinator immediately.

More detailed information relating to evacuation procedures, including an annual review, can be found in the main office.

The school will document the effectiveness of the annual evacuation procedures test, including a description of the exercises, parties involved, the date and time, and whether it was announced or unannounced. The documentation will be used to evaluate and improve future emergency response procedures.

### **Annual Test of Emergency Response**

The school will test the emergency response and evacuation procedures at least once annually by conducting an emergency drill and appropriate follow-through activities designed for assessment of the plan. This includes not only testing the notification system but also the overall emergency response procedures. The day and time of the annual drill may or may not be announced to all employees and students. Documentation of the annual emergency drill will include a narrative by the Emergency Coordinator as well as evaluation forms completed by representatives of those involved.

Emergency Response Procedures are included in the school's Annual Security Report, which is distributed to all new students at orientation, new employees upon initial hire, and to all current student and employees each October 1.

### **Drug and Alcohol Statement of Policy**

Local, federal and Pennsylvania laws regarding the possession, use, and sale of alcoholic beverages are strictly prohibited. Alcoholic beverages are prohibited on campus or during campus-sponsored activities. Students caught drinking on campus under the age of 21 will be referred to the local police for disciplinary actions. Any student, regardless of age, who is caught under the influence or in possession of alcoholic beverages on campus or during campus sponsored activities will be subject to disciplinary actions up to and including probation and termination.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. This prohibition applies while on the property of the school or when participating in any institutional activity.

Students or employees who violate this policy will be subject to disciplinary action up to, and including, suspension or termination. The Student Services department is available to provide more information about drug and alcohol policies.

### **Drug/Alcohol-Abuse Education Program**

As a participant of Title IV student aid programs, the school has a drug and alcohol abuse prevention program available to all students and employees. This "Drug Free School and Community Statement" can be obtained from school officials or by calling 814-864-6666. A copy of this statement is included in the Consumer Information Guide and reviewed during orientation. The Guide is also available on the school's web site at <http://www.glit.edu/disclosures>. Paper copies are available upon request.

## **Title IX**

Updated 1/2023

The school is dedicated to provide a safe learning environment, and as such, has developed the following additional policies and procedures to comply with Title IX and Violence Against Women Reauthorization Act (VAWA). Policies apply to both the Main Campus and Satellite Facility. The school also is dedicated to providing a safe and positive environment for any bystander that intervenes to prevent harm when there is a

risk of violence. The school prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking on or around school property.

What is Title IX?

Title IX prohibits discrimination on the basis of sex at schools who receive federal funding. It is the law that protects against sexual misconduct in schools. Prohibited behaviors included under Title IX are:

- Sexual Assault
- Sexual Harassment
- Intimate-Partner Violence, including Dating Violence and Domestic Violence
- Stalking, including cyber-stalking

This prohibited conduct can affect all genders, gender identities and sexual orientations.

Anyone, including a third party, may make a report concerning sexual misconduct. People are encouraged to report sexual misconduct as soon as possible to allow Great Lakes Institute of Technology to respond promptly and effectively. Great Lakes is required by law to respond to all reports of sexual misconduct. The reports will go to the Title IX Coordinator.

#### **Title IX Coordinators**

Dr. Krysta Rives  
KrystaR@glit.edu  
814.864.6666

Valerie Meade  
ValerieM@glit.edu  
814.864.6666

#### **What is a Title IX Coordinator**

A Title IX Coordinator is a person who is trained to handle Title IX complaints. It is their responsibility to make sure anyone reporting understands their rights and options. In addition, a Title IX Coordinator responds to reports in a timely manner and ensures everyone involved in a report of sexual discrimination is treated fairly. You can contact your Title IX Coordinator at any time with any questions you may have.

View the Great Lakes Institute of Technology Sexual Violence Misconduct Policy on the school's web site using the following link. [https://glit.edu/wp-content/uploads/2022/05/sexual\\_violence\\_misconduct\\_policy.pdf](https://glit.edu/wp-content/uploads/2022/05/sexual_violence_misconduct_policy.pdf)

You can also access it by going to [www.glit.edu](http://www.glit.edu), scrolling to the bottom of the screen, and clicking the Title IX Information link.

If you have been the victim of sexual harassment or assault on school grounds by a faculty member, staff member, or student, please report it using the following link: <https://glit.edu/title-ix/>

## **Drug-Free School and Workplace Statement**

Revised 6/1/2020

Drug-Free Schools and Communities Act Amendments of 1989, Part 86, require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" both on the institution's premise and as part of its activities. Great Lakes Institute of Technology and TONI&GUY Hairdressing Academy (collectively referred to as the Institute or IHE) are committed to providing a safe, drug-free educational and work environment for all students and employees. This statement was

developed to inform the Institute, students, and employees of the seriousness of the use and abuse of illicit drugs and alcohol and to set forth the standards of conduct regarding such activity.

In conference with the law, the Institute will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

### 1. Standards of Conduct and Disciplinary Sanctions

The unlawful possession, use or distribution of illicit drugs and alcohol on Institute property or at any other officially sanctioned school activity by any member of the Great Lakes Institute of Technology and Toni & Guy Hairdressing Academy community is strictly prohibited. Students and employees who violate this regulation are subject to severe disciplinary action by the Institute and may incur penalties prescribed by civil authorities.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on the property belonging to or occupied by the Institute. This includes the grounds, parking areas, anywhere within the buildings, or while participating in school/work-related activities.

As a condition of enrollment or employment, students and employees must abide by the terms of this policy or the Institute will take one or more of the following actions with respect to any student or employee who violate this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including probation, expulsion, or termination.
- Mandatory participation in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agencies.

### 2. Legal Sanction

A student or employee who violates the alcohol and other drug policy is subject to both the institute’s policies and to criminal sanctions provided by federal, state, and local law.

#### FEDERAL PENALTIES FOR TRAFFICKING AND POSSESSION OF A CONTROLLED SUBSTANCE

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

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

#### FEDERAL TRAFFICKING PENALTIES—MARIJUANA

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

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

#### Pennsylvania

##### Alcohol

A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverage. Violation of this law is punishable by fines up to \$500, as well as mandatory loss of driving privileges in the State of Pennsylvania. Misrepresentation of age to purchase alcohol is also punishable by fines up to \$500 and loss of driving privileges. Altering, selling, or manufacturing false

identification is punishable by a fine of \$1,000 (first offense) and \$2,500 (second offense) plus loss of driving privileges. Selling or furnishing alcoholic beverages to those under 21 is punishable by a mandatory fine of not less than \$1,000 for the first offense and \$2,500 for each subsequent violation. All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor and Penal Code.

#### PENNSYLVANIA PENALTIES FOR POSSESSION AND TRAFFICKING

OFFENSE	PENALTY	INCARCERATION	MAX FINE
<b>POSSESSION</b>			
30g or less	Misdemeanor	30 days	\$ 500
More than 30g	Misdemeanor	1 year	\$ 5,000
First possession conviction is eligible for conditional release. Subsequent conviction can lead to a doubled penalty			
<b>SALE OR DISTRIBUTION</b>			
30g or less for no remuneration	Misdemeanor	30 days	\$ 500
More than 30g	Felony	2.5-5 years	\$ 15,000
Within 1000 ft of a school or within 250 ft of playground punishable by 2-4 years in prison. To a minor or after a previous drug conviction, brings doubled penalties. Courts are authorized to increase the maximum fine to exhaust all proceeds from drug sales			
<b>CULTIVATION</b>			
Any number of plants	Felony	2.5-5 years	\$ 15,000
Hash & Concentrates			
Possession of 8g or less	Misdemeanor	30 days	\$ 500
Possession of more than 8g	Misdemeanor	1 year	\$ 5,000
<b>MANUFACTURE</b>			
		<b>FELONY</b>	<b>\$ 15,000</b>
Penalties are listed for hashish. Concentrates are not further defined. Penalties for selling or trafficking hashish are the same as the trafficking penalties for marijuana. Please see the marijuana penalties section for further details			
<b>PARAPHERNALIA</b>			
Possession or sale of paraphernalia	Misdemeanor	6-12 mo	\$ 2,500
To a minor at least 3 years younger	Misdemeanor	2 year	\$ 5,000
<b>MISCELLANEOUS</b>			
Suspension of driving privileges upon receiving a conviction of any offense involving the possession, sale, and delivery of any controlled substance			
Sentencing for marijuana crimes in PA vary by the weight of the plant matter seized. In PA all first time drug convictions have the possibility for probation for a first offense. A second or subsequent drug related conviction makes the offender eligible for double penalties.			
<b>MEDICAL MARIJUANA</b>			
PA has medical marijuana laws enacted which provides access to medical marijuana for patients with a serious medical condition. Doctors may prescribe a 30 day supply of cannabis infused pills, oils, topical ointments, tinctures, or liquids for one of 17 diagnosed conditions. Patients are permitted to vaporize herbal cannabis but are still prohibited under law from smoking. Home cultivation is prohibited.			
<b>ERIE PA</b>			
In January 2018, Erie Pennsylvania decriminalized simple possession of marijuana. However, law enforcement can still enforce state law and impose criminal penalties and possible jail time. Because marijuana laws in Pennsylvania are relatively new, it is strongly advised that individuals do their own research to ensure laws and sanctions have not changed since the time of this publication.			

### 3. Health Risks

All drugs, including alcohol and tobacco, can produce serious side effects. At the least, drug and alcohol use may limit the normal process of experiencing the breadth of life. Because drugs impair the mind, they increase the likelihood of accidents and violent behavior.

The many health risks associated with alcohol (beer, wine, distilled liquor) are well documented. Small amounts may affect judgment and coordination, impairing an individual's performance of even simple, routine tasks. The repeated use of alcohol can lead to dependence, with myriad physical, emotional and psychological complications. Effects of the prolonged use of alcohol may include the following: (1) damage to the central nervous system; (2) malnutrition and anemia; (3) damage to heart, lungs and liver; (4) mental disorders; (5) death.

The health risks associated with the seven categories of illicit drugs may include the following:

1. Cannabis (marijuana, hashish, grass, pot, weed, dope) - impaired memory, lung and pulmonary damage, chronic emphysema, cancer, and toxic psychosis.
2. Stimulants (cocaine, amphetamine, methylphenidate, Ritalin, hydrochloride, benzdine, other) - paranoia with hallucinations, dizziness, headaches, abdominal cramps, malnutrition, over-stimulation of the central nervous system, seizures, stroke, heart failure, and death.
3. Depressants (barbiturates, tranquilizers, Phenobarbital, Quaalude, Valium, Xanax, other) - initial effects similar to alcohol inebriation, slowed reflexes, unstable mood, loss of memory, coma, and death.
4. Hallucinogenic (LSD, PCP, acid, peyote, mushrooms, angel dust, crystal, mescaline, cernylan, other) - distortion of reality, including illusions and hallucinations, injuring of self or others, convulsions, brain damage, coma, and death.
5. Narcotics (opiates, opium, morphine, codeine, heroin, Demerol, Percodan, other) - skin abscesses, respiratory depression, malnutrition, pneumonia and hepatitis, heart disease, diabetes, coma, and death.
6. Inhalants (glue, lighter fluid, aerosols, spray paints, gasoline, poppers, other)) - fatigue, weight loss, permanent damage to the nervous system, hepatitis, and organ failure.
7. Rohypnol (designer drugs, acid, date rape drug, ecstasy, cherry meth, liquid X, other) - hallucinations, coma, tremors, insomnia, psychosis, instant paralysis and brain damage, and death.

In summary, drug and alcohol abuse can reduce the body's resistance to infections and bring about malnutrition, organ damage, and mental illness. Overdoses of these substances can cause psychosis, convulsions, coma, hallucinations, heart attack, stroke, insomnia, hyperactivity, blackouts, and possible sudden death.

#### 4. Drug and Alcohol Prevention Programs

Students or employees who use controlled substances or who abuse alcohol are encouraged to seek the assistance of the human resources department at Great Lakes Institute of Technology at 814-864-6666. The staff will assist you or provide an appropriate referral. Many options are available in the Erie and surrounding areas for employees and students in need of substance-abuse counseling. You can find treatment facilities in your area by searching at [www.findtreatment.gov](http://www.findtreatment.gov).

#### DRUG AND ALCOHOL RELATED SERVICES (updated 3/2022)

<u>Addiction Outreach Clinic</u> 208 E. Bayfront Pkwy. Ste. 104, Erie, PA 16507 (814)833-2500	<u>Al-Anon/Alateen Family Groups</u> 2202 W. 15 <sup>th</sup> St., Erie, PA 16505 (814)454-4730	<u>Alcoholics Anonymous Erie</u> 1012 E. 28 <sup>th</sup> St., Erie, PA 16504 (814)452-2675
<u>American Addiction Centers</u> (888) 428-2007	<u>Andrews Inst. for Addiction Treatment</u> 4125 W. Ridge Rd., Erie, PA 16506 (814)616-0075	<u>Catholic Charities Counseling &amp; Adoption Services</u> 329 W. 10 <sup>th</sup> St., Erie, PA 16502 (814)456-2091
<u>Crawford Co. Drug &amp; Alcohol</u> 920 Water St. Ste. 12, Meadville, PA 16335 (814)724-4100	<u>Crossroads of Erie</u> 1611 Peach St. Ste. 315, Erie, PA 16501 (800)805-6989	<u>Erie Co. Office of Drug &amp; Alcohol Abuse</u> 240 W. 11 <sup>th</sup> St. Ste. B-050, Erie, PA 16501 (814)451-6877
<u>Esper Treatment Center, Erie</u> 25 W. 18 <sup>th</sup> St., Erie, PA 16501 (814)459-0817	<u>Esper Treatment Center, Corry</u> 844 E. Columbus Ave., Corry, PA 16407 (814)462-1401	<u>Forest Warren Human Services, Drug &amp; Alcohol</u> 285 Hospital Dr., Warren, PA 16365 (814)726-2100
<u>French Creek Recovery Center</u> 535 Williamson Rd., Meadville, PA 16335 (888)224-2125	<u>Gateway Erie Rehabilitation</u> 1928 Wager Rd, Erie, PA 16509 (814) 825-0373 ext.2921	<u>Gaudenzia Crossroads</u> 414 W. 5 <sup>th</sup> St., Erie, PA 16507 (814)459-4775
<u>Gaudenzia House of Healing</u> 146 W. 25 <sup>th</sup> St., Erie, PA 16502 (814)315-6671	<u>Gaudenzia Outpatient, Corry</u> 45 E. Washington St., Corry, PA 16407 (814)459-6304	<u>Gaudenzia Outpatient, Edinboro</u> Edinboro University, Ghering Health Ctr, 300 Scotland Ave., Edinboro, PA 16444 (814)459-6304
<u>Gaudenzia Outpatient, Erie</u> 141 W. 11 <sup>th</sup> St., Erie, PA 16501 (814)240-6152	<u>Gaudenzia Outpatient, Girard</u> 259 E. Main St., Girard, PA 16417 (814)459-6304	<u>Gaudenzia Outpatient, North East</u> 6 E. Main St., North East, PA 16428 (814)459-6304
<u>Glenbeigh Outpatient Center of Erie</u> 4906 Richmond St, Erie, PA 16509	<u>Lake Erie Behavioral Health</u> 3216 State St., Erie, PA 16508	<u>LECOM Health, Corry Memorial Hosp.</u> 965 Shamrock Lane, Corry, PA 16407

(814)864-4226 <u>Millcreek Community Hospital Substance Abuse Services</u> 5515 Peach St., Erie, PA 16509 (814)864-4031 ext.8311	(814)454-3192 <u>Multi-Cultural Health Evaluation Delivery System (MHEDS)</u> 2021 E. 20 <sup>th</sup> St., Erie, PA 16510 (814)898-0400	(814)664-4641 <u>Multi-Cultural Health Evaluation Delivery System (MHEDS)</u> 2928 Peach Street, Erie, PA 16508 (814) 453-6229
<u>New Directions Healthcare</u> 306 W. 11 <sup>th</sup> St., Erie, PA 16501 (814)240-6216	<u>Pyramid Healthcare Erie Outpatient Treatment Center</u> 2409 State St. Ste. C, Erie, PA 16503 (814)456-2203 ext.2107	<u>Salvation Army Adult Rehabilitation Center</u> 1209 Sassafras St., Erie, PA 16501 (814)456-4237
<u>Snug Harbor Rehab &amp; Recovery</u> 4635 E. Lake Rd., Erie, PA 16511(814)616-8030	<u>Stairways Behavioral Health, Adult Programs</u> 2185 W. 8 <sup>th</sup> St., Erie, PA 16505 (888)453-5806	<u>Stairways Behavioral Health, Drug &amp; Alcohol Outpatient</u> 2919 State St, Erie, PA 16508 (814)464-8438 www.stairwaysbh.org
<u>Stairways Behavioral Health, Gage House</u> 1813 Holland St., Erie, PA 16504 (814)878-2100	<u>Substance Abuse &amp; Mental Health Services National Hotline</u> (800)662-4357	<u>UPMC Western Behavioral Health at Safe Harbor</u> 2560 W. 12 <sup>th</sup> St., Erie, PA 16505 (814)456-2014
<u>Veterans Affairs Substance Abuse Treatment Program</u> 153 East 38 <sup>th</sup> St., Erie, PA 16504 (814)860-2038	<u>Wagner Behavioral Health Services</u> 1001 State St., Erie, PA 16501 (814)580-1743	<u>Wellspring of Life Counseling</u> 1163 E. 38 <sup>th</sup> St., Erie, PA 16504 (814)812-9738

## 5. Distribution of Policy

A copy of this policy is distributed annually to all employees and current students via the school's email system. The policy is distributed and reviewed with incoming students each orientation session. New employees are given a copy of this policy upon hire.

## 6. Biennial Review

Every two years, the institute reviews this program in order to determine the effectiveness of, and to implement any needed changes to the prevention program, as well as to ensure that the institute is consistently enforcing the disciplinary sanctions for violating the standards of conduct. Reviews are conducted on or around June 1 of even numbered years.

## ADA Non-Discrimination Policy

Great Lakes Institute of Technology does not discriminate against any person because of race, color, religion, sex, disabilities, age, national origin, or ancestry regarding admission to programs or placement activities. Great Lakes Institute of Technology complies with the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973 (Section 504).

The school encourages individuals with disabilities to obtain program information through the Admissions Department. Prospective students are required to meet all Admission Requirements and Procedures as published in Student Information Publication (School Catalog).

During a personal interview with an Admissions Staff Member, all prospective students will review the specific technical standards required for each training occupation. Great Lakes Institute of Technology believes each student has the right to know what physical and emotional demands are required of health professionals in an effort to be successful in the field for which training will be provided. School administration will review each applicants file and required admissions information and will inform the applicant in writing if they have been accepted for enrollment. If an applicant is not accepted, all fees paid will be refunded.

Great Lakes Institute of Technology makes every attempt to accommodate students with disabilities. Students requiring assistance or specific accommodations are directed to present their request to the Director of Education. The school will make every effort to offer all students reasonable accommodations to attend school.



For more information the data and policies provided,  
please contact the main office at 814-864-6666 or the  
satellite facility at 814-452-1900.