

Great Lakes Institute of Technology, 5100 Peach Street, Erie PA 16509  
 TONI&GUY Hairdressing Academy, 1980 Edinboro Road, Erie PA 16509

This Addenda contains new and updated information to supplement the Institution’s 2023-2024 Academic Catalog.

**TUITION AND FEES**

Institutional Charges		
MAIN CAMPUS	Tuition Rates	
	Per Unit	Full Program
5100 Peach St. Erie, PA		
Dental Assistant	\$385/crd	\$ 18,480
Diagnostic Medical Sonographer	\$375/crd	\$ 42,750
Health Information Technology	\$325/crd	\$37,700
Massage Therapist	\$18/hr	\$ 16,200
Medical Assistant	\$385/crd	\$18,480
Practical Nursing	\$385/crd	\$ 30,800
Surgical Technologist	\$375/crd	\$ 42,000
Veterinary Assistant	\$385/crd	\$18,480
SATELLITE FACILITY	Per Unit	Full Program
1980 Edinboro Rd. Erie, PA		
Cosmetology Operator	\$18/hr	\$ 22,500
Cosmetology Teacher	\$18/hr	\$ 10,800

Non-Institutional charges, where applicable	
Medical Services	Up to \$850
Returned Check Fee	\$35
Indirect Costs	Per Month
Housing with Parent	\$960
Housing Off Campus	\$1,610

Books, supplies, and equipment necessary for the program, with the exception of laptops, are supplied to students at no cost. Laptops with webcam capabilities and high-speed internet are required for all programs at the main campus. Students may purchase a device through unaffiliated vendors such as BestBuy or Amazon, if needed. Please see the admissions department for the most up-to-date specification requirements.

Indirect costs include items such as transportation, room and board, and personal expenses. Additional fees only apply where needed.

**TERMS OF PAYMENT**

Tuition and fees are due the first day of class. If the student has sufficient financial aid in place, payment is deferred pending receipt of aid. A payment program exists for students who are ineligible for financial aid or who do not receive sufficient financial aid funds to cover their entire educational costs. A one-year, interest free payment schedule may be arranged.

**TUITION CLAUSE**

The education services provided to students are as an ongoing and continuing service. Enrollment at the School is contingent upon maintaining a current account. Failure to make any scheduled payment may result in the School denying access to classes, school computers, final exams, or any other school service. In addition, the School can terminate enrollment, not issue grades, and deny requests for transcripts should all financial and institutional obligations not be met.

**TITLE IX INFORMATION**

Title IX Coordinators: Ms. Valerie Meade, ValerieM@glit.edu, 814-864-6666  
 Ms. Janice Yoder, JaniceY@glit.edu, 814-864-6666

The school’s Sexual Violence Misconduct Policy can be found online at:  
<https://glit.edu/wp-content/uploads/2023/11/Sexual-Violence-Misconduct-Policy-ver.1.4-20231130.docx>

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 at: <https://glit.edu/title-ix/>

## 2023 - 2024 CATALOG ADDENDA

Great Lakes Institute of Technology, 5100 Peach Street, Erie PA 16509  
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**March 2024**

### PROGRAM SCHEDULES: Main Campus

Days and times shown are for the first quarter only; subsequent quarter schedules vary. In a hybrid delivery program, each quarter may include both residential courses taught at the campus and online courses through synchronous and asynchronous delivery. Daily schedules for externship and clinical rotations will vary based on the requirements of the hospital or clinical site.

All schedules are subject to change, based on state, local, and national guidelines and recommendations due to COVID-19. The safety of our students, employees, and community is our priority. Lab classes may be extended and externship may be delayed due to COVID-19 restrictions, which would delay completion dates.

Program	First Quarter Days	First Quarter Times	First Quarter Delivery	Notes
Dental Assistant	Mon – Fri	8:00a-5:00p	Classroom	
Diagnostic Medical Sonographer	Mon – Fri	7:30a-5:00p	Classroom, Online	End time will vary by quarter based on asynchronous gen. ed. classes
Massage Therapist	Mon - Fri	8:00a-5:00p	Classroom	Massage Clinic hours requirement varies and may include days, evenings, or Saturdays
Medical Assistant	Mon – Fri	8:00a-5:00p	Classroom	
Practical Nursing	Mon – Fri	8:00a-5:00p	Classroom	Subsequent terms vary. Clinical rotations start at 6:45a to 2:15p
Surgical Technologist	Mon – Fri	8:00a-5:00p	Classroom, Online	End time will vary by quarter based on asynchronous gen. ed. classes.
Veterinary Assistant	Mon – Fri	8:00a-5:00p	Classroom	

### ACADEMIC CALENDAR: Main Campus

Quarter Calendar					
	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025
<b>Quarter Begin Date</b>	Jan 8, 2024	Apr 3, 2024	July 8, 2024	Oct 2, 2024	Jan 6, 2025
<b>Module 1 End</b>	Feb 15, 2024	May 10, 2024	Aug 14, 2024	Nov 8, 2024	Feb 13, 2025
<b>Mid-Term Break</b>	Feb 16-18, 2024	May 11-12, 2024	Aug 15, 2024	Nov 9-10, 2024	Feb 14-16, 2025
<b>Module 2 Start</b>	Feb 19, 2024	May 13, 2024	Aug 16, 2024	Nov 11, 2024	Feb 17, 2025
<b>Quarter End Date</b>	Mar 27, 2024	June 21, 2024	Sept 25, 2024	Dec 20, 2024	Mar 26, 2025
<b>Quarter Break</b>	Spring Break Mar 28, 2024 – Apr 2, 2024	Summer Break June 22, 2024 – July 7, 2024	Fall Break Sept 26, 2024 – Oct 1, 2024	Winter Break Dec 21, 2024 – Jan 5, 2025	Spring Break Mar 27, 2025 – Apr 6, 2025

Academic Holidays	
MLK Day: Jan 15, 2024	Good Friday: Apr 18, 2025
Memorial Day: May 27, 2024	Easter Monday: Apr 21, 2025
Juneteenth: June 19, 2024	Memorial Day: May 26, 2025
Labor Day: Sept 2, 2024	Juneteenth: June 19, 2025
Thanksgiving: Nov 28 – 29, 2024	Labor Day: Sept 1, 2025
MLK Day: Jan 20, 2025	Thanksgiving: Nov 27-28, 2025

**PROGRAM DATES: Main Campus**

Program	Start Date	Anticipated Completion Date
Dental Assistant, Medical Assistant, Veterinary Assistant	10/02/2023	08/14/2024
	01/08/2024	11/08/2024
	04/03/2024	02/13/2025
	07/08/2024	05/16/2025
	10/02/2024	08/14/2025
	01/06/2025	11/07/2025
Diagnostic Medical Sonographer	10/02/2023	06/27/2025
	04/03/2024	12/19/2025
	10/02/2024	06/26/2026
Massage Therapist	10/02/2023	06/21/2024
	01/08/2024	09/25/2024
	04/03/2024	12/20/2024
	07/08/2024	03/26/2025
	10/02/2024	06/27/2025
	01/06/2025	09/25/2025
Surgical Technologist	10/02/2023	06/27/2025
	01/08/2024	09/25/2025
	04/03/2024	12/19/2025
	07/08/2024	03/25/2026
	10/02/2024	06/26/2026
	01/06/2025	09/25/2026

**PROGRAM DATES AND SCHEDULE: TONI&GUY Hairdressing Academy; Satellite Facility**

Program	Start Date	Anticipated Completion <sup>1</sup>	Schedule
Cosmetology Operator	01/29/2024	10/23/2024	Monday – Friday 8:00a - 5:00p
	02/27/2024	11/19/2024	
	03/27/2024	01/13/2025	
	04/25/2024	02/12/2025	
	05/28/2024	03/13/2025	
	06/26/2024	04/14/2025	
	07/29/2024	05/13/2025	
	08/27/2024	06/12/2025	
	09/26/2024	07/15/2025	
	10/28/2024	08/12/2025	
	12/02/2024	09/11/2025	
	01/14/2025	10/13/2025	
	02/13/2025	11/11/2025	
	03/17/2025	12/12/2025	
	04/15/2025	01/23/2026	
	05/14/2025	02/24/2026	
06/16/2025	03/24/2026		
07/16/2025	04/22/2026		
Cosmetology Teacher	09/14/2023	03/12/2024	

<sup>1</sup>Completion dates for all T&G programs are anticipated based on scheduled hours. Actual completion date will be dependent on each individual students' attendance rate.

**ACADEMIC CALENDAR: TONI&GUY Hairdressing Academy; Satellite Facility**

Academic Holidays	
Winter Break: Dec 23, 2023 – Jan 2, 2024	Independence Day: July 4, 2024
MLK Day: Jan 15, 2024	Labor Day: Sept 2, 2024
Memorial Day: May 27, 2024	Thanksgiving: Nov 28-29, 2024
Juneteenth: June 19, 2024	Winter Break: Dec 21, 2024 – Jan 1, 2025

**2023-2024 CATALOG REVISIONS:**

**Admissions, Program Requirements**

The school no longer offers rental laptops.

**Academics, Attendance Policy, On-Campus Attendance Requirements**

Attendance for on-campus courses will be recorded each class period, rounded to the nearest 15-minute increment. Great Lakes does not distinguish between excused and unexcused absences, with the following exceptions:

1. Students who are attending a school-sanctioned activity (i.e. field trip, job interview) will not be marked absent, provided the times are comparable. These must be pre-approved by the Program Director (GLIT) or Academy Director (T&G).
2. Students who are absent with documented orders for jury duty, court dates, military orders, bereavement, or medical restrictions will be marked absent, but the absences will be waived when calculating attendance percentages. Documentation must be provided to the Director of Education (GLIT) or Academy Director (TG) within 3 school days in order to be waived.
  - a. Bereavement of an immediate family member will be excused for no more than 2 days with documentation of an obituary or death certificate showing relationship to the student. Immediate family includes husband, wife, domestic partner, child, parent, brother, sister, grandparent, grandchildren, and in-laws and step relationships in these categories. Students are responsible for making up any missed assignments, examinations, lab hours, and clinicals upon return.
  - b. Health-related absences may be considered on an individual basis. Documentation from a medical doctor stating the condition or procedure prohibiting the student from attending classes, the projected length of time for recovery, and any restrictions placed on activity upon return to class is required. Accommodations can be made for the student with a written note from a physician listing the accommodations needed. Students are responsible for making up any missed assignments, examinations, lab hours, and clinicals upon return.

**Student Services, Privacy Rights under FERPA, (4)**

The name and address of the Office that administers FERPA has changed to: Student Privacy Policy Office, US Dept of Ed, 400 Maryland Ave. SW, Washington, DC 20202-5901.

**Additional Information, Complaint Resolution**

Information for contacting PA State Board of Private Licensed Schools has changed to: State Board of Private Licensed Schools, PA Dept of Ed, 607 South Drive, Floor 3E, Harrisburg, PA 17120. Phone: 717.783.8228. Email: ra-pls@pa.gov.

**Academics, Attendance Probation** Effective 2/27/24 at TONI&GUY, 4/3/2024 at Great Lakes:

Students who have an overall attendance rate below 80% (or below 90% for Massage Therapy) or who fail to meet the attendance requirements for online courses during a marking period will be placed on Attendance Probation for the following marking period. Those students will be required to meet with a school official in order to discuss methods of improving their attendance and the consequences of continued poor attendance. Students who are on Attendance Probation three marking periods in a 12-month period will be terminated at the conclusion of the third probation period, unless attendance improves to above the stated benchmark. Marking periods in Cosmetology programs are 4 weeks; marking periods for quarter-based programs are 6 weeks.

Students who wish to return to school after being terminated for poor attendance must follow the school’s re-entry procedure. Students terminated for attendance probation are eligible to apply for re-entry 30 days after being terminated. If accepted, the student must maintain an 80% (or 90% for Massage Therapy students) attendance rate at all times or risk a second termination. Students terminated a second time for attendance probation within 1 year must wait 90 days before re-applying. Students terminated a 3rd time for attendance probation must wait 1 year to reapply, and may be required to repeat coursework.