



Student Consumer Information Handbook 2020-2021

March 27, 2020

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Financial Aid

Application Procedures

Each student who enrolls at the HoHoKus School of Trade and Technical Sciences (hereinafter the HoHoKus) should meet with a financial aid officer to discuss the application process. During this meeting, each student can also discuss the various grants and loans available at the school. Each student will receive the necessary applications to determine eligibility. Any appointments should be made at this time for the next meeting to complete the application and award process.

Eligibility Requirements

In order to be eligible to apply for financial aid, each student must meet the following minimum requirements:

1. Be a U.S. Citizen or eligible non-citizen (see Federal Guide to Student Aid).
2. Must be registered with the selective service, if required.
3. Must be current with all the Title IV obligations and not in default.

Direct costs are the costs directly incurred at the institution. They include tuition, books, supplies, and fees. They do not include transportation, room and board, personal, dependent care, or any other costs not directly related to the costs paid to the school.

All financial aid awards are subject to regulatory change. For students to remain eligible for financial aid, satisfactory academic progress standards must be maintained (See Catalog).

Only students with exceptional need and financial difficulty are eligible for FSEOG funds. Students should refer any special circumstances to the financial aid officer at the time of application. The financial aid officer may take special circumstances into consideration prior to making an award.

Please refer to the Student Guide for complete details on each of the Federal Aid Programs.

Student Cost of Attendance Budgets

When applying for financial aid, all applicants will undergo a need analysis process. Financial need is first determined by calculating a student expense budget. These expense budgets are used to calculate a student's cost of attendance for the period of time that the financial aid award is made. They are as follows:

1. Tuition and fees (actual).
2. Books and equipment Fees (actual).
3. Transportation/home maintenance and personal expense allowance.

After the expense budget is calculated for a student's cost of attendance, a family contribution is calculated. Software is used to perform a need analysis, calculate PELL awards, and determine a student's family contribution. The following formula is how eligibility is determined for financial aid:

$$\text{Budget} - \text{EFC} - \text{PELL} = \text{Remaining Need}$$

Procedures for Determining Awards

Listed below are the parameters for applying and receiving financial aid. All financial aid is subject to changes and availability of funds for a particular class start. Please see a financial aid representative for details on loan counseling.

Financial Aid Programs

1. Federal Pell Grant

Eligibility is based upon Expected Family Contribution (EFC). For the 2020 – 2021 award year, the maximum Pell Grant is \$6,345.

2. Federal Direct Loan

PELL eligibility must be determined prior to applying for a Federal Direct Loan. Eligibility is based upon the difference between cost of education less the EFC and PELL Grant. Students are encouraged to borrow for direct costs only.

3. Parent Loan for Undergraduate Students (PLUS)

If qualified, a parent may borrow up to the full cost of the program. (A small insurance and origination fee is deducted.) The interest rate for this loan is established by the Department of Education every July 1 for the coming year. Repayment begins 60 days after the school makes the last disbursement of the loan.

2020-2021 Award Year – Student Loan Limits

Description	Limits	Independent Students & Dependent Students with Denied PLUS Eligibility	Dependent Students
Grade Level 1 (0-36 completed credits)	Combined subsidized + unsubsidized	\$9,500	\$5,500
	Subsidized	\$3,500	\$3,500
Grade Level 2 (37+ completed credits)	Combined subsidized + unsubsidized	\$10,500	\$6,500
	Subsidized	\$4,500	\$4,500
Aggregate Limits (Outstanding principal balance)	Combined subsidized + unsubsidized	\$57,500	\$31,000
	Subsidized	\$23,000	\$23,000

Net Price Calculator

In accordance with the *Higher Education Opportunity Act* of 2008 (HEOA), we have posted a net price calculator on our website (www.hohokus.edu) that uses institutional data to provide estimated net price information to current and prospective students and their families, based on a student's individual circumstances. Please be aware that the calculator does not represent a final determination or actual award of financial assistance, or a final net price; it is an **estimate based on price of attendance and financial aid provided to students in a previous year**. The price of attendance and financial aid availability changes every year. The estimates shall not be binding on the HoHoKus School. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for and receive an actual financial aid award that includes federal grant, loans, or other assistance.

Academic Year Definitions

For financial aid purposes, HoHoKus defines an academic year in relation to weeks attended and financial (FA) credits attempted as follows:

Program	Instructional Clock Hours	Outside Preparation Hours	Financial Credits	Weeks
Building Maintenance Specialist	600	150	30	24
Electrician Apprenticeship (Day)	900	225	45	36
Electrician Apprenticeship (Evening)	900	225	45	72
Facilities Management (Day)	900	225	45	36
Facilities Management (Evening)	900	225	45	72
Manufacturing Technology (Day)	906	226	45	36
Manufacturing Technology (Evening)	906	226	45	72
Plumber Apprenticeship (Day)	900	225	45	36
Plumber Apprenticeship (Evening)	900	225	45	72
Structural Plate Welding (AWS D1.1) (Day)	600	150	30	24
Structural Plate Welding (AWS D1.1) (Evening)	600	150	30	48

Disbursement Schedule

Each federal grant or loan is released in two disbursements:

- The first disbursement is made on the first day of class, pending the receipt of all financial aid documentation and verification requirements, except for the first Direct loan disbursement, which is released only after the student has been in school for 30 days.
- The second disbursement of aid is released at the beginning of the second payment period (when the student has completed at least ½ of his/her academic year in quarter credits). This disbursement will be authorized only if the student is maintaining satisfactory academic progress.
- For programs greater than one academic year (i.e., Manufacturing Technology and Building Maintenance Superintendent), Year 2 loans and grants (if qualified) will be disbursed if the student has completed his/her academic year in quarter credits.

Disbursement of Books

Current book information is posted on the school's website (http://hohokus.edu/Book_List.php).

Entrance and Exit Counseling

Every student must complete entrance counseling at the time of his/her financial aid appointment. The student receives information about his/her student loans (including PLUS loans if dependent) and grants as well as loan interest rates, repayment, deferment, and defaulting.

Every student completes an exit counseling interview via studentloans.gov online before graduation. Topics covered include understanding the role of loan servicers, repayment plans, deferments, forbearance, and the effect of missing payments and potentially defaulting on his/her loans on the student's credit history.

Verification

Verification is a process that requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable.
- A copy of an IRS Tax Return Transcript from the U.S. Internal Revenue Service. This transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application. In lieu of obtaining a transcript, it is recommended that the student use the IRS Data Retrieval Tool

Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the Internet at www.irs.gov
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone requests are easy; tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-EZ can authorize mailing of the transcript to a third party (such as the institution) but will take approximately 30 days.

- Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Students must provide the above information to the institution within 60 days of the student's last day of attendance or the last date of the award year during which federal aid was processed, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year. Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.fafsa.ed.gov. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

In the event that this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

2020-21 Award Year Verification Procedures

Newly effective with the 2017-2018 federal aid award year are the elimination of verification requirements regarding child support paid, a family receipt of SNAP (Supplemental Nutrition Assistance Program) benefits, and the elimination of Verification Tracking Group 6 regarding low-income applicants.

Files that are selected for verification are placed in one of three different Verification Tracking Groups (V1, V4, or V5). Based on which group the file is placed, verification procedures may be modified. The procedures listed below are to be followed when completing verification requirements for each group.

Upon receipt of the student’s ISIR and any required verification documents from the student, the following data elements are reviewed against the applicant’s ISIR for accuracy.

Verification Tracking Group V1

The following data are required to be verified against the required documentation listed:

ISIR Data Field	Acceptable Documentation
<p>Tax Filers</p> <ul style="list-style-type: none"> • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of IRA Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Credits • Number of Family Members • Number in College <p>Non-Tax Filers</p> <ul style="list-style-type: none"> • Income earned from work • Number of Family Members • Number in College 	<p>Use of the IRS Data Retrieval Tool as evidenced by a “02” code on the ISIR or an official IRS Tax Return Transcript</p> <p>Or</p> <p>An official IRS Tax Return Transcript</p> <p>Completed and signed “V1” Verification Worksheet</p> <p>Completed and signed “V1” Verification Worksheet</p>

Verification Tracking Group V2

Reserved for future use

Verification Tracking Group V3

Reserved for future use

Verification Tracking Group V4

The following data are required to be verified against the required documentation listed:

ISIR Data Field	Acceptable Documentation
<ul style="list-style-type: none"> • High School Completion Status • Identity/Statement of Educational Purpose 	<p>Completed and signed “V4” Verification Worksheet</p>

Verification Tracking Group V5

The following data are required to be verified against the required documentation listed:

ISIR Data Field	Acceptable Documentation
Tax Filers <ul style="list-style-type: none">• Adjusted Gross Income• U.S. Income Tax Paid• Untaxed Portions of IRA Distributions• Untaxed Portions of Pensions• IRA Deductions and Payments• Tax Exempt Interest Income• Education Credits• High School Completion Status• Identity/Statement of Educational Purpose• Number of Family Members• Number in College	Use of the IRS Data Retrieval Tool as evidenced by a “02” code on the ISIR or an official IRS Tax Return Transcript Or An official IRS Tax Return Transcript Completed and signed “V5” Verification Worksheet
Non-Tax Filers <ul style="list-style-type: none">• High School Completion Status• Identity/Statement of Educational Purpose• Income earned from work• Number of Family Members• Number in College	Completed and signed “V5” Verification Worksheet

Verification Tracking Group V6

Reserved for future use

Fraud

The financial aid office is required to have a policy of referral when confronted with actual or suspected fraud and abuse. Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

Procedure for Fraud

If, in an aid administrator’s judgment, there has been intentional misrepresentation, false statements, or alteration of documents that have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the director of financial aid for possible disciplinary action. If, after investigating the situation, the director of financial aid believes there is a fraudulent situation, all information will be forwarded to the Office of Inspector General of the Department of Education or the local law enforcement agency.

The director of financial aid will review the student’s aid file with the appropriate aid administrator. If the director of financial aid decides to pursue the possibility of denying or canceling financial aid, processing of the application or disbursement of funds will be suspended and a written request to make an appointment will be sent to the student. If the student does not make an appointment, the director of financial aid may:

- Not process a financial aid application until the situation is resolved satisfactorily,
- Not award financial aid,
- Cancel financial aid, or
- Determine that financial aid will not be processed for future years

Fraudulent situations should be reported to the hotline of the U.S. Department of Education Inspector General at 404.562.6460.

Selective Service Registration

In order to receive federal student aid, male students who are at least 18 years old and born after December 31, 1959 must be registered with the Selective Service.

DHS (Department of Homeland Security) Secondary Confirmation Procedures

Title IV recipients must be either U.S. residents or nationals or meet other non-citizen eligibility requirements. Since January 1989, financial aid applicants reporting eligible non-citizen status have been processed through an electronic match between the Department of Education and the U.S. Citizenship and Immigration Services, now part of the Department of Homeland Security. The match either confirms or fails to confirm the student's status in the United States. If the institution receives a federal output document confirming eligible non-citizen status, primary confirmation had been achieved and no additional citizenship documentation is needed. Secondary confirmation is performed when primary confirmation is not achieved. Secondary confirmation involves submitting copies of eligible non-citizen documents to DHS to verify the student's citizenship status and the document's authenticity. Prior to July 23, 1992, the Department of Education recommended, but did not require, secondary confirmation.

Refund Policy

Refunds for Title IV users are automatically made within 45 days and are first made to the student loan proceeds and then to the Pell Grant. The tuition charge will be computed as follows:

1. If withdrawal occurs prior to the 60 percent point of the enrollment period (in time), the tuition shall be computed considering the two schedules shown below to determine the one most beneficial to the student if the student received SFA (Student Financial Assistance) funds and is a first time student.
2. If withdrawal occurs prior to the 60 percent point of the enrollment period (in time), the tuition shall be computed according to Schedule One if the student has not received SFA funds or has previously attended the HoHoKus School and did not receive a refund of 100 percent of tuition and fees.

Schedule One

For students who find it necessary to withdraw after attending classes, tuition will be charged based on the last day of attendance. The tuition charge will be computed per term (12 weeks) as follows:

Percent Refunded (Full-time Students)				
Week 1	Weeks 2-3	Week 4	Weeks 5-6	After Week 6
100%	80%	55%	20%	0%

Any books and equipment that have been issued are nonrefundable.

Schedule Two - Return of Unearned Title IV Funds

Federal regulations state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

1. Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs, and

2. On or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution’s refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

The school recognizes that there are circumstances that lead to changes in students’ plans and require cancellation of enrollment or withdrawal. In such cases, the student reserves the right to apply for reinstatement within one year of the date of enrollment, at which time a credit adjustment will be made for all tuition paid. A student or applicant may cancel enrollment at any time and shall be entitled to:

1. A complete refund of all monies paid to the school or its representatives if such notice of cancellation occurs within a period of three business days after signing the enrollment agreement, even if instruction has begun.
2. A refund of all monies paid to the school, less the application fee of \$25 and registration fee of \$100 (\$250 for applicants to the Licensed Practical Nursing program), if such notice of cancellation occurs after the three-day period but prior to the commencement of classes.

Note: In the event that the student wishes to change programs within the school, change from day to evening or vice versa, or return to school from a withdrawal, a surcharge of \$350 will be added to the student’s account for each occurrence.

Institutional Refund Policy Approved by the NJ Department of Education/Department of Labor and Workforce Development

This calculation will be performed after the return calculation for unearned Title IV funds.

1. For programs of 300 hours or less, the school may retain the registration fee plus a prorated portion of the tuition calculated on a weekly basis. The application fee is nonrefundable. Book, equipment and other fees will be retained.
2. For attendance in programs of 17 quarter credit hours in length but not exceeding 62 quarter credit hours, the school may retain the application fee, registration fee, any book and other fees, plus:

Time of Withdrawal	Percent of Total Tuition Price that Student Pays
During first week of payment period	0%
During second or third week of payment period	20%
After third week, but before 25% of payment period is completed	45%
After 25%, but before 50% of payment period is completed	80%
After 50% of payment period is completed	100%

Uncollectible Debt

If your account is sent to a collection agency, you will be responsible not only for the tuition and fees that you owe the HoHoKus School of Trade and Technical Sciences, but you will also be responsible for the collection agency's costs plus any legal costs associated with the debt.

Treatment of Federal Student Aid Credit Balances and Authorization to Retain Funds

A federal student aid (FSA) credit balance exists when HEA, Title IV federal student financial assistance funds received on behalf of a student for the period of training for which the student has been charged exceed the amount of institutional charges assessed to the student by the institution for that period. The FSA funds involved include Federal Pell Grants, Federal Direct Stafford Student Loans, and Federal Campus-Based Program funds.

FSA credit balances may be issued to a student and used for costs of attending school other than tuition and fees as estimated in your Cost of Attendance budget, or a FSA credit balance may be retained by the institution with the student's authorization (or parent's authorization in the case of a PLUS loan) and these funds could be applied to cover other educational charges owed by the student. These other charges may include but are not limited to, additional tuition charges for course repetitions, additional tuition charges for failing to complete your training by the end of your contracted time in school, charges for textbooks, supplies, uniforms, or materials purchased by the student, or any other educationally related charge incurred by the student.

Requesting that the institution retain your credit balance and apply it to other charges can assist you with more efficient budgeting of your educational expenses. If you do not wish to have the institution temporarily retain your credit balance, then any FSA credit balance will be returned to you. The student will be responsible to personally pay any other educational charges incurred if the FSA credit balance is returned to the student and the student incurs other charges.

FSA Student Loan Ombudsman's Office

The federal student aid ombudsman (FSAO) of the U.S. Department of Education helps resolve disputes and solve other problems with federal student loans. The FSAO's office can be contacted by telephone toll free at (877) 557-2575, fax at (202) 275-0549, and online at <https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman>. More information can be provided by the financial aid office at the HoHoKus School.

Contacts for Information on Financial Assistance

- HoHoKus' Department of Financial Aid: 973.742.0009
- General information of financial assistance: www.studentaid.ed.gov
- FAFSA initial and renewal application: www.fafsa.ed.gov
- Direct Loans and Exit Counseling: www.nsls.ed.gov

National Student Loan Data System (NSLDS)

HEOA Sec. 489 amended HEA Sec. 485B(d)(4) (20 U.S.C. 1092b)

Upon signing a Master Promissory Note, a potential student, student, or parent of a student enters into an agreement regarding a Title IV and HEA loans. The student or parent is made aware in receiving this consumer information report and signing a Master Promissory Note that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

College Navigator Website

For more information about the HoHoKus School, go to our page on College Navigator (a service of the U.S. Department of Education through the National Center for Education Statistics):

<https://nces.ed.gov/collegenavigator/?q=hohokus&s=all&id=184746>

Title IV Code of Conduct

Colleges participating in any of the Title IV loan programs are required by the Department of Education to develop, publish, and enforce a code of conduct. The code of conduct below applies to all officers, employees, and agents of the HoHoKus School.

Ban on Revenue-Sharing Agreements: Neither the HoHoKus School, nor any of its officers, employees or agents will enter into any revenue-sharing arrangements with any lender, which is defined by the Higher Education Opportunity Act of 2008, amending the Higher Education Act of 1965, Pub. L. # 110-315 (2008), (HEOA) as any arrangement between a school and a lender that results in the lender paying a fee or other benefits, including a share of its profits, to the school, or its officers, employees or agents, as a result of the school recommending the lender to its students or families of those students.

Ban on Gifts: Financial aid office employees (or employees who otherwise have responsibilities with respect to education loans or financial aid) will not accept gifts from any lender, guaranty agency or loan servicer. A “gift” is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a minimal amount. This prohibition is not limited just to those providers of Title IV loans but includes lenders of “private educational loans” as well. HEOA does provide for some exceptions related to specific types of activities or literature. This includes:

- Brochures or training material related to default aversion or financial literacy.
- Food, training or informational materials as part of training as long as that training contributes to the professional development of those individuals attending the training.
- Favorable terms and benefits to the student employed by the institution as long as those same terms are provided to all students at the institution.
- Entrance and exit counseling as long as the institution’s staff are in control and they do not promote the services of a specific lender.
- Philanthropic contributions from a lender, guarantee agency or loan servicer unrelated to education loans.
- State education, grants, scholarships, or financial aid funds administered by or on behalf of the State.

Ban on Contracting Arrangements: Financial aid office employees (or employees who otherwise have responsibilities with respect to education loans) will not accept any fee, payment or financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

Prohibition against Steering Borrowers: The school and its officers, employees or agents will not steer borrowers to particular lenders, or delay loan certifications. This prohibition includes assigning any first-time borrower loans to a particular lender as part of the award packaging process or through other methods.

Prohibition on Offers of Funds for Private Loans: The school and its officers, employees or agents will not request or accept any agreement or offer of funds for private loans. This prohibition includes any offer of funds for loans to students at the institution, including funds for an opportunity pool loan, in exchange for providing concessions or promises to the lender for a specific number of loans, or inclusion on a preferred lender list.

Ban on Staffing Assistance: The school and its officers, employees or agents will not request or accept any assistance with call center staffing or financial aid office staffing. However, HEOA does not prohibit schools from requesting or accepting assistance from a lender related to:

- Professional development training for financial aid administrators.
- Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.

- Staffing services on a short-term, nonrecurring basis to assist the school with financial aid-related functions during emergencies, including state-declared or federally-declared natural disasters, and other localized disasters and emergencies identified by the secretary.

Ban on Advisory Board Compensation: Employees of the school will not receive anything of value from a lender, guarantor, or group in exchange for serving on an advisory board. They may, however, accept reimbursement for reasonable expenses incurred while serving in this capacity.

Family Educational Rights and Privacy Act (FERPA)

The HoHoKus School may, without consent of the student, release information designated as directory information. Directory information is defined by the Family Educational Rights and Privacy Act as information contained in an education record which would not generally be considered harmful or an invasion of privacy if released. It includes, but is not limited to:

- Name
- Address (local, permanent)
- Telephone number(s)
- Date and place of birth
- Dates of attendance
- Diploma received
- Most recent previous education institution attended
- Photograph
- Classification

Request to Withhold Public Information

Students who do not want information to be released must notify the registrar in writing during the first week of class to ensure that information is not released by the school. Students are responsible for requesting the release of their information once a request for withholding public information has been placed on record.

Disclosure of Education Records

The HoHoKus School will disclose information from a student's education records only with the written consent of the student, except with regard to the law that provides for disclosure without consent indicated below:

- To school officials who have a legitimate educational or administrative interest in the records.
- To other schools in which the student seeks to enroll.
- To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations to carry out their function.
- To parents of an eligible student who claim the student as a dependent for income tax purposes.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- As it relates to directory information unless the student restricts directory information.
- To an alleged victim of any crime of violence, the results of any disciplinary proceeding conducted against the alleged perpetrator of that crime with respect to that crime.

Procedure to Inspect Education Records

A student has the right to inspect his or her educational records and to challenge their contents. To review records, a student must make a request in writing to the registrar or the director. The written request must identify as precisely as possible the record or records he/she wishes to inspect. If a student wishes to challenge or amend information in his/her files, the student may appeal in writing to the registrar or the director.

Custodians of Records

- Registrar
- Director of Financial Aid
- Career Services
- Vice President/School Director
- President

Transcripts

Official transcripts are available from the registrar's office at a cost of \$5.00 per copy. The student must clear any restrictions from his/her record before any transcript request will be honored. Transcripts may be requested in person or by mail. In compliance with federal privacy laws, a student's signature is required to release transcripts; therefore, transcript requests cannot be accepted by telephone or e-mail.

Processing

In person: A written request must be completed by the student. The request will be honored within one week.

By mail or fax: Students may request a transcript by submitting a written request that includes their name, social security number, dates of attendance at the school, current address, signature, and a check or money order payable to HoHoKus School or payment by credit card. The transcript will be generated within one week. The request may be submitted via fax to 201.373.8206 or mailed to the following address.

HoHoKus School of Trade and Technical Sciences
Attn: Transcripts
634 Market Street
Paterson, NJ 07410

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092(f) as part of the Higher Education Act of 1965, is a federal law that requires all schools, colleges and universities to disclose certain timely and annual information about campus crime and security policies.

All public and private institutions of postsecondary education participating in federal student aid programs are subject to this Act. The U.S. Department of Education is the agency charged with enforcement of the Act and where complaints of alleged violations can be made.

The Clery Act, originally enacted by Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne, a college freshman, who was raped and murdered in 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments specifies new campus safety requirements in the following areas: hate crime reporting and emergency response and evacuation procedures – required of all Title IV institutions, and missing student notification and fire safety issues – required of any Title IV institution that maintains an on-campus student housing facility.

Crime Prevention and Safety Advice

Safety in the Classroom, Laboratory or Office

- Avoid working or studying in secluded areas.
- Let someone know where you are and when you expect to return.
- When hanging up your coat, remove any valuables.
- Do not "hide" a pocketbook under a desk or in an unlocked drawer.
- Keep files and desk drawers locked when away.
- Never leave valuables unattended.
- Pad-lock a locker and keep all necessary valuables secure.

Safety in the Library

- Keep an eye on your valuables.
- Do not leave property unattended.
- Report suspicious activity to administration.

Safety on the Street

- Walk with a friend.
- Be alert to people passing by and your surroundings.
- Hold pocketbooks and purses under your arm.

- At night, walk in well-lit, heavily traveled areas.
- Avoid alleyways and deserted parking lots.
- Do not expose flashy, expensive jewelry.
- Be cautious of strangers approaching you and asking for the time or for directions.
- Do not stop if a car pulls up alongside you.
- Use common sense; don't jaywalk.
- Use pedestrian lights and crosswalks.
- Never hitchhike!

Safety on Public Transportation

- When possible travel with a companion.
- If you're the only passenger in a subway car or bus, sit as close to the operator as possible.
- In a deserted subway station, stand near the attendant's booth.
- At night, be particularly careful of oncoming traffic while getting off a bus.

Safety on Bicycles

- Maintain your bike in good mechanical condition.
- To prevent a head injury, wear a bicycle helmet.
- Obey the same traffic laws that apply to other vehicles.
- Give the right of way to pedestrians.
- Ride on the right with the flow of traffic.
- Use front, rear, side, and pedal reflectors and lights.
- Stop at stop signs and traffic lights.
- Obey traffic intersection signals (red lights).
- Use hand signal for turns.

Safety and Motor Vehicles

- Report suspicious persons or vehicles around campus parking areas.
- Never leave your motor running when vehicle is unattended.
- When parking, choose a well-lit, heavily traveled area.
- Packages, luggage, and other valuables should be locked in the trunk.
- Keep spare keys in your wallet or purse, never inside the vehicle.

Annoying Telephone Callers

- Do not give your name, address, or other personal information.
- If the caller asks for your name, ask for the number that he or she is calling.
- If the caller does not respond to your questions, hang up.

In the Event of an Obscene Call

- Do not give the caller the satisfaction of a response. Hang up.
- Note the date, time and duration of the call, and describe the caller's voice (accent, speech impediment, and so forth).
- Do not identify yourself by name on answering machines.
- Contact the police if the problem persists.

Theft Prevention

- Be particularly careful of your personal property when in public places such as the cafeteria or library.
- Never leave your pocketbook or backpack unattended even if only for "a minute."
- If you must leave your property behind, ask a trusted friend to watch it.
- Never allow yourself to be lured away from your property by a stranger.

Fraud, ATMs, Soliciting

- If someone offers you something that sounds too good to be true, it probably is!
- Never sign a contract for goods or services without first checking with friends, relatives, or consumer groups.
- Never believe that bank examiners or law enforcement officials would ask you to withdraw cash from your account and give it to them for any reason.
- When approaching an Automated Teller Machine (ATM), be alert for suspicious activity. If you suspect a problem, do not use a machine; leave the area and come back later.
- Distance yourself from other ATM customers so that you can conduct your transaction privately.
- Never give any information about your ATM account or your PIN to anyone.
- Do not lend your card to friends.
- Do not write your PIN on your ATM card.
- If the card is lost or stolen, report it immediately.
- Report all ATM crimes to the appropriate police agency and to the bank's security department.
- Door-to-door soliciting can be a ruse for theft. Soliciting is prohibited in residences. Report solicitors to the police.

Sexual Assault

Facts about Sexual Assault

- Acquaintance rape is rape. It is a felony. Those convicted can be sentenced to up to life in prison.
- High school and college women are more likely to be raped by someone they know than by a stranger.
- Persons between the ages of fifteen and twenty-five are the most vulnerable to date or acquaintance rape.
- The use of alcohol or drugs, by both the victim and the offender, is often a contributing factor in sexual assault cases.
- Men can be victims of sexual assault.
- Dates and parties are not always safe.

Legally, What Is Sexual Assault?

The crime of rape occurs when the offender "has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against her or his will, or compels such person to submit by threat of bodily injury." Rape and attempted rape are punishable by up to twenty years' imprisonment.

Heavier penalties may apply if the rape causes serious bodily injury, is the result of group attack, or occurs during the commission of certain specified crimes, such as a burglary.

The crime of indecent assault and battery occurs when the offender, without the victim's consent, intentionally had physical contact of a sexual nature with the victim. This contact may include an offender touching a woman's breasts or buttocks, or the pubic area of a man or woman. Indecent assault and battery may be punishable by up to five years' imprisonment.

Acquaintance Rape

Acquaintance rape is a rape committed by someone known to the victim. This might be a friend, classmate, coworker, instructor, relative, or casual acquaintance such as a clerk in a store. It is important to remember that acquaintance rape is not a separately defined crime.

One recent study concluded that women are more likely to be sexually assaulted by a person known to them than by a stranger. In one survey, most of the college women who had been raped knew their attacker, and the attacker was the woman's date in more than half the rapes. Victims of acquaintance rape are often involved in situations where they trust their acquaintance not to be an assailant. Some assailants foster a false sense of friendliness in order to sustain a level of trust in their intended victim. They use this technique to gain their victim's initial cooperation in going to an apartment or vehicle where the aggressor can more easily exert force or threat of force on the victim.

Certain contributing factors repeatedly surface in acquaintance rape situations: ineffective communication, the use of drugs and alcohol, and sex role stereotypes. Understanding some of these factors can help prevent sexual assaults.

What to Do if You Are Assaulted

If you are sexually assaulted, tell someone who understands sexual assault. It is an enormous burden to bear alone. Sexual assaults are terrifying and traumatic. After a sexual assault, it's not uncommon to feel fearful, confused, guilty, ashamed, or isolated. It is better not to try to deal with these feelings alone. There are many concerned and professionally trained people in the community who are prepared to help you.

1. Get to a safe place and call the police.

- Get to a place where you will be safe from further attack.
- For your own protection, call the police immediately, especially if the assailant is still nearby. The police will help you decide whether or not you choose to prosecute the assailant.
- For an assault on campus, call the school director.
- For an off-campus assault, call the local police department.
- Call a friend or family member for support.

2. Get medical attention immediately.

- It is extremely important that you seek medical attention immediately because you may have been injured internally and externally by the attack. A prompt medical examination will test for pregnancy and disease.

- Do not drink, bathe, change clothing, or comb your hair. It's only natural to want to do these things, but you may be destroying evidence you will need if you decide to prosecute later. In the course of your medical examination, this evidence will be collected by the hospital staff.

3. Seek professional counseling.

- Regardless of whether you report the assault or not, you should always seek counseling for the traumatic experience you have survived. The long-lasting psychological effects of a rape do not go away if they are ignored.

Whether to Report the Crime to the Police

Reporting a sexual assault to the police does not commit the victim to further legal action. In the initial meeting with the police, you will be asked to tell the police what happened, where it happened, and what your attacker looked like. The earlier you report an assault, the easier it will be for police to investigate the crime, and to prosecute the case successfully, if that is your choice. It helps to preserve your options for the future.

If you wish to have the assailant prosecuted, the police and the district attorney's office will handle the legal proceedings without expense to you. You do not need to hire an attorney.

Regardless of which police department you report the crime to, you can be assured your name will not be made public. The HoHoKus School will change a victim's academic situation following an alleged sex offense, if it is requested by the victim and it is reasonably available.

Campus Sex Crimes Prevention Act

In order to ensure that information about registered sex offenders is readily accessible to the campus community, the Campus Sex Crimes Prevention Act requires institutions of higher education to provide the campus community with clear guidance as to where this information can be found.

Law enforcement agency information provided by the State of New Jersey concerning registered sex offenders may be obtained by visiting http://www.state.nj.us/lps/njsp/info/reg_sexoffend.html on the internet or by contacting the local police at the address below.

Paterson Police Department
111 Broadway
Paterson, NJ 07505
973.321.1111
info@patersonpd.com

Institutional Security Polices and Crime Statistics

It is the responsibility of the HoHoKus School to provide a safe environment for study and to prevent crime. The school is concerned about the safety and welfare of the students and employees. Therefore, the following policy will be implemented for the protection of students, staff and faculty. This policy is in compliance with the Student Right-to-Know and Campus Security Act (P.L. 101-542).

The HoHoKus School will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the director or school president; if a crime is committed after hours, the incident should be reported to the police as soon as practicable.

The enforcement authority of campus security is limited to the enforcement of the institution's rules and regulations. Incidents that go beyond the scope of the campus security personnel are referred to and investigated by the police department. The HoHoKus School does not recognize any off-campus student organizations that would be covered under the Act.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents on the Campus Security Incident Form. The written statements are included as a part of a written report, and such statements may be used by campus security personnel and the police department for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the Disciplinary Committee for the purpose of campus disciplinary action.

Information concerning the steps students and staff may follow for their own personal security was addressed earlier in this manual. Safety and crime prevention forums, along with seminars to promote awareness and prevention of sexual assault, are also periodically sponsored by the police department to all interested students and employees.

Any student, staff or faculty personnel involved in any of the above-mentioned crimes will be subject to disciplinary action. Such a violation of the school's policy could result in suspension or termination. If municipal laws have been violated, the incident will be reported to the local police.

The HoHoKus School does not tolerate assault in any form. Acts of violence, harassment, and any conduct which threatens to endanger the health or safety of any person at the school are prohibited.

Those who violate the law or the school's rules are subject to suspension or termination. The HoHoKus School is committed to the prevention of sexual assaults and domestic violence through an ongoing program of activities such as distribution of educational material (see material attached), lectures, law enforcement services, and strict disciplinary procedures.

The HoHoKus School recommends that the following procedures should be followed if a sexual assault or an incidence of domestic violence occurs:

- Preserve any evidence of the assault;
- Notify the police, who have officers who are specially trained to investigate sexual assault cases. College officials will assist the student in notifying the authorities if assistance is needed.
- Get immediate medical attention, if needed; and
- Seek professional counseling.

If the offender is a student or employee, the HoHoKus School may impose disciplinary sanctions. Person seeking to file a complaint should contact the school director. In sexual assault cases, the following additional provisions apply:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and

- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding brought alleging a sexual assault.

In compliance with PL 102-26, the following information on incidences of campus crimes is reported for your review:

Campus Crime Report

Criminal Offenses on Campus	2014	2015	2016	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
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
Criminal Offenses on Public Property						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
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

Hate Crimes on Campus	2014	2015	2016	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
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
Simple Assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0
Hate Crimes on Public Property						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
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
Simple Assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0

Arrests on Campus	2014	2015	2016	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Arrests on Public Property						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Disciplinary Actions on Campus						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Disciplinary Actions on Public Property						
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

*In 1992, a legislative amendment deleted the category “rape” and replaced it with “sexual assault” defined to include: forcible rape, forcible fondling, and non-forcible sexual assaults (incest and statutory rape)

This information is updated annually and is available to the general public at <http://ope.ed.gov/security/>.

Drug and Alcohol Prevention Program

The HoHoKus School prohibits the use and sale of alcoholic beverages on campus, without regard to an individual's age. Similarly, the possession, use, and sale of illegal drugs are prohibited. Any underage drinking or drug offense coming to the attention of the institution will be reported to the local police. This institution's full drug and alcohol abuse policy and literature, in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), are distributed at least annually to each student and employee.

Drug prevention program information can be obtained from the director or in the student services office.

**Student Achievement Information
(ACCSC & IPEDS) and Default Rates**
(Next Page)



2019 STUDENT ACHIEVEMENT INFORMATION

Reported to the Accrediting Commission of Career Schools and Colleges (ACCSC)

Updated March 27, 2020

Programs	Session (Day/Evening)	Cohort Start Dates		ACCSC Benchmarks		HoHoKus Trades Rates	
		Begin	End	Graduation	Employment	Graduation	Employment
Building Maintenance Specialist	D	07.01.2017	06.30.2018	73%	70%	100%	100%
	E	10.01.2016	09.30.2017	55%	70%	n/a (1)	n/a (1)
Electrician Apprenticeship	D	03.01.2017	02.28.2018	60%	70%	95%	77%
	E	01.01.2016	12.31.2016	47%	70%	75%	83%
Facilities Management	D	03.01.2017	02.28.2018	60%	70%	77%	80%
	E	01.01.2016	12.31.2016	47%	70%	n/a (1)	n/a (1)
Manufacturing Technology	D	03.01.2017	02.28.2018	60%	70%	91%	72%
	E	01.01.2016	12.31.2016	47%	70%	n/a (1)	n/a (1)
Plumber Apprenticeship	D	03.01.2017	02.28.2018	60%	70%	79%	86%
	E	01.01.2016	12.31.2016	47%	70%	100%	75%
Structural Plate Welding (AWS D1.	D	07.01.2017	06.30.2018	73%	70%	98%	71%
	E	10.01.2016	09.30.2017	55%	70%	n/a (1)	n/a (1)

PERFORMANCE INFORMATION DISCLOSURE

These are the data reported to the Accrediting Commission of Career Schools and Colleges (ACCSC) on the 2019 Annual Report

NOTES

(1) No data to report for the cohort time frame



STUDENT ACHIEVEMENT INFORMATION

Reported to the Integrated Postsecondary Education Data System (IPEDS)

RETENTION RATE

(First-time degree/certificate-seeking students)

2018					
Full-time Students			Part-time Students		
Fall 2017 Cohort	Enrolled/ Completed as of Fall 2018	Retention Rate	Fall 2017 Cohort	Enrolled/ Completed as of Fall 2018	Retention Rate
135	107	79%	27	19	70%

GRADUATION RATES

Completions within 150% of Program Length (First-time degree/certificate-seeking students)

2018				Student Right-to-Know (4-Year Average)		
Cohort Year	Cohort	Graduates	Graduation Rate	Cohort	Graduates	Graduation Rate
2015	250	182	73%	932	732	79%

DEFAULT RATE

Source: National Student Loan Data System

FY2016
3.2%

Voter Registration

In compliance with HEOA standards, the HoHoKus School makes available to all its students voter registration information and material. This information is given through a memo posted throughout the school in common areas and on the school website at http://hohokus.edu/Current_Students.php. It is also discussed as part of Constitution Day.

For copies of voter registration forms please go to the financial aid office.

Constitution Day

In compliance with HEOA standards, the HoHoKus School, on September 17 of every year holds Constitution Day. Part of this day is reserved for special activities, which may include presentation of special projects and assignments given in related courses. When September 17 falls on a Saturday, Sunday, or holiday, Constitution Day will be held during the preceding or following week.

Student Body Diversity

Information on diversity of the student body, including percentage of enrolled, full-time students who are male, females, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients are available in the financial aid office upon request. In addition, each year a memo is posted when current information is available.

Copyright Infringement

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing is subject to disciplinary action by the school under the code of conduct rules as set forth in the catalog. In addition to the school's disciplinary action, a student may be subject to civil and criminal liabilities. A summary of those follow:

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 a 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 Web site of the U.S. Copyright Office at <http://www.copyright.gov/>, especially the FAQ's at <http://www.copyright.gov/help/faq/>.

Emergency Operations Plan

Purpose

In compliance with the Higher Education Opportunity Act and our continuing effort to improve the quality of education and services we provide, we have established policies and procedures for emergency response and evacuation upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees:

Procedures

1. The school has determined a significant emergency or dangerous situation that may threaten the health or safety of its students and employees as a fire, a gas leak, a terrorist act or any act of God. The school may determine other emergencies or dangerous situations that are not herein described in the future.
2. The school's fire alarm system will notify the entire school of an emergency which may be initiated by the system or an authorized individual.
3. The school has established an evacuation plan for emergencies such as fire, gas leak, natural disaster or terrorist act. See attachment for specifics. This evacuation plan is for all students in class or lab at the time of the threat or emergency.
4. The school maintains an emergency messaging system to announce school cancellation or late starts due to emergencies or snow. Notification will be brief and advise of the emergency.
5. Responsibility of notification falls to the campus chief administrative officer or his/her designee. These individuals will be responsible for confirming the emergency, determining notification and its content, initiating the notification system, and disseminating emergency information to the larger community.
6. The procedure of disseminating information to the larger community will be at the discretion of the campus chief administrative officer and will be made to the local fire and police departments.
7. The school will publicize its emergency response test in its student consumer information booklet which is published annually.
8. Announcement of our emergency response and evacuation procedure will be disseminated to students at orientation.
9. Instructors are instructed to review fire drill procedures with students at the beginning of every new course.
10. Regularly scheduled drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.
11. Emergency response and evacuation procedures will be tested annually.

Evacuation Plan

Reasons to Evacuate: Fire, Bomb Threat

1. Fire alarm is activated or pulled. Receptionist calls 911.
2. If there is a fire or anything hazardous inside the building, instructors exit the building with students.
3. Directors, deans, and administrative staff immediately report to designated areas.
4. Students exit the building via designated exits.
5. Once safe area is reached, instructors are to take attendance and wait there until further direction.
6. If the campus chief administrative officer, police, or emergency personnel require people to move to a different location, instructors will be responsible for leading students to the appropriate area.

7. All entrances and exits must be secured so that no one may enter the emergency area.
8. Any missing students should be reported to the campus chief administrative officer immediately.
9. The building should be searched. The campus chief administrative officer will alert students, faculty, and staff when it is safe to return to the building.
10. Upon returning to the building, everyone is to return to the last location they were in the building and wait for further instructions from the campus chief administrative officer.

Lock-down

1. "Lock-down" is called over the PA system indicating that a lock-down is necessary.
2. Notify students, staff and faculty using the emergency messaging system.
3. If in a classroom, the instructor should:
 - a. Close and lock the door and all windows after ushering all students/staff in from the hallways.
 - b. Move students in an orderly manner to a location within the classroom as far away from windows and doorway as possible.
 - c. Not allow anyone to leave the classroom.
4. If an individual is outside, the dean or administrator will usher everyone inside and follow above procedures.
5. Instructors and students should remain in position until the administration announces further instructions.

Emergency Response Procedures

Fire Emergency

General Procedure

1. Stay calm
2. Dial 0 and notify the receptionist:
 - a. Room number
 - b. Type of fire (If known)
 - c. Are doors closed?
3. Turn off lights and electrical equipment
4. Close windows and doors
5. Follow escape routes
6. Evacuate building
7. Move at least 500 feet away from building
8. Do not re-enter until informed of safety by official

Procedure for Campus Receptionist

1. Contact Building Trades Program Director
2. Call 911
 - a. Address

- b. Nature of emergency
 - c. Location of fire
 - 1) Floor
 - 2) Room number
 - d. Whether fire extinguishers have been used
 - e. Whether evacuation is in progress
3. Document any instructions they give you
 4. Relay information, if necessary

Medical Emergencies

General Procedure

1. Stay calm
2. Dial 0 and notify the receptionist:
 - a. Room number
 - b. Location of victim
 - c. Any information about victim
3. Provide first aid and/or CPR if qualified
4. Keep crowd away from victim
 - a. Ask students to exit room

Procedure for Campus Receptionist

1. Call 911
 - a. Address
 - b. Nature of emergency
 - c. Location of victim
 - 1) Floor
 - 2) Room number
 - d. Any known information about victim
2. Contact campus chief administrative officer
3. Send “runner” to meet EMTs, if possible
 - a. “Runner” will guide EMT to victim’s location

Disruptive or Threatening Persons

General Procedure

1. Stay calm
2. Notify receptionist

- a. Extension 0
- b. Room number
3. Do not engage threatening person
4. Evacuate room if necessary
5. Await security and/or police

Procedure for Campus Receptionist

1. Contact campus chief administrative officer
2. Determine if police or emergency response team should be involved
3. Contact appropriate resource

Bomb Threat

General Procedure

1. Stay calm
2. Dial 0 and notify receptionist:
 - a. Room number

Procedure for Campus Receptionist

1. Contact campus chief administrative officer
2. Evacuate
3. Move 500 feet away

Student Referral Resources

Alcohol/Drug Abuse

Addiction Hotline	800.322.5525
Alcoholics Anonymous	212.870.3400
Narcotics Anonymous	800.992.0404
Parent's Support	800.561.4299

Child Care

Bergen County Office for Children	201.336.7150
Community Coordinated Child Care of Passaic	973.684.1904
Essex County Department of Citizen Services	973.395.8400

Child/Spouse Abuse

Parents Anonymous	909.321.6184
Woman's Space	800.572.7233

Emergency Food/Lodging

American Red Cross	973.746.1800
Bergen County Community Action	201.488.5100
Salvation Army Headquarters	973.623.5959
United Way	973.624.8300

Health/Mental Health Services

AIDS Hotline	800.624.2377
Bergen Regional Medical Center Behavioral Health Services	800.730.2762
Essex County Community Health	973.857.4672
Family Health Line	800.328.3838
Mental Health Association of NJ	973.571.4100
St. Mary's Hospital Hotline/Mobile Outreach	973.470.3025
St. Mary's Hospital Mental Health Division	973.470.3056

Immigration Services

American Immigration Law Center	800.321.0627
Immigration Assistance / Refugee Resettlement	225.346.0660
United Way	973.624.8300

Pregnancy Counseling

Planned Parenthood	973.622.3900
Women's Referral Central	800.322.8092

Public Transportation

New Jersey Transit	800.772.2222
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Veterans

Federal V.A.	800.827.1000
N.J. State V.A.	973.645.3260

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