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Consumer Disclosures/Institutional and Financial Information for Students

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

**PROGRAM CAREER/OCCUPATION INFORMATION**

The Department of Education requires Penrose Academy to disclose Standard Occupation Codes (SOC) of each program, as listed below. Also disclosed are the links to Career Occupational Guides as posted on the O-NET website for each program offered at Penrose Academy.

Cosmetology Program (Major Group 39-0000/Minor Group 39-5000)	SOC: 39-5012 Hairdressers, Hairstylists and Cosmetologists <a href="http://www.onetonline.org/link/summary/39-5012.00">http://www.onetonline.org/link/summary/39-5012.00</a>
Esthetics Program	SOC: 39-5094 Skincare Specialists (Major Group 39-5090) <a href="http://www.onetonline.org/link/summary/39-5094.00">http://www.onetonline.org/link/summary/39-5094.00</a>
Cosmetology & Esthetics Educator Program	SOC: 25-1194 <a href="http://www.onetonline.org/link/summary/39-5012.00">http://www.onetonline.org/link/summary/39-5012.00</a>
Laser Certification Training	SOC: 39-5094 Skincare Specialists (Major Group 39-5090)
Nail Technician Program	SOC: 39-5092 Manicurists & Pedicurists

**2016 TUITION AND FEES**

At Penrose Academy, we strive to keep costs as low as possible without jeopardizing the quality of education.

Cosmetology Tuition	\$16,500
Kit Fee (Books, Supplies, Tax Inc)	\$3,000
<u>Registration Fee (non refundable)</u>	<u>\$100</u>
	\$19,600
Esthetics Tuition	\$10,900
Kit Fee (Books, Supplies, Tax Inc)	\$2,500
<u>Registration Fee (non refundable)</u>	<u>\$100</u>
	\$13,500
Laser Technician Certification	\$6,500
Deposit	\$1,000
<u>Kit Fee (Manual)</u>	<u>\$500</u>
	\$8,000
Educator Tuition	\$5,400
Kit Fee (Books, Supplies, Tax Inc)	\$1,000
<u>Registration Fee (non refundable)</u>	<u>\$100</u>
	\$6,500
Nail Technician Tuition	\$8,500
Kit Fee (Books, Supplies, Tax Inc)	\$1,400
<u>Registration Fee</u>	<u>\$100</u>
	\$10,000

## ADMISSIONS

Students are advised that all educational material, textbooks and learning activities at Penrose Academy are conducted in English, including classroom activities, salon and spa clinics and professional development classes. Prospective Students must complete the following enrollment procedures:

1. Complete Penrose Academy's General Information Form
2. Complete Career Planning Interview with Penrose Academy Admissions Department
3. Achieve a score of 85% or higher at Career Planning Interview
4. Create a Financial Strategy and Payment Plan
5. Submit a valid copy of driver's license or photo ID and proof of citizenship (voter registration card, birth certificate, passport, or permanent resident card)
6. Submit letter of intent describing reasons and goals for enrolling at Penrose Academy
7. Submit at least one of the following:
  - Proof of graduation (Official High School Transcripts, High School Diploma, Proof of GED, proof of Home Schooling (Whichever applies to you. College Transcripts or College Diploma will not be accepted.)
8. Submit a \$100 nonrefundable Registration Fee
9. Submit an endorsed Penrose Academy Enrollment Agreement and signed Student Catalog Acknowledgement
10. Submit 2 passport sized photos (for state board licensing exam, will be returned to student)
11. Educator training students must submit proof of current licensure and proof of practicing services in their licensure for a minimum of two years, may be waived by President with one year proof
12. Students using GI benefits must submit proof of all education attended prior to attending Penrose Academy
13. Laser Technician Program students must submit proof of current Cosmetology or Esthetics license.

Penrose Academy does not currently accept Ability To Benefit (ATB) students. If you need assistance in completing a GED program, online resources may be found here: [http://www.ade.state.az.us/adult-ed/ged home.asp](http://www.ade.state.az.us/adult-ed/ged%20home.asp)

Penrose Academy is required to review and evaluate documentation of completion of high school level education for each student. To ensure compliance, a transcript or diploma complete with date of graduation or GED certificate is required as a condition of enrollment. Should the validity of such documentation or institution from which the documentation was obtained from be in question, further documentation may be required for staff to perform a good a faith investigation.

## TRANSFER POLICY

Penrose Academy does not accept the transfer of students or hours from other institutions. An individual who has completed hours at another institution must understand that by enrolling into the same program at Penrose Academy, they will start at zero hours and must complete all required hours to graduate from a program at Penrose Academy. Penrose Academy's programs are measured in clock hours (not credits) and may or may not be transferable to other educational institutions. Graduates from other states may inquire with admissions to take additional clock hours in order to obtain their Arizona License with Presidents approval or the State Board refresher classes. Please understand that if you have previously completed a 1600 hour, 600 hour or 88 hour program at another institution, you do not need to retake any hours and could possibly sit for the necessary exam pending AZBOC review. If applicable, the student would be choosing to enroll at Penrose Academy to acquire the hours again for the quality of education.

## TITLE IV FINANCIAL AID

Penrose Academy uses a national average for the cost of attendance expenses. The figures are as follows:

Budget for 2016 - 2017 Award Year  
Living with Parents w No Dependents

All Others

Room/Board	\$298/month	Room/Board	\$1081/month
Transportation	\$203/month	Transportation	\$250/month
Personal/Misc	\$153/month	Personal/Misc	\$398/month

Budgets are calculated by multiplying the advertised completion time of each program by the monthly figure for each budget component. Please contact the Director of Financial Aid for clarification

Penrose Academy has entered into an agreement to administer Title IV Funds. An employee in Admissions or Financial Aid can be reached Monday through Friday to answer any Financial Aid related questions.

Penrose Academy administers the following Title IV programs/funds:

**Federal Pell Grant** - This is gift aid and does not require repayment.

**Subsidized Direct Loan** – This is a LOAN and requires repayment. The U.S. Dept of Education will pay (subsidize) interest that accrues while attending and during the six month grace period.

**Unsubsidized Direct Loan** – This is a LOAN and requires repayment. The student is responsible for paying all interest. You can pay the interest while you're in school or during a period of deferment or forbearance.

**Direct Parent Plus Loan** - This is a credit based LOAN for parents and requires repayment.

Financial Aid student eligibility criteria and general information can be found at [www.studentaid.gov](http://www.studentaid.gov). All Title IV funds are awarded based on each student's individual eligibility. Your eligibility will be determined by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at [www.fafsa.gov](http://www.fafsa.gov). You must be fully enrolled at Penrose Academy before any Title IV aid will be disbursed on your behalf. All information regarding Student loans and Parent PLUS loans 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.

Once an valid FAFSA has been received on campus, your financial aid award will be presented to you. At this time, the financial aid representative will contact you to inform you of the financial aid award, terms and conditions of student loan(s) as well as your right to decline any aid.

Private education loans are also available to students. Penrose Academy does not have a preferred lender list and encourages students and parents to obtain funding from any institution that offers the best terms and conditions and always compare terms with Title IV funds.

If the student has Title IV loans in repayment, he or she may defer repayment on the loans while enrolled full time at Penrose Academy. For assistance in deferring student loans, please contact the financial aid representative at 480-222-9540 or email [cat@penrose.edu](mailto:cat@penrose.edu).

Students who receive federal financial aid funds have the following rights:

- The right to review your financial aid files and accept or decline your financial aid award
- The right to know how the financial aid will be distributed
- The right to know how your financial need was determined
- The right to request an explanation of various programs in your student aid award
- The right to know the refund policy of Penrose Academy

While receiving financial aid, the student has the following responsibilities:

- The student has the responsibility to remain in Satisfactory Academic Progress (SAP).
- The student must complete all forms accurately and honestly.
- The student must provide correct information. If it is found that a student purposefully provided false information, it could be considered a criminal offense, which could result in an indictment under the U.S. Criminal Code.
- The student is responsible for providing all documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he or she signs.
- The student is responsible for all agreements that he/she signs.
- The student/parent must comply with all federal tax laws.

Financial aid will be disbursed on hours 1, 451, 901, and 1251 for Cosmetology students.

Financial aid will be disbursed on hours 1 and 301 for Esthetics students.

Financial aid will be disbursed on hours 1 and 301 for Nail Technician students.

Financial aid will be disbursed on hours 1 and 325 for Cos Educator students.

Financial aid is not offered for Esthetic Educator or Laser at this time.

Any student borrowing funds for the first time will experience a delay of Direct Loan disbursement for 30 days.

Upon graduating or withdrawing from Penrose Academy, a student who has received student loans must complete an exit interview with the financial aid representative. The exit interview must be completed before the student will be considered having met all graduation requirements.

**ISBN/TEXTBOOK INFORMATION**

The following is a pricing breakdown of textbooks currently being used at Penrose Academy. This information is also available to in electronic form at [www.Penrose.edu/tuition\\_aid](http://www.Penrose.edu/tuition_aid).

TEXTBOOK NAME	Product	Copyright	Edition	Printing Date	ISBN	Retail Price
Cosmetology Fundamentals, A Designer's Approach to Career Success	Course book	2009, 2010, 2013	3	6/1/2013	978-1-937964-35-1	\$81.67
Cosmetology Fundamentals, A Designer's Approach to Career Success	SSG	2009, 2010, 2013	3	6/1/2013	978-1-937964-38-2	\$81.67
Cosmetology Fundamentals, A Designer's Approach to Career Success	LEP	2009, 2010, 2013	3	6/1/2014	978-1-937964-44-3	\$81.67
Salon Fundamentals Esthetics	Course book	2004, 2007	2	6/1/2014	978-0-9742723-1-3	\$65.55
Salon Fundamentals Esthetics	SSG	2004		6/1/2014	978-0-9742723-7-5	\$65.55
Salon Fundamentals Esthetics	LEP	2004, 2009	2	6/1/2014	978-0-9742723-6-8	\$41.40
Penrose Academy Laser Manual	Course book	NA	1	09/01/2013		\$100.00
Hair Fashion & Fantasy	Book	2013	1	2013	978-0-500-98114-6	\$34.95

**ENTRANCE COUNSELING**

Upon creating the estimated award letter from FAME (third party processor for Penrose Academy), the prospective student is called to discuss their estimated total award, make decisions on loans, and, if accepting loans, to schedule a loan counseling session with the Penrose Academy Financial Aid representative. The prospective student is also required to complete the Department of Education online entrance counseling session and sign a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) prior to any funds being disbursed.

The Title IV Authorization form is completed during the Entrance Counseling meeting. The student has the opportunity to decide how the funds will be applied to his or her account. The financial aid representative MUST inform the student that if he or she chooses to allow PA to retain any credit balance to apply for academic year two, the resulting interest is retained by PA.

The Award Letter from FAME provides a breakdown of the aid received. The financial aid representative will explain in detail what each type of aid consists of and how it is determined, disbursed and applied to the student account.

The financial aid representative will also explain, in detail, the ramifications of withdrawing and direct the student to the Penrose Academy Consumer Information Guide.

The following information is reviewed during Loan Entrance Counseling:

\* Financial Aid Award Letter

\* Title IV Authorization Form

\* Master Promissory Note

The Stafford Subsidized and Unsubsidized loans require one master promissory note, electronically signed by the student. The Parent PLUS loan require a separate master promissory note, electronically signed by a parent. You may complete these forms online at [www.studentloans.gov](http://www.studentloans.gov)

\* Completed Online Direct Loan Entrance Counseling

You must complete online Entrance Loan Counseling Online before Penrose Academy may disburse funds to you. Complete the counseling at [www.studentloans.gov](http://www.studentloans.gov).

\*REPAYMENT

\*REPORTING STATUS CHANGES

\*ACADEMIC PROGRESS

\*LEAVE-OF-ABSENCE OR WITHDRAWAL

If you take a leave-of-absence or withdraw from your classes, a portion of your financial aid may be refunded back to its source (federal and/or private source). Penrose Academy's refund and return of title IV funds policies are explained in Academy's Student Catalog.

\*CONSUMER INFORMATION

Consumer Information Data (i.e. Campus Security Report, placement/graduation/licensure rates, drug and alcohol prevention plan, etc.) can be obtained in hard copy upon request through the Administrative staff, the Financial Aid Office, and the Penrose Academy website homepage.

\*REPAYMENT OF STUDENT LOANS

Should you fail to make payments on your student loans (default), there may numerous consequences:

- Damage to credit report
- Wage garnishment
- Seizure of federal and state tax refunds
- Potential for legal action
- May have difficulty obtaining car loans or mortgage loans

The Stafford loans are federally funded, and you do not have the option of filing bankruptcy to discharge the loans.

\* EXIT COUNSELING – Brief overview of Exit Counseling requirements prior to graduation

## EXIT COUNSELING

When a student graduates or withdraws from Penrose Academy, he or she is required to complete online exit counseling at [www.studentloans.ed.gov](http://www.studentloans.ed.gov). It is mandatory that this counseling be completed in order for the student's hours to be released to the State Board of Arizona. A member of the financial aid office will be available to answer any questions Tuesday through Saturday. Please see below for a sample letter presented to each student prior to their graduation:

Dear \_\_\_\_\_,

Congratulations on your upcoming Graduation from Penrose Academy!!

In order to prepare you for entering repayment on your Direct Loans, it is required that you complete Exit Counseling online at [www.studentloans.gov](http://www.studentloans.gov). During the counseling, you will be presented with information on your loans such as payment amount, budgeting tools, interest rates, as well as the ability to choose a repayment plan that best suits your budget and financial goals.

Your loan servicer is:

**Be sure to complete this counseling as soon as possible, as any student who has not completed by \_\_\_\_\_ may not be permitted to participate in final test outs or the graduation ceremony.**

**Your hours will be released to the State Board after this requirement has been met. Please email me at [cat@penrose.edu](mailto:cat@penrose.edu) when completed** and do not hesitate to contact me should you have any questions or need further assistance.

Thank you for taking the steps necessary to ensure responsible borrowing and on time repayment of your Direct Loans.

Sincerely,

Cat Lawrence Barrons

Financial Aid Director

## COMPLETION/GRADUATION RATE

Penrose Academy tracks annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. The requirement from our accrediting agency, COE, is 60% Completion, 70% Licensure, and 70% Placement.

For the most recent COE annual report submitted December 2015, the Academy achieved the following performance statistics averaged amongst all educational programs:

Completion	94%
Licensure	99%
Placement	94%

Each year, Penrose Academy compiles the statistics per COE requirements in the COE annual report, and per Department of Education Gainful Employment consumer requirements in October annually. Additionally, on July 1 of every year, the completion, graduation and transfer rates of Penrose Academy will be disseminated to the student body and staff as submitted to the Department of Education via the Integrated Postsecondary Education Data System (IPEDS) by the financial aid representative.

Rates are additionally reported by individual program using the Gainful Employment Disclosures template and posted on [www.penrose.edu](http://www.penrose.edu) homepage.

The school will disaggregate completion and graduation rates by gender, racial and ethnic groups by the participants of Pell Grant and Direct Loans (unless the number would not yield statistically reliable information or reveal personally identifiable information. This data is currently being calculated at time of publishing.

As reported to the website College Navigator, the Retention Rates for first time/full time students who began studies in fall 2013 and returned to Fall 2014 was 94%. The Overall Graduation Rate for students who began their studies in 2011-2012 and graduated from their program within 150% of normal time was 93%. This information is updated annually via required IPEDS reporting.

## PELL RECIPIENTS BY RACE/GENDER

Cohort year: 2014 - 2015

Total Pell Grant Recipients:	90	
Female	89	98.89%
Male	1	1.11%
American Indian/AK Native	1	1.11%
Black/African American	3	3.33%
Hispanic/Latino	13	14.44%
Two or more races	4	4.44%
White	69	76.67%

## HIGH SCHOOL DIPLOMAS

Penrose Academy is required to review and evaluate documentation of completion of high school level education for each student. To ensure compliance, a transcript or diploma complete with date of graduation is required as a condition of enrollment. Should the validity of such documentation or institution from which the documentation was obtained from be in question, further documentation may be required for staff to perform a good faith investigation.



## **OUTCOME CALCULATIONS**

Penrose Academy's accreditor, The Council on Occupational Education, allows the removal from calculations for program completers and job placement students identified by the following descriptions:

"Unable to earn credential" such as:

- Transfer to another program within the institution
- 100% refund or discontinued attendance after the first day
- Pregnancy
- Health related issues (physical/mental/behavioral)
- Caring for ill family members
- Incarceration
- Death
- Secondary students

Graduate completers employed in positions related to the field of instruction are defined as graduates who:

1. Are employed in field of instruction pursued
2. Have entered the military
3. Are continuing their education

## **ABILITY TO BENEFIT STUDENTS**

Penrose Academy does not currently accept Ability To Benefit Students (ATB).

## **VACCINATION POLICY**

At this time, Penrose Academy does not have requirements regarding vaccinations. However, PA does encourage each student to take responsibility for his or her individual health and wellness. Information for free or reduced price clinics offering vaccinations and other health services can be found at [www.azdhs.gov](http://www.azdhs.gov).

## **REFUND/AMOUNT DUE POLICY**

Student acknowledges and understands that admission into Penrose Academy is limited. Due to the limited capacity of Students admitted into Penrose Academy, Student understands that once he/she is accepted for admission that Penrose Academy relies on the Student's contribution and tuition. All refunds are calculated as of the students' last date of attendance. Any Student who has not visited the school prior to enrollment may withdraw without penalty within three days of attending orientation, or visiting the school. If Student withdraws he/she shall be fully responsible for all amounts defined below, any monies to be returned to the Student shall be refunded within 45 days of written cancellation or withdrawal notice by the student or from the date we terminate the student, determine withdrawal by the student, regardless of notice received from student. If amount due is owed to Penrose Academy by the student, the student has 45 days to make the payment:

If written notice of withdrawal is received by Penrose Academy prior to the start of coursework or on the start date of coursework, Penrose Academy will retain or require only the nonrefundable registration fee of \$100, unless class is canceled by administration after enrollment, then all monies will be refunded within 45 days of start date.

Upon commencement of scheduled hours, if a student withdraws or is terminated up to 10% of scheduled hours (1-159 in Cosmetology, 1-59 in Esthetics, 1-15 in Laser Technician Certification), Penrose Academy will refund 90% of the tuition, not to include the \$100 non-refundable registration fee, Student Kit fee and where applicable, administrative fees.

- i. After the first 10% of scheduled hours and until the end of 25% of scheduled hours (160-399 in Cosmetology, 60-149 in Esthetics, 16-37.5 in Laser Technician Certification) Penrose Academy will refund 50% of the tuition, not to include the \$100 non-refundable registration fee, Student Kit fee and where applicable, administrative fees.
- ii. After the first 25% of scheduled hours and until the end of 50% of scheduled hours (400-799 in Cosmetology, 150-299 in Esthetics, 37.6-75 in Laser Technician Certification) Penrose Academy will refund 25% of the tuition, not to include the \$100 non-refundable registration fee, Student kit fee and where applicable, administrative fees.
- iv. After the first 50% of scheduled hours, no refund will be given to the student.

"Scheduled Hour(s)" means the hours defined by Penrose Academy course calendar, regardless of whether a Student was in attendance. All Students paying tuition with a credit card are subject to the Credit Card processing fees, which are non-

refundable with in the event of a withdrawal or termination.

**REFUND TIMEFRAME**

Any amounts to be refunded to Student shall be paid within forty-five (45) days of Penrose Academy's receiving written notification of withdrawal or termination. If amount due is owed to Penrose Academy by the student, the student has 45 days to make payment.

## RETURN TO TITLE IV

Student acknowledges and understands that admission into Penrose Academy is limited. Due to the limited capacity of Students admitted into Penrose Academy, Student understands that once he/she is accepted for admission that Penrose Academy relies on the Student's contribution and tuition. Any Student who has not visited the school prior to enrollment may withdraw without penalty within three days of attending orientation, or visiting the school. If Student withdraws or has enrollment terminated, the following policy is set forth for all Title IV funds:

Federal financial aid is awarded to students contingent upon the student attending classes and successfully completing the entire payment period. If the student fails to complete the payment period successfully, the student may be responsible for repaying part or all of the federal financial aid. The Financial Aid Office is required by federal regulations to recalculate federal financial aid eligibility for students who withdraw, drop out, are terminated (voluntary or involuntary), or take a leave of absence prior to completing 60% of a payment period. Earned Title IV Funds are federal Title IV funds used to cover education costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the time enrolled, through 60% of the payment period. After 60%, the student is considered to have earned 100% of federal aid. Unearned Title IV Funds are the amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the Department of Education. If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period completed = the number of clock hours the student was scheduled to complete in the period as of the day the student withdrew divided by the total clock hours in the payment period. This percentage is also the percentage of earned aid. If a student earned less aid than was disbursed, Penrose Academy would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to Penrose Academy. If a student earned more aid than was disbursed to him/her, Penrose Academy may owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. Penrose Academy must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Progress in academic work and attendance is a requirement for all Penrose Academy students. Satisfactory Progress helps ensure students are moving toward successful completion of the program in a timely manner or risk losing Financial Aid eligibility, incur fees or loss of enrollment

Satisfactory Academic Progress includes maintaining an 80% Cumulative GPA and a 95% attendance. Penrose Academy will round up percentages to the nearest hundredth, for example, a student with an attendance of 94.5 or above will be rounded up to 95% attendance

Penrose Academy determines Satisfactory Progress by monitoring students throughout their enrollment and completing a formal evaluation at an "evaluation point." Evaluation points for students enrolled in Cosmetology are at 450, 900, and 1250 actual hours (at the end of the first, second and third payment periods for those receiving Financial Aid). Evaluation points for students enrolled in Esthetics are at 300 actual hours (at the end of the first payment period) and Educator Training program is at 325 actual hours. Students meeting all expectations and requirements at time of evaluation point, both attendance and academics, will be considered making Satisfactory Academic Progress and are eligible to receive financial aid disbursements if they qualify.

Students failing to meet requirements for attendance and/or academic progress at an evaluation point will be notified in writing by Penrose Academy staff. Student may be placed on "Warning" or "Probation" (pending a successful appeal process) or have Financial Aid terminated. The students in Cosmetology, Esthetics, and Student Educator programs are expected to complete within a 150% timeframe unless otherwise approved by the President.

If a student is able to provide medical documentation such as proof of a doctor's appointment, proof of surgery or proof of hospitalization to account for hours missed at the program, those hours will not be counted against the student when calculating Student Academic Progress attendance percentage checkpoints. All documentation should be submitted to Student Services upon return to school and will not be calculated if presented after the student has hit an SAP checkpoint.

## **WARNINGS**

Students failing to meet SAP at an evaluation point will be notified with an SAP form by Student Services or Financial Aid staff. Penrose Academy may decide it is reasonable to believe that the student is able to meet SAP at the next evaluation point and places that student on "Warning." Students placed on a "Warning" are still eligible to receive Title IV Financial Aid. At the next evaluation point, that student is expected to meet SAP, and if not, that student will be notified of such.

## **PROBATION/SAP**

Any student failing to meet SAP, for two consecutive payment periods, will be notified with an SAP form and informed of the process for appealing determination on of SAP as explained below. Any student not meeting SAP will become ineligible to receive Title IV financial aid, unless an appeal is approved. Once an appeal is approved, they will be placed on "Probation" and allowed to receive Title IV Financial Aid if they follow their plan for improving upon SAP within a given time frame.

## **APPEAL PROCESS**

Students failing to meet SAP for extreme or mitigating circumstances may follow an appeal process to reconsider SAP and be placed on "Probation" wherein that student may still receive Title IV Financial Aid.

1. Student must submit a written appeal of SAP determination to the President, Financial Aid Director or Compliance Manager during regular business hours, and within 3 business days of student receiving a determination on of failing to meet SAP.

Appeal must contain the following:

- Why the student failed to meet SAP
- What has changed that will allow the student to make SAP at the next evaluation point.

2. Appeal will be reviewed by a "Board of Grievances" as Appointed by the President and made up of staff members. The written appeal will be reviewed (and the board may request an in- person interview with the student) and a determination made and provided to the student in writing within 10 business days with one of the following determinations:

- a. If a student appeals and the SAP appeal is granted, they will be placed on "Probation" and provided a CAP (Corrective Action Plan). A students' CAP will provide a detailed plan for each student to follow in order to continue progress toward successful and timely completion. The CAP will include specific actions and deadlines for each student to meet in order to maintain Financial Aid eligibility and enrollment and show progress towards successful and timely completion of their program. A CAP may span more than one evaluation point and student is eligible to receive Title IV Financial Aid while following their CAP.
- b. If a students' appeal is denied, Title IV Financial Aid will not be reinstated and student will be notified.

## **CONSTITUTION DAY OBSERVANCE**

Penrose Academy will observe Constitution Day on or near September 17<sup>th</sup> of each year (unless the 17<sup>th</sup> falls on a Sunday or holiday, in which case the event shall be held during the preceding or following week). Activities that celebrate or educate students, staff and guests on the Constitution will be arranged. This observation will commemorate the signing of the Constitution on September 17, 1787.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

As of September 29, 2014, Penrose Academy has had zero incidences of drug or alcohol abuse on campus.

Penrose Academy's drug and alcohol abuse prevention program and resources/information is available online at [www.Penrose.edu](http://www.Penrose.edu) in the student intranet access site. Once a year, an email blast will be sent out to all staff members and students, notifying them of this program. Also, the program & resources will be included in the new student orientation and saved on the student thumb drive, given to them at orientation. New staff members will be informed of this policy in their Employee Handbook. The Penrose Academy Student Catalog currently reads as follows:

Penrose Academy has a zero tolerance policy for drugs and alcohol use. For the safety of Penrose Academy Students and its guests, drug use, possession, or sales are not allowed. This includes alcohol, prescription and illegal drugs. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance (including before school, during school, on a field trip or at a Penrose Academy event) will be asked to leave the premises immediately. An investigation and termination proceedings may follow. A Student convicted of any drug or alcohol offense during a period of enrollment for which a Student was receiving Title IV funds, under any federal or state law involving the possession or sale of illegal drugs will result in loss of eligibility for any Title IV, HEA, Grant or loan. You may request a copy of Penrose Academy's Substance Abuse policy and Prevention Plan from administration at any time for resources on prevention of substance abuse, this policy is also provided digitally for every student and posted on our student intranet.

The use of drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs and alcohol poisoning.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy/sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of and drugs (including the misuse of prescription drugs) at Penrose Academy, on campus or while engaged in the course curriculum, is strictly prohibited. Penrose Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Penrose Academy, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of the school or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions leading up to or including termination.

Penrose Academy employs the use of a "Certified Narcotics Detection Team" including a private drug detection dog that may perform announced and unannounced visits on campus including all classrooms, salon and spa, offices, student locker contents and any other areas on campus. Any detection of an illegal substance will be fully investigated.

Any student or staff member who has illegal possession of or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Penrose Academy will refer violators to the authorities for prosecution, consistent with local, state, and federal law.

Arizona state law is specific as to the sanctions and penalties for offences, for minors and adults, ranging from possession, administering, manufacturing, sales, and use of dangerous drugs and/or prescription medication. A guide to the Arizona statues for drug offenses can be found online at [www.azleg.state.az.us](http://www.azleg.state.az.us), Chapter 34, Drug Offenses.

An example of some of the Arizona laws pertaining to minors include:

- A minor found to be using a false id could be charged with a misdemeanor; face jail time; incur fines up to or around \$750.00 and attend alcohol/substance abuse treatment or classes
- Any adult that furnishes alcohol to a minor, including the purchase of for minor consumption, can incur fines up to \$2500.00 and a maximum jail time of 6 months.

In Arizona, driving under the influence of drugs or alcohol is illegal for both adults and minors. Arizona has some of the strongest penalties for DUI. Jail time is mandatory for anyone convicted of DUI. Other sanctions can vary, depending on previous offenses and severity of current offense, which may include fines, mandatory ignition interlock devices be installed in vehicle, and alcohol/drug treatment.

Students and staff members who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept with the prescription bottle with name of person medication prescribed for. If use of a prescription drug may impair your performance or affect safety while performing course related services, you should notify your educator or immediate supervisor so Penrose Academy can take action it deems appropriated to protect your safety and that of fellow students, coworkers and guests. Any student or staff member found in violation of this policy is subject to suspension or expulsion from the program.

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877-335-HOPE (4673) for a referral or one of the treatment centers listed below.

Please note: Penrose Academy does not have a professional relationship with or endorse/recommend any of the treatment centers listed below.

**DRUG AND ALCOHOL TREATMENT FACILITIES:**

Behavioral Health Services  
Division of Substance Abuse/General Mental Health  
2122 E. Highland Street; Suite 100  
Phoenix, AZ. 85016  
602-381-8999

Scottsdale Treatment Institute PLC  
6991 E. Camelback Road; Suite B360  
Scottsdale, AZ. 85251  
480-429-9044

Center for Behavioral Health Phoenix, Inc.  
1501 East Washington Street  
Phoenix, AZ. 85034  
602-253-6553

Addiction Rehab Helpline  
Holistic Referral Network  
866-923-1128

Advanced Counseling Center  
4600 South Mill Avenue; Suite 280  
Tempe, AZ. 85252  
480-655-9550

Banner Desert Behavioral Health Center  
2225 West Southern Avenue  
Mesa, AZ. 85202  
480-512-4055

Banner Behavior Health Hospital  
7575 East Earll Drive  
Scottsdale, AZ. 85251  
480-941-7500

Penrose Academy students are given the following community resources upon request:

A New Beginning [Eating Disorders] - 480-941-4247 [www.anewbeginning.com](http://www.anewbeginning.com)

Alcoholics Anonymous - 602-264-1341 [www.aa.org](http://www.aa.org)

Arizona Coalition Against Domestic Violence - 100 602-279-2900 [www.azcadv.org](http://www.azcadv.org)

Center for Debt Management - [center4debtmanagement.org/financialaid.shtml](http://center4debtmanagement.org/financialaid.shtml)

Child Abuse Hotline - 1-888-767-2445

Crime Stop - Phoenix Police Department 602-262-6151

Depressed Anonymous - 602-231-0868

EMPACT Suicide Hotline - 480-784-1500 / 480-784-1514

Apply for Food Stamps - [www.food-stamps.net](http://www.food-stamps.net)

Gamblers Anonymous - 602-266-9784 [www.gamblersanonymous.org](http://www.gamblersanonymous.org)

Marijuana Anonymous - 800-766-6779 [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)

Mental Health Association of Arizona - 480-994-4407

Narcotics Anonymous - 480-897-4636 [www.na.org](http://www.na.org)

Overeaters Anonymous - 602-234-1195 [www.oa.org](http://www.oa.org)

Rape Hotline - Center Against Sexual Abuse 602-254-6400

Remuda Ranch [Eating Disorders] 1-800-445-1900 [www.remudaranch.com](http://www.remudaranch.com)

Sex Help - [www.sexhelp.com](http://www.sexhelp.com)

Suicide Hotline - 602-254-HELP

The Mandel Center 480-734-1199 - [www.mandelcenter.com](http://www.mandelcenter.com)



## **PENROSE ACADEMY FERPA POLICY**

In order for Penrose Academy to be in compliance with the Family Educational Rights and Privacy Act of 1972 (FERPA), the following policies and procedures have been established.

Upon enrollment, each student is provided a Privacy Act release form. After reviewing and agreeing to the terms of the release, the student signs and dates the form acknowledging their rights under agreement. The agreement reads as follows:

### **Privacy Act Release Form**

Penrose Academy respects the privacy and security of your personal information and your educational records. We are required by law to provide this policy notice and to explain to you how we will collect, use, and safeguard your personal information. This notice is intended for all currently enrolled students. Students/prospective students can get additional information by contacting the school during business hours. Note: Annual notice of this policy may be found in the school's catalog.

**Collection and use of personal and educational records:** The school collects information from various sources including but not limited to your enrollment application and forms. We also obtain information due to transactions you have with us or that we have with third parties on your behalf. We use that information to provide you with products and/or services you have requested from us and in order to comply with reporting and/or other legal requirements or mandates.

You should be advised the school may allow access to your educational records without your consent in order to comply with requests from governing authorities including but not limited to accrediting bodies, the U.S. Department of Education, the State and others as related to our status as a candidate school for programs. Records will be released to such agencies in order to fulfill the duties, directives or orders of such or to assist the school in fulfilling its missions and objectives. The school will indicate in the file if such a review has been performed.

**Safeguarding Records:** The school keeps student educational and financial records in secure offices and in a manner (storage cabinets, file cabinets etc...) so to maintain them safely. We maintain physical, electronic, and procedural safeguards that comply with the regulations and leading industry standards. We restrict access to your non-public personal information to those employees (including those persons or servicers contacted by the school) who have a specific business purpose in utilizing your data.

**Release of information with your consent:** Students (or parent/guardian of dependent minors) may authorize the release of information to outside/third parties if they wish. Requests must be made to the school's manager, student services or records department in writing (a fax with a signature is also okay). Blanket releases will not be approved. No information will be released without the student's (or parent/guardian's) consent.

**Your Rights:** The school guarantees each student (or parent/guardian if a dependent minor) their right to access that student's records.

You have the right to consent to or withhold the disclosure of personally identifiable information. Note: Penrose Academy does not currently produce a student directory; however, should a directory be published in the future you will have the right to withhold personally identifiable information from it. Such a request should be made in writing to the Academy President.

You have the right to inspect and review your educational records. Such requests must be made in writing and will be complied with within 45 days of the request. If during a review of your educational records you have found an item(s) which you feel are in error, you may request in writing a modification to the information. Note: Request(s) for review and/or modification should be submitted to the Academy Manager. The school will review the item(s) and will provide you with a written response explaining the outcome of the request.

If you believe your rights under the FERPA requirements have been violated, please contact the Penrose Academy at 13402 N. Scottsdale Road, Suite B160, Scottsdale, AZ, 85254.



## **CHALLENGE OF THE CONTENTS OF EDUCATION RECORDS**

Students may challenge the information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and submitted to the Penrose Academy President. The challenge will be addressed within forty five days and written notification of the outcome will be provided to the student.

Should a student feel their rights under FERPA have been violated, they should contact Penrose Academy President in writing.

## **DISCLOSURE OF EDUCATIONAL RECORD INFORMATION**

Penrose Academy shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must:

- A. Specify the records to be released
- B. State the purpose of the disclosure
- C. Identify the party or class to whom disclosure may be made
- D. Signed and dated by the student

Penrose Academy does not produce a student directory. Should this change at any time, Penrose Academy will seek student consent to participate.

FERPA established rules stating that some personnel and agencies may have access to student's 'educational records' without written consent of the student. Penrose Academy will disclose information from a student's educational record only with the written consent of the student except:

1. To school officials within the institution who have been determined by A to have a legitimate interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of Penrose Academy. A school official has a legitimate educational interest in the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised about an individual's 'need to know' or legitimate educational interest in having access to specific information, the issue shall be decided by the Penrose Academy President.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state of federally supported education programs.
3. 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 that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Penrose Academy
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Penrose Academy will grant equal access to the student's education records upon demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency subject to determination by the Director.
9. To personnel complying with a judicial order or lawfully issued subpoena provided that PA makes reasonable attempt to notify students in advance of compliance.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

NOTE: Penrose Academy is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for law enforcement purpose, orders the college not to disclose the existence or contents of the subpoena.

Penrose Academy will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Penrose Academy will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicated the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in obtaining the information. The record may be reviewed by the eligible student.

#### **ANNUAL NOTIFICATION OF FERPA RIGHTS**

Penrose Academy will give annual notice to current students of their rights under the Act by publishing information online via an emailing. New students will receive their information and release form during their enrollment.

#### **STUDENT RIGHTS AFTER CEASING ATTENDANCE OR GRADUATION**

Students who have ceased attendance or have graduated from Penrose Academy have basically the same FERPA rights as students that are currently attending, including the right to:

- a) Inspect their education records
- b) Appeal information found in education record
- c) Have their education record privacy protected by Penrose Academy

#### **PRIVACY RIGHTS OF DECEASED STUDENTS**

The release of education records information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate for twenty five years following the death of a student.

#### **INCENTIVE COMPENSATION**

All employees of Penrose Academy are paid on an hourly or salary basis, according to state labor laws, and are not rewarded financially or otherwise based on the number of students who enroll in any Penrose Academy program. This would include bonus pay, issuance of gift cards or product, time off with pay above individually earned PTO, or anything of monetary value.

## **CAMPUS SECURITY**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and then amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing the information as follows:

- Annual Security Report compiled from Phoenix Police Department
- Disclosure of Penrose Academy's Security Policy
- Guidance on prompt crime reporting

This information is available:

- Electronically on Penrose Academy website
- Electronically on Penrose Academy intranet
- In paper form available upon request to Financial Aid, Student Services or Admissions Offices

Penrose Academy is aware of the growing trend in incidents of domestic violence, dating violence, and stalking behavior. Please note that if you feel you are a victim of or are aware of any of the above type of behavior, please report and identify any incident immediately to Penrose Academy President and/or student services.

## **SECURITY POLICY**

Penrose Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Students, parents, and staff may access this report in full by contacting the Phoenix Police Department. A complete copy of this report is also available in the Financial Aid, Student Services and Admissions Offices of Penrose Academy.

Campus crime, arrest and referral statistics include those reported to the Phoenix Police Department, and the Penrose Academy designated campus officials.

Please note that Penrose Academy has only one campus, located at 13402 N. Scottsdale Road, Suite B160 Scottsdale, AZ, with no campus housing nor satellite locations. Penrose Academy does not have a campus police staff, nor do the campus security officials have any arresting authority. Local law enforcement has the arresting authority on Penrose Academy Campus. Upon written request, Penrose Academy will disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary hearing conducted by Penrose Academy against a student who is the alleged perpetrator of such crime or offense.

Each year, by October 1, Penrose Academy will compile a crime statistics report from the incident and crime reports given to the campus security authorities. The crime statistics will be sent to the Department of Education each year upon receipt of the letter requesting the crime reports. This information will be uploaded via <http://surveys.ope.ed.gov/security> by the Financial Aid Administrator. Crime statistics from the area surrounding Penrose Academy will also be requested from the Phoenix Police Department and will be disclosed in the annual crime report.

Each year, an email blast will be sent to all enrolled student and staff by October 1, giving the website address to access this updated report. Newly enrolled students will receive all Consumer Disclosures, including Campus Security policies on their Penrose Academy thumb drive. New staff members will receive a copy of policy during their New Hire Orientation.

Phoenix Police Department compiled reports on following pages



**CITY OF PHOENIX POLICE DEPARTMENT**  
**Finalized Departmental Reports For Listed Crimes**  
**In Grid(s) DC44**  
**According to Uniform Crime Reporting (UCR) Criteria**  
**Date of Occurrence 01/01/2014 - 12/31/2014**



<b>Crime Type</b>	<b>DC44</b>
Homicide	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	6
Motor Vehicle Theft	0
Arson	0
UCR Part II Sex Offenses*	0
<b>Total</b>	<b>6</b>
<b>Domestic Violence<sup>1</sup></b>	
	<b>2</b>
<b>Bias Crimes<sup>2</sup></b>	
	<b>0</b>

<sup>1</sup>Domestic Violence refers to incidents in which the domestic violence flag was marked "Y" as identified by the officer at the scene and includes all reported crime types, including crime counts from the above list.

<sup>2</sup>Bias Crimes includes crime counts from the above list in addition to larceny/theft, simple assault, intimidation/threats, and criminal damage/vandalism. These incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail.

\*UCR Part II Sex Offenses include sex with a minor and molestation.

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Any reports with missing or incomplete information are not included. The information in this report is based on georeferenced addresses and may change as the geobase is improved and/or updated. Any inaccuracies in the geobase may result in addresses georeferencing to the incorrect grid, beat, squad, precinct or council district. Rape does not include newest codes (10230, 10240).

**APPROXIMATE GRID BOUNDARIES:**

**DC44 Thunderbird Rd to Sweetwater Av, 68th St to Scottsdale Rd/72nd St**



CITY OF PHOENIX POLICE DEPARTMENT  
Finalized Departmental Reports For Listed Crimes  
At 13402 N Scottsdale Rd  
According to Uniform Crime Reporting (UCR) Criteria  
Date of Occurrence 01/01/2014 - 12/31/2014



Crime Type	Total
Homicide	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
UCR Part II Sex Offenses*	0
<b>Total</b>	<b>0</b>
Domestic Violence <sup>1</sup>	0
Bias Crimes <sup>2</sup>	0

<sup>1</sup>Domestic Violence refers to incidents in which the domestic violence flag was marked "Y" as identified by the officer at the scene and includes all reported crime types, including crime counts from the above list.

<sup>2</sup>Bias Crimes includes crime counts from the above list in addition to larceny/theft, simple assault, intimidation/threats, and criminal damage/vandalism. These incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail.

\*UCR Part II Sex Offenses include sex with a minor and molestation.

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Apartment numbers, unit numbers, or suite numbers are not always entered in the data. Therefore, this report reflects counts based on address information without specifying apartment/unit/suite numbers. This means that any incident at the same street address would be included in the count regardless of the apartment/unit/suite number. Any reports with missing or incomplete information are not included. Rape does not include newest codes (10230, 10240).





**CITY OF PHOENIX POLICE DEPARTMENT**  
**Adult and Juvenile Charges for Select Statute Codes**  
**In Grid(s) DC44**  
**According to Arizona Revised Statutes (ARS) Criteria**  
**Date of Arrest 01/01/2014 - 12/31/2014**



Count of Charges for Adults

Crime Type	DC44
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
<b>Total</b>	<b>0</b>

Count of Charges for Juveniles (Under 18)

Crime Type	DC44
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
<b>Total</b>	<b>0</b>

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states. Liquor Law Violations are queried as Statute Code like "4-". Drug Law Violations are queried as Statute Code like "13-34". Illegal Weapons Possession is queried as Statute Code like "13-3102". Stalking Violations are queried as Statute Code like "13-2923". Charges included are those that were recorded on adult bookings, juvenile detentions/referrals, and citations in lieu of detention (CLD) documents. Clery Act report on arrests was updated in July 2014. The information in this report is based on georeferenced addresses and may change as the geobase is improved and/or updated. Any inaccuracies in the geobase may result in addresses georeferencing to the incorrect grid, beat, squad, precinct or council district.

**APPROXIMATE GRID BOUNDARIES:**

**DC44 Thunderbird Rd to Sweetwater Av, 68th St to Scottsdale Rd/72nd St**



**CITY OF PHOENIX POLICE DEPARTMENT**  
**Adult and Juvenile Charges for Select Statute Codes**  
**At 13402 N Scottsdale Rd**  
**According to Arizona Revised Statutes (ARS) Criteria**  
**Date of Arrest 01/01/2014 - 12/31/2014**



Count of Charges for Adults

Crime Type	Total
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
<b>Total</b>	<b>0</b>

Count of Charges for Juveniles (Under 18)

Crime Type	Total
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
<b>Total</b>	<b>0</b>

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states. Liquor Law Violations are queried as Statute Code like "4-". Drug Law Violations are queried as Statute Code like "13-34". Illegal Weapons Possession is queried as Statute Code like "13-3102". Stalking Violations are queried as Statute Code like "13-2923". Charges included are those that were recorded on adult bookings, juvenile detentions/referrals, and citations in lieu of detention (CLD) documents. Apartment numbers, unit numbers, or suite numbers are not always entered in the data. Therefore, this report reflects counts based on address information without specifying apartment/unit/suite numbers. This means that any incident at the same street address would be included in the count regardless of the apartment/unit/suite number. Clery Act report on arrests was updated in July 2014.



**CITY OF PHOENIX POLICE DEPARTMENT**  
**All Calls for Service (Non-Dispatched/Dispatched/Callback/Self-Initiated)**  
**Address(es): 13402 N SCOTTSDALE**  
**09/14/2010 - 07/24/2012**

Counts of all calls include those calls that were dispatched or self-initiated as well as those that were cancelled, filed, or stored, and may include multiple calls for the same incident.

<u>ADDRESS</u>	<u>DATE</u>	<u>RECV TIME</u>	<u>INCIDENT #</u>	<u>FINAL RADIO CODE</u>	<u>FINAL CALL TYPE</u>	<u>DISPOSITION</u>
<b>13402 N SCOTTSDALE RD</b>						
13402 N SCOTTSDALE RD	09/26/10	1838	10001366128	459A	BURGLARY ALARM	* CANCELLED
13402 N SCOTTSDALE RD	09/26/10	1842	10001366148	1022	NO FURTHER ACTION	* CANCELLED
13402 N SCOTTSDALE RD	11/04/10	0932	10001585781	911H	9-1-1 HANG-UP CALL	* FILED
13402 N SCOTTSDALE RD	11/26/10	0934	10001714219	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	12/06/10	1414	10001772116	911H	9-1-1 HANG-UP CALL	* FILED
13402 N SCOTTSDALE RD	12/07/10	1054	10001776852	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	12/24/10	1440	10001879270	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	12/24/10	1452	10001879320	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	01/04/11	2027	11000021870	647V	SUSPICIOUS PERSON IN VEHICLE	* FILED
13402 N SCOTTSDALE RD	01/04/11	2028	11000021851	911H	9-1-1 HANG-UP CALL	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	01/13/11	2155	11000075112	418	CIVIL MATTER/STANDBY	* FILED
13402 N SCOTTSDALE RD	02/02/11	1414	11000192055	911H	9-1-1 HANG-UP CALL	* FILED
13402 N SCOTTSDALE RD	02/10/11	1243	11000237235	911H	9-1-1 HANG-UP CALL	* FILED
13402 N SCOTTSDALE RD	03/24/11	0742	11000495592	647	SUSPICIOUS PERSON	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	04/01/11	1324	11000547778	961H	HIT & RUN ACCIDENT NO INJURY	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	04/27/11	0901	11000711969	459A	BURGLARY ALARM	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	04/27/11	0904	11000711977	1022	NO FURTHER ACTION	* FILED
13402 N SCOTTSDALE RD	05/06/11	1607	11000772041	TRAN	TRANSFER PHONE CALL	* FILED
13402 N SCOTTSDALE RD	05/17/11	1054	11000840166	318	THEFT BY FRAUD	DEPARTMENTAL REPORT
13402 N SCOTTSDALE RD	05/17/11	1416	11000841386	ETA	ETA REQUEST	* FILED
13402 N SCOTTSDALE RD	06/02/11	2249	11000946995	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	06/13/11	1558	11001013873	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	06/20/11	1833	11001058879	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	06/29/11	0929	11001111977	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	08/02/11	1034	11001323927	318	THEFT BY FRAUD	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	08/14/11	2146	11001401737	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	08/15/11	0414	11001402700	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	08/18/11	1841	11001425174	900	CHECK WELFARE	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	08/18/11	1847	11001425228	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	08/19/11	1543	11001430438	390DBC	DUI DRIVER-BROADCAST	* CANCELLED



**CITY OF PHOENIX POLICE DEPARTMENT**  
**All Calls for Service (Non-Dispatched/Dispatched/Callback/Self-Initiated)**  
**Address(es): 13402 N SCOTTSDALE**  
**09/14/2010 - 07/24/2012**

Counts of all calls include those calls that were dispatched or self-initiated as well as those that were cancelled, filed, or stored, and may include multiple calls for the same incident.

<u>ADDRESS</u>	<u>DATE</u>	<u>RECV TIME</u>	<u>INCIDENT #</u>	<u>FINAL RADIO CODE</u>	<u>FINAL CALL TYPE</u>	<u>DISPOSITION</u>
<b>13402 N SCOTTSDALE RD</b>						
13402 N SCOTTSDALE RD	08/26/11	1341	11001473336	ETA	ETA REQUEST	* FILED
13402 N SCOTTSDALE RD	08/30/11	1410	11001498112	647	SUSPICIOUS PERSON	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	08/30/11	2039	11001500531	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	08/30/11	2056	11001500635	508	TRAFFIC CONTROL	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	08/30/11	2214	11001500988	459C	BURGLARY COMMERCIAL	DEPARTMENTAL REPORT
13402 N SCOTTSDALE RD	09/08/11	1347	11001552850	502	JUDICIAL INTERFERENCE	DEPARTMENTAL REPORT
13402 N SCOTTSDALE RD	10/07/11	1456	11001734577	TRAN	TRANSFER PHONE CALL	* FILED
13402 N SCOTTSDALE RD	10/22/11	1018	11001828365	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	11/18/11	2331	11002001001	900	CHECK WELFARE	OTHER REPORT
13402 N SCOTTSDALE RD	03/05/12	1952	12000404509	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	03/13/12	1137	12000450623	459F	BURGLARY FROM VEHICLE	DEPARTMENTAL REPORT
13402 N SCOTTSDALE RD	04/06/12	1410	12000607989	236	THREAT	OTHER REPORT
13402 N SCOTTSDALE RD	04/06/12	1438	12000608190	ETA	ETA REQUEST	* FILED
13402 N SCOTTSDALE RD	05/10/12	1110	12000828521	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	05/12/12	1450	12000843133	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	05/12/12	1716	12000843888	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	05/12/12	1722	12000843916	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	05/17/12	1057	12000873959	911H	9-1-1 HANG-UP CALL	* CANCELLED
13402 N SCOTTSDALE RD	05/24/12	1833	12000922874	261	SEXUAL ASSAULT	DEPARTMENTAL REPORT
13402 N SCOTTSDALE RD	05/31/12	1838	12000967988	961H	HIT & RUN ACCIDENT NO INJURY	* FILED
13402 N SCOTTSDALE RD	07/13/12	1204	12001246053	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	07/16/12	1711	12001267820	459A	BURGLARY ALARM	NO ACTION REQUIRED



**CITY OF PHOENIX POLICE DEPARTMENT**  
**All Calls for Service (Non-Dispatched/Dispatched/Callback/Self-Initiated)**  
**Address(es): 13402 N SCOTTSDALE**  
**07/25/2012 - 09/12/2013**

Counts of all calls include those calls that were dispatched or self-initiated as well as those that were cancelled, filed, or stored, and may include multiple calls for the same incident.

<u>ADDRESS</u>	<u>DATE</u>	<u>RECV TIME</u>	<u>INCIDENT #</u>	<u>FINAL RADIO CODE</u>	<u>FINAL CALL TYPE</u>	<u>DISPOSITION</u>
<b>13402 N SCOTTSDALE RD</b>						
13402 N SCOTTSDALE RD	07/28/12	1825	12001344514	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	07/29/12	1713	12001350573	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	08/17/12	1731	12001474313	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	08/17/12	1804	12001474552	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	08/19/12	1157	12001485898	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	08/22/12	1619	12001506195	415B	CRIMINAL DAMAGE	OTHER REPORT
13402 N SCOTTSDALE RD	09/21/12	1256	12001698906	459A	BURGLARY ALARM	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	09/22/12	1315	12001705976	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	10/09/12	0743	12001813247	459A	BURGLARY ALARM	* CANCELLED
13402 N SCOTTSDALE RD	10/09/12	0755	12001813295	1022	NO FURTHER ACTION	* FILED
13402 N SCOTTSDALE RD	10/18/12	0008	12001869842	511V	VEHICLE STOP	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	10/19/12	0958	12001877615	487VS	STOLEN VEHICLE SUPPLEMENT	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	01/15/13	0450	13000081860	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	01/30/13	1222	13000175527	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	02/14/13	0854	13000268291	418	CIVIL MATTER/STANDBY	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	05/07/13	0549	13000800845	418	CIVIL MATTER/STANDBY	OTHER REPORT
13402 N SCOTTSDALE RD	06/01/13	0841	13000968893	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	06/14/13	0108	13001051130	647V	SUSPICIOUS PERSON IN VEHICLE	NO ACTION REQUIRED
13402 N SCOTTSDALE RD	06/14/13	0123	13001051159	INFO	INFORMATION CALL	* FILED
13402 N SCOTTSDALE RD	06/19/13	1119	13001084576	911C	911 HU CLEARED CALL	* FILED
13402 N SCOTTSDALE RD	06/19/13	1120	13001084566	FIRE	TRANSFER TO FIRE	* FILED
13402 N SCOTTSDALE RD	06/23/13	1344	13001111777	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	06/30/13	2303	13001159785	459A	BURGLARY ALARM	OTHER REPORT
13402 N SCOTTSDALE RD	07/23/13	1814	13001304712	488V	RECOVERY OF VEHICLE	DEPARTMENTAL REPORT
<b>Total Dispatched/Callback/Self-Initiated Calls:</b>			<b>17</b>			
<b>Total of All Calls:</b>			<b>24</b>			

\* These calls have a disposition of cancelled, filed, or stored (non-dispatched) and represent calls handled by Communications Operators, calls transferred to another city department/law enforcement agency, multiple calls for a single incident, etc.

At 13402 N Scottsdale Rd  
According to Arizona Revised Statutes (ARS) Criteria  
01/01/2010 - 12/31/2010

Count of Charges for Adult Bookings

Crime Type	Total
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

Count of Charges for Juvenile Detention/Referrals

Crime Type	Total
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. CLD information is not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states.

**Count of Charges for Adult Bookings**

<b>Crime Type</b>	<b>Total</b>
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	1
<b>Total</b>	<b>1</b>

**Count of Charges for Juvenile Detention/Referrals**

<b>Crime Type</b>	<b>Total</b>
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

The boundaries of grid DC44 are Thunderbird Rd on the north, Sweetwater Av on the south, 68th St to the west and Scottsdale Rd on the east. Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. CLD information is not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states.

<b>Crime Type</b>	<b>Total</b>
Homicide	0
Rape	0
UCR Part II Sex Offenses	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
<b>Total</b>	<b>0</b>

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. No incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail in the listed area and time period. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Any reports with missing or incomplete information are not included.



<b>Crime Type</b>	<b>Total</b>
Homicide	0
Rape	0
UCR Part II Sex Offenses	0
Robbery	1
Aggravated Assault	1
Burglary	3
Motor Vehicle Theft	1
Arson	0
<b>Total</b>	<b>6</b>

The boundaries of grid DC44 are Thunderbird Rd on the north, Sweetwater Av on the south, 68th St to the west and Scottsdale Rd on the east. This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. No incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail in the listed area and time period. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Any reports with missing or incomplete information are not included.



**PHOENIX POLICE DEPARTMENT**

**Part I Violent and Property Crimes and Selected Part II Crimes**

**Based On Uniform Crime Reporting (UCR) Criteria**

**Grid(s): DC44**

**Approximately Thunderbird Rd to Sweetwater Av, 68th St to Scottsdale Rd**

**01/2009 - 12/2011**

		2009	2010	2011	Total
Violent Crimes	Robbery	1	1	1	3
	Aggravated Assault	0	1	0	1
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>
Property Crimes	Burglary	6	3	10	19
	Theft/Larceny	15	15	21	51
	Motor Vehicle Theft	3	1	0	4
	<b>Total</b>	<b>24</b>	<b>19</b>	<b>31</b>	<b>74</b>
Part II Crimes	Drug Offenses	1	0	0	1
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Total</b>		<b>26</b>	<b>21</b>	<b>32</b>	<b>79</b>

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Under the hierarchy rule of UCR, only the most severe offense of an incident is counted.



CITY OF PHOENIX POLICE DEPARTMENT  
Finalized Departmental Reports For Listed Crimes  
In Grids DC44  
According to Uniform Crime Reporting (UCR) Criteria  
01/01/2012 - 12/31/2012



Crime Type	Total
Homicide	0
Rape	0
Robbery	1
Aggravated Assault	0
Burglary	10
Motor Vehicle Theft	3
Arson	0
UCR Part II Sex Offenses*	0
<b>Total</b>	<b>14</b>

0 incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail in the listed area and time period.

The approximate boundaries of grid DC44 are Thunderbird Rd to the north, Sweetwater Av to the south, 68th St to the west, and Scottsdale Rd to the east.

\*UCR Part II Sex Offenses include sex with a minor and molestation.

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Any reports with missing or incomplete information are not included. The information in this report is based on georeferenced addresses and may change as the geobase is improved and/or updated. Any inaccuracies in the geobase may result in addresses georeferencing to the incorrect grid, beat, squad, precinct or council district.



CITY OF PHOENIX POLICE DEPARTMENT  
Finalized Departmental Reports For Listed Crimes  
At 13402 N Scottsdale Rd  
According to Uniform Crime Reporting (UCR) Criteria  
01/01/2012 - 12/31/2012



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Crime Type	Total
Homicide	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
UCR Part II Sex Offenses*	0
<b>Total</b>	<b>0</b>

0 incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail in the listed area and time period.

\*UCR Part II Sex Offenses include sex with a minor and molestation.

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Any reports with missing or incomplete information are not included.



**CITY OF PHOENIX POLICE DEPARTMENT**  
**Adult and Juvenile Charges for Select Statute Codes**  
**In Grids DC44**  
**According to Arizona Revised Statutes (ARS) Criteria**  
**01/01/2012 - 12/31/2012**



Count of Charges for Adults

Crime Type	Total
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

Count of Charges for Juveniles (Under 18)

Crime Type	Total
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

The approximate boundaries of grid DC44 are Thunderbird Rd to the north, Sweetwater Av to the south, 68th St to the west, and Scottsdale Rd to the east.

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states. Liquor Law Violations are queried as Statute Code like "4-". Drug Law Violations are queried as Statute Code like "13-34". Illegal Weapons Possession is queried as Statute Code like "13-3102". Charges included are those that were recorded on adult bookings, juvenile detentions/referrals, and citations in lieu of detention (CLD) documents. CLD counts are included in the Adult Booking totals. Clery Act report on arrests was updated in April 2012.



CITY OF PHOENIX POLICE DEPARTMENT  
Adult and Juvenile Charges for Select Statute Codes  
At 13402 N Scottsdale Rd  
According to Arizona Revised Statutes (ARS) Criteria  
01/01/2012 - 12/31/2012



Count of Charges for Adults

Crime Type	Total
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

Count of Charges for Juveniles (Under 18)

Crime Type	Total
Liquor Law Violations	0
Drug Law Violations	0
Illegal Weapons Possession	0
<b>Total</b>	<b>0</b>

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states. Liquor Law Violations are queried as Statute Code like "4-". Drug Law Violations are queried as Statute Code like "13-34". Illegal Weapons Possession is queried as Statute Code like "13-3102". Charges included are those that were recorded on adult bookings, juvenile detentions/referrals, and citations in lieu of detention (CLD) documents. CLD counts are included in the Adult Booking totals. Clery Act report on arrests was updated in April 2012.



CITY OF PHOENIX POLICE DEPARTMENT  
Finalized Departmental Reports For Listed Crimes  
In Grid(s) DC44  
According to Uniform Crime Reporting (UCR) Criteria  
Date of Occurrence 01/01/2013 - 12/31/2013



Crime Type	DC44
Homicide	1
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	5
Motor Vehicle Theft	0
Arson	0
UCR Part II Sex Offenses*	0
Total	6
Domestic Violence <sup>1</sup>	0
Bias Crimes <sup>2</sup>	0

<sup>1</sup>Domestic Violence refers to incidents in which the domestic violence flag was marked "Y" as identified by the officer at the scene and includes all reported crime types, including crime counts from the above list.

<sup>2</sup>Bias Crimes includes crime counts from the above list in addition to larceny/theft, simple assault, intimidation/threats, and criminal damage/vandalism. These incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail.

\*UCR Part II Sex Offenses include sex with a minor and molestation.

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Any reports with missing or incomplete information are not included. The information in this report is based on georeferenced addresses and may change as the geobase is improved and/or updated. Any inaccuracies in the geobase may result in addresses georeferencing to the incorrect grid, beat, squad, precinct or council district. Rape does not include newest codes (10230, 10240).

**APPROXIMATE GRID BOUNDARIES:**

DC44 Thunderbird Rd to Sweetwater Av, 68th St to Scottsdale Rd/72nd St

PHOENIX POLICE DEPARTMENT

Crime Analysis and Research Unit

#28906 ljf 8/13/2014

Source: SQLDB03/UCRData

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CITY OF PHOENIX POLICE DEPARTMENT  
Finalized Departmental Reports For Listed Crimes  
At 13402 N Scottsdale Rd  
According to Uniform Crime Reporting (UCR) Criteria  
Date of Occurrence 01/01/2013 - 12/31/2013



Crime Type	Total
Homicide	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
UCR Part II Sex Offenses*	0
<b>Total</b>	<b>0</b>
Domestic Violence <sup>1</sup>	0
Bias Crimes <sup>2</sup>	0

<sup>1</sup>Domestic Violence refers to incidents in which the domestic violence flag was marked "Y" as identified by the officer at the scene and includes all reported crime types, including crime counts from the above list.

<sup>2</sup>Bias Crimes includes crime counts from the above list in addition to larceny/theft, simple assault, intimidation/threats, and criminal damage/vandalism. These incidents were identified and/or marked as a bias crime incident by the Bias Crimes Detail.

\*UCR Part II Sex Offenses include sex with a minor and molestation.

This report is based on Uniform Crime Reporting (UCR) criteria which are not equivalent to Arizona Revised Statutes (ARS) statistics and therefore this data cannot be directly compared to ARS reports. Includes finalized departmental reports only. Counts may change as additional reports are finalized and/or reclassified. Apartment numbers, unit numbers, or suite numbers are not always entered in the data. Therefore, this report reflects counts based on address information without specifying apartment/unit/suite numbers. This means that any incident at the same street address would be included in the count regardless of the apartment/unit/suite number. Any reports with missing or incomplete information are not included. Rape does not include newest codes (10230, 10240).





**CITY OF PHOENIX POLICE DEPARTMENT**  
**Adult and Juvenile Charges for Select Statute Codes**  
**In Grid(s) DC44**  
**According to Arizona Revised Statutes (ARS) Criteria**  
**Date of Arrest 01/01/2013 - 12/31/2013**



Count of Charges for Adults

Crime Type	DC44
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
<b>Total</b>	<b>0</b>

Count of Charges for Juveniles (Under 18)

Crime Type	DC44
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
<b>Total</b>	<b>0</b>

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states. Liquor Law Violations are queried as Statute Code like "4-". Drug Law Violations are queried as Statute Code like "13-34". Illegal Weapons Possession is queried as Statute Code like "13-3102". Stalking Violations are queried as Statute Code like "13-2923". Charges included are those that were recorded on adult bookings, juvenile detentions/referrals, and citations in lieu of detention (CLD) documents. Clery Act report on arrests was updated in July 2014. The information in this report is based on georeferenced addresses and may change as the geobase is improved and/or updated. Any inaccuracies in the geobase may result in addresses georeferencing to the incorrect grid, beat, squad, precinct or council district.

**APPROXIMATE GRID BOUNDARIES:**

DC44 Thunderbird Rd to Sweetwater Av, 68th St to Scottsdale Rd/72nd St

**PHOENIX POLICE DEPARTMENT**

Crime Analysis and Research Unit

#28906 ljf 8/13/2014

Source: SQLDB03/AR900, AR910, AR915, AR920, DR900, DR905, DR950, DR970

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CITY OF PHOENIX POLICE DEPARTMENT  
Adult and Juvenile Charges for Select Statute Codes  
At 13402 N Scottsdale Rd  
According to Arizona Revised Statutes (ARS) Criteria  
Date of Arrest 01/01/2013 - 12/31/2013



Count of Charges for Adults

Crime Type	Total
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
Total	0

Count of Charges for Juveniles (Under 18)

Crime Type	Total
Drug Law Violations	0
Illegal Weapons Possession	0
Liquor Law Violations	0
Stalking	0
Total	0

Arrests may have multiple charges. Counts are the number of charges, not number of arrests. Any arrests with missing or incomplete information are not included. This report is based on Arizona Revised Statutes which are not equivalent to Uniform Crime Reporting Statistics and therefore this data cannot be directly compared to data from other states. Liquor Law Violations are queried as Statute Code like "4-". Drug Law Violations are queried as Statute Code like "13-34". Illegal Weapons Possession is queried as Statute Code like "13-3102". Stalking Violations are queried as Statute Code like "13-2923". Charges included are those that were recorded on adult bookings, juvenile detentions/referrals, and citations in lieu of detention (CLD) documents. Apartment numbers, unit numbers, or suite numbers are not always entered in the data. Therefore, this report reflects counts based on address information without specifying apartment/unit/suite numbers. This means that any incident at the same street address would be included in the count regardless of the apartment/unit/suite number. Clery Act report on arrests was updated in July 2014.

## **TO REPORT A CRIME**

The campus security authorities for Penrose Academy are Cat Lawrence, Director of Financial Aid, and Jill Kohler, President of Penrose Academy. Contact the campus security authorities immediately of a crime calling 480-222-9540. If unavailable by phone, please email [cat@Penrose.edu](mailto:cat@Penrose.edu) or [jill@Penrose.edu](mailto:jill@Penrose.edu) (only in non-emergency situations). The campus security authorities do not have arresting authority.

For emergencies, dial 9-1-1.

Every crime that is reported to the campus security authorities will be investigated. Please note that due to the public nature of police reports, Penrose Academy cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the President.

Students, Educators, administrative staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above named campus security staff. New students and staff are informed of such procedures and crime prevention and safety tips during regular Orientations. For matters of emergency, dial 9-1-1.

This publication contains information about on-campus and off campus resources. Information is made available to provide PA students, educators and staff members specific information about local resources available should they become victim of a crime. The information about local resources should be viewed as helpful information and does not infer that those resources are "reporting entities" for Penrose Academy.

## **TIMELY WARNING**

Crimes should be reported to the Penrose Academy campus security authorities immediately to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. The reporting of a crime that the school considers an ongoing "threat to students and employees" will result in a Timely Warning Alarm.

The Timely Warning Alarm differs from the notification of a 'emergency situation', as the catalyst differs from crime, such as violent crime against a person or a substantial crime against property, rather than an immediate treat to health/safety of students and employees such as a weather emergency or power failure. In the case of a timely warning alarm during normal business hours, a verbal announcement will be made by a Penrose Academy management team member or educator. Instructions will be made on a situational basis. Should a timely warning alarm be made after business hours, an email blast will be made, as well as posting to the Penrose Academy Intranet, with instructions as to how to proceed. Please see Emergency Procedures.

## **EMERGENCY PROCEDURES**

In the event of emergency, fire, evacuation, or inclement weather, students and employees are alerted by: Verbal announcement from Penrose Leadership Team and/or Educator. Additionally, students will receive a second alert to each of their smart devices via the Penrose Application.

- In the event of fire or other emergency requiring evacuation of the facility, ALL students and employees shall evacuate immediately by direction of leadership team and administrative staff.
- In the event of an emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Extinguishers are located in the front lobby, Spa and Salon clinic, Salon dispense, Hot storage room, Student lounge (underneath sink) and Staff lounge (underneath sink).
- In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate: President, Student Services, Director of Education.
- After an emergency evacuation, students & employees are to gather in the following location: Dumpster in back parking lot (northwest of building). Educators must take attendance roll call.
- After an emergency evacuation, the procedure for accounting for all students & employees is: All employees check-in with their direct supervisor, all students check-in with the educator they were assigned to when they evacuated the building.

In the event of an emergency (medical, fire or other), please call 9-1-1

- First Aid Kits are available in each classroom, Student Salon, Student Spa and are replenished periodically by the Operations department. If you have hurt yourself or witnessed an accident, please immediately notify a staff member.

## **LOCK-DOWN PROCEDURES:**

- In the event of a "Lock-down" (inclement weather, dangerous situation), you will be notified by the leadership team we are in "lock down mode."
- All students and educators in classrooms should remain there and close all doors. Educators should perform roll call to account for all present students.
- All students and educators on Student Salon and Student Spa floors should remain there with your guests and not leave. Educators should perform roll call.
- All entrances/exits to the school will be locked by the President/Founder, Co-Founder/Creative Director or member of the leadership team until it is safe.
- When all is safe, the leadership team will perform a "walk-through" to notify all students, staff, and guests that the threat is gone. All doors shall then remain unlocked.

## **FIRE SAFETY REPORT**

Since opening in August 2006, Penrose Academy has zero fire-related incidents causing injury to person or property. Please refer to Emergency Evacuation procedures for Fire Evacuation plan.

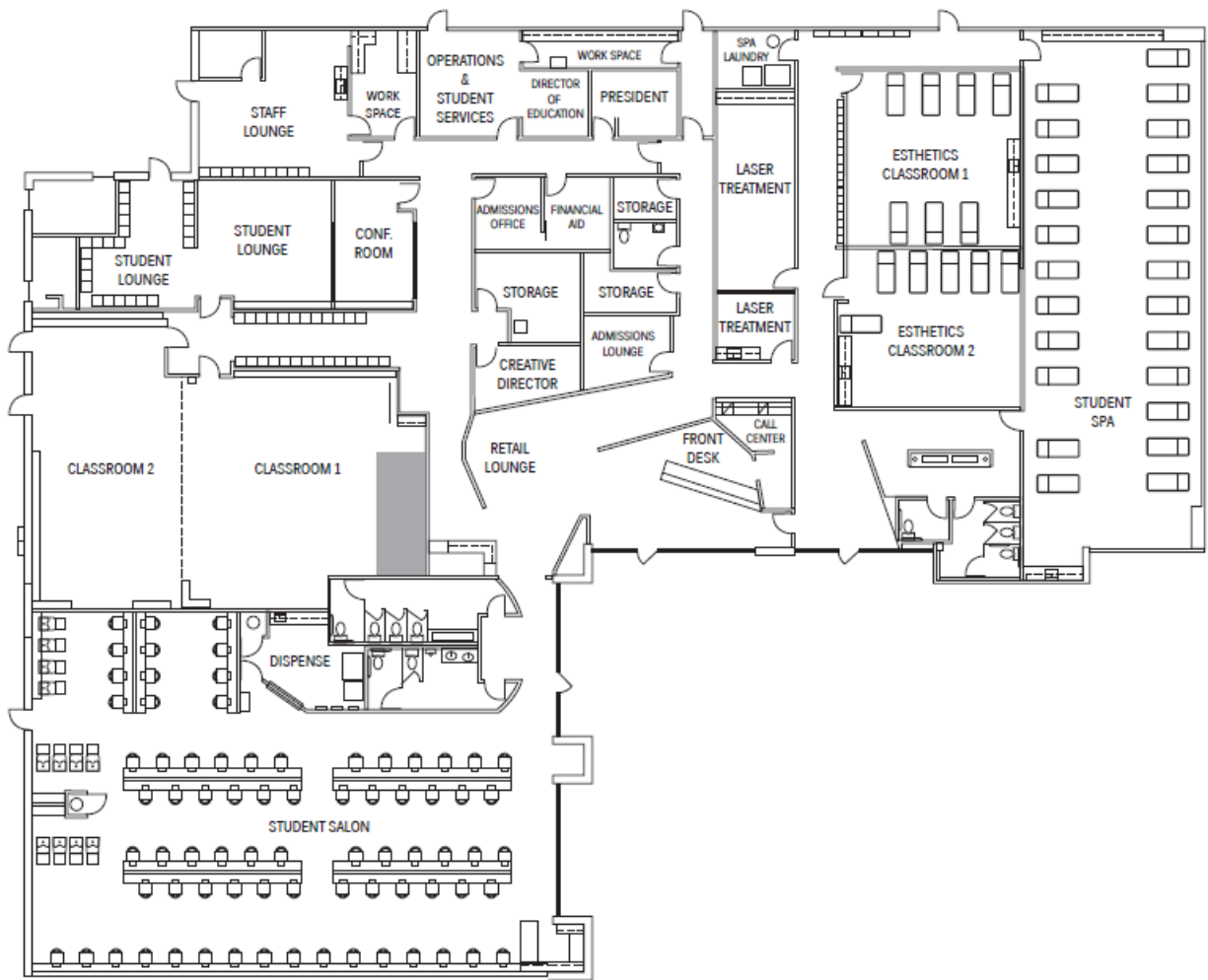
Additionally, Penrose Academy created the following Safety & Security Measures under the Health & Safety Plan submitted to the Council on Occupational Education for accreditation:

## **Safety & Security Measures**

1. Fire alarms & drills – Practice drills are held periodically throughout the year to practice proper evacuation procedures & where to gather outside in the case of emergency, scheduled & led by Student Services Manager.
2. Safety – Safety is maintained 24-7 with an alarm-monitored security system (Benson Security Systems, 480-892-8688) and 16 surveillance cameras throughout the facility which only management and assigned staff have access to view camera DVR system (can save video in the event of shoplifting or criminal activity). Codes for entering the building are changed periodically and randomly for safety measures by the Student Services Manager.
  - a) Created a “lock-down” procedure in case of emergency – weather, violence, etc. Lock down Procedure: in the case of a “Lock Down”, leadership staff will notify all staff present in the building that we are implementing a lock down by phone or in person. All Educators will perform a roll call, and for those in classrooms, they will stay in the classrooms with doors closed until notified the Lock Down is over. For those students in the Student Spa, they will finish their service wait for further instruction from their Educator. For those students in the Student Salon, they will finish their service and wait for further instruction. Front and back doors will be locked or monitored by leadership staff until it is safe.
  - b) Master keys to building are only held by select few approved staff.
  - c) Security & surveillance cameras throughout facility are recorded 24-7, guests are notified of surveillance at front entrance with a sign, and students are notified in Catalog.
3. Implemented a school-wide policy: All students must leave the building with a “buddy” and/or educator after hours. This is communicated in orientation procedures.
4. Fraud hotline is maintained for students and staff to anonymously report fraudulent behavior. Any calls into the fraud hotline are forwarded directly to the President for investigation.
5. Accident/Incident – any accident occurring on campus must be reported immediately to a staff member and documented with a complete Accident/Incident report (found in staff lounge). The report must be completed by a staff member and signed by all parties involved (students, staff, guest). The completed report may be photocopied and given to a guest if requested; the original should be filed with the Student Services Manager. Any incident needing further investigation beyond a common “accident” shall be presented immediately to the President for review. Any incident of safety or crime should be reported to the President or Student Services Manager immediately.

## **ACCESS POLICY**

During normal business hours, Penrose Academy is open to all students, parents, employees, approved contractors, clients, guests and invitees. During non-business hours, access to Penrose Academy is by key and security code via select staff members and contracted cleaning crew only. In periods of extended closing, access to Penrose Academy will be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.



## PENROSE ACADEMY ANTI-HARASSMENT AND DISCRIMINATION POLICY

Penrose Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. Students and employees are required to take our mandatory Sexual Harassment and Prevention Training. This training will occur during New Hire Orientation or New Student Orientation. The Academy policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the academy has jurisdiction over Title IX complaints.

Penrose Academy's anti-harassment policy applies to all persons involved in the operation of the academy, and prohibits unlawful harassment by any employee of the academy, students, customers, vendors or anyone who does business with the academy. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Penrose Academy does business engages in unlawful harassment or discrimination, Penrose Academy will take appropriate corrective action.

This policy shall be disseminated to the school community through publications, the Penrose Academy website, new employee orientations, student orientations, and other appropriate channels of communication. The academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### DEFINITIONS

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### PROHIBITED CONDUCT

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if: submission to such conduct is made either explicitly

or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

#### COMPLAINT PROCEDURE

Notify your Title IX Coordinator as soon as possible after the incident.

Penrose Academy Employee/Student Title IX Coordinator

Jill Kohler, President/Founder  
13402 North Scottsdale Road, Suite B-160  
Scottsdale, Arizona 85254  
480-222-9540 ext 202  
[jill@penrose.edu](mailto:jill@penrose.edu)

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with Penrose Academy is exempt from the prohibitions in this policy.

Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and complaints involving an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Please contact the appropriate Title IX Coordinator for an Incident Report. The Title IX Coordinator can assist you in completion of this report if necessary.

Penrose Academy ensures that the employee designated to serve as Title IX Coordinator has adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Penrose Academy's complaint procedures operate.

#### INVESTIGATION OF COMPLAINTS

In response to all complaints, Penrose Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. Penrose Academy shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student/staff member does not give consent for an investigation, Penrose Academy will weigh the student/staff member's request for confidentiality against the impact on the academy safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning Penrose Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the academy will provide interim measures, as necessary, to protect the safety and wellbeing of employees involved.



If Penrose Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Penrose Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee or student determined by the academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the academy's disciplinary process. To the extent that an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

#### RETALIATION PROHIBITED

Penrose Academy will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the appropriate Title IX Coordinator.

#### REPORTING REQUIREMENTS

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Penrose Academy will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Penrose Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

#### ADDITIONAL INFORMATION

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

#### GRIEVANCE POLICY AND PROCEDURE

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Educator, Senior Director of Education or Student Services Department, the Student may file the concern in written form as a grievance. The written grievance will then be referred to the Board of Grievances. If a Student is suspended, terminated for Student Catalog Policy Violation or failure to achieve Satisfactory Academic Progress and wishes to appeal the decision, they will also provide a written appeal to the Board of Grievances as described below.

Procedural Items: Within ten (10) days of receipt of the written notice of grievance, the Board of Grievances shall initiate the following procedures:

- Notify the President of Penrose Academy that a grievance has been filed.
- Provide notice to all parties involved in the incident.
- Title IX Coordinator will conduct an investigation of the grievance.
- If the problem is not clearly defined, a request to clarify the grievance shall be made upon the student who files the written grievance.
- Set a date for the hearing which shall not be later than ten (10) days from the date all parties are sent notice of the written grievance.

Composition: The Board of Grievances shall be comprised of three or more people from Penrose Academy's Administration and Educators. If for any reason the written grievance is filed against or regarding actions of an educator or administrative member that serves on the Board of Grievances, then that member shall be replaced by another Educator or Administrative Member chosen by the President and/or Co- Founder.

Hearings Conducted by the Board of Grievances: The Board of Grievances shall conduct a hearing on the documents submitted and testimony of any relevant party. The student who filed the written grievance shall present his/her case first. Thereafter, the Board of Grievances shall permit the opposing party an opportunity to be heard. If a grievance is filed against the administration or educator, a member or the administration or educator appointed by the President may present the case on behalf of Penrose Academy. Both student and opposing party shall only be permitted one (1) hour to present his/her case, including all testimony. Thereafter, the Board of Grievances shall discuss the matter without the presence of the student or any opposing party until each member of the Board has made an independent decision. The Board of Grievances decision shall be by majority rule and shall be the final decision made by Penrose Academy regarding the matter.

Arbitration: In the event any grievance is pursued beyond the Board of Grievances decision, student agrees and

acknowledges that any matter concerning the Enrollment Agreement or Student Catalog must be submitted to a single arbitrator assigned by the American Arbitration Act ("AAA"). Any matter to be submitted to the AAA must be filed within five (5) days of the Board of Grievances decision. However, prior to pursuing binding arbitration, student must exhaust all means available through the Board of Grievances. The cost of any such arbitration shall be paid by the party pursuing such arbitration. The results of the arbitration shall be binding on the parties, and shall preclude parties from seeking further litigation. The parties agree to make all reasonable efforts to ensure that any dispute going to arbitration shall be resolved within sixty (60) days of filing arbitration documents. In the event that a grievance may not be resolved at the institutional level, a formal grievance may be filed with the Council on Occupational Education or Arizona State Board of Cosmetology.

Council on Occupational Education  
7840 Roswell Rd. Bldg. 300, Ste. 325  
Atlanta, GA 30350  
770) 396-3898 or (800) 917-2081  
[www.council.org](http://www.council.org)

Arizona State Board of Cosmetology  
1721 East Broadway Rd  
Tempe, Arizona 85282  
(480) 784-4539  
[www.azboc.gov](http://www.azboc.gov)

### **REGISTERED SEX OFFENDERS**

Arizona requires offenders to register with their local Sheriff's Department based on their Arizona Risk Assessment score. Information can be found on the website [www.azsexoffender.com](http://www.azsexoffender.com). Various free of charge search results can be obtained using information such as violator last name, the zip code for area of interest and a specific address with results for the surrounding 3 square miles. A downloadable listing of sex offender information can be obtained for a fee. Arizona currently does not have any law against offenders seeking or obtaining employment or living near any educational institution.

### **HATE CRIMES**

Penrose Academy does not condone violence or hate crimes of any kind. Penrose Academy strives to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

### **SECURITY TIPS**

#### **PERSONAL SAFETY – PROTECT YOURSELF**

Prevention is the best protection against crime

- Don't dismiss suspicious people or situations
- Don't put yourself in harm's way; avoid dangerous situations
- Lock your car doors
- Use common sense
- Don't walk alone at night; stay in well lit areas
- Park your vehicle in well lit areas and lock doors
- Keep valuables out of sight; don't tempt a thief
- Don't give out your keys as they can be copied
- Report all crimes and suspicious acts

#### **THINGS TO DO TO REDUCE YOUR RISK**

- Lock doors
- Avoid out of the way places
- Vary your routine
- Learn about people before becoming friendly
- Watch alcohol intake
- Leave lights on in rooms
- Have your own transportation or use public transportation

#### **AUTO THEFT PREVENTION – SECURING YOUR VEHICLE**

- Always lock your car, even if leaving it for a short time
- Do not leave keys hidden inside or outside vehicle – Keep on your person
- All windows should be rolled up completely
- Park as close to the destination building as possible
- Park in an well lit, attended parking garage whenever possible
- When parking in a public lot, never tell anyone how long you will be (including the attendant). If a key must be left with attendant, only leave ignition key
- Don't leave valuables visible in car – lock in trunk if you must transport

- Don't leave credit cards, checkbooks or legal papers pertaining to the vehicle in the car
- Do not attach address information to your key ring. If lost or stolen, it could lead thieves directly to your home

## **COPYRIGHT INFRINGEMENT**

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.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions certify to the Secretary of Education that they have developed plans to "effectively combat" the unauthorized distribution of copyrighted material.
- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials
- Institutions publicize alternatives to illegal file sharing

#### PREVENTION OF UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Penrose Academy currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students' ability to access unsafe and non educational sites from the student computer networks. Penrose Academy responds to legitimate notices or letters of illegal copyright infringement and directs both our Information Technology vendor and Compliance staff to investigate and respond.

#### SANCTIONS

Penrose Academy will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Penrose Academy network access, and possible suspension. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

#### ANNUAL DISCLOSURE

Penrose Academy's Copyright Infringement policy is distributed to each student upon enrollment, included in the Student Catalog. This information is also accessible on the Penrose Academy website under Consumer Information.

#### ALTERNATIVES TO ILLEGAL FILE SHARING

Penrose Academy does not block access from campus to all legitimate sources of copyrighted material. Although we cannot maintain an up-to-date list of alternatives, we point students to the Educause list at <http://www.educause.edu/Resources/Browse/LegalDownloading/33381>.

#### MAINTENANCE OF PLAN

Penrose Academy will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

#### **DISCLOSURE OF DISABILITIES**

Penrose Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the Director of Admissions. Penrose Academy is committed to providing accommodations for enrolled Students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

It is the responsibility of the Student to seek available assistance at Penrose Academy and to request reasonable accommodations. Students must provide documentation of a disability from an appropriate medical or educational specialist that describes the disability and functional limitations. Documentation should not be older than two years. Students must also provide documentation on how the disability affects how they function in a learning environment.

After Students submit the required documentation, Penrose Academy's administration and/or Education staff will meet with the Student to discuss reasonable accommodations that are available to the Student. Requested accommodations which compromise the essential elements of the course of study may not be reasonable. Prospective Students are encouraged to seek assistance prior to the start of their course of study. Prospective Students who fail to seek reasonable accommodations at the beginning of their course of study may find that the scope of available accommodations has diminished.

#### **HANDICAPPED ACCESS**

Penrose Academy is readily accessible for handicapped individuals with handicapped restroom facilities. While the facility is handicap accessible, and the academy adheres to the American with Disabilities Act, some of the Student Salon or Student Spa services may require stairs, or the ability to climb on top of a spa bed in order to receive or give that service. Also, our programs require manual dexterity and may not be suitable for all individuals. Penrose Academy will not exclude any handicapped person from enrolling in our programs.