



# **Student Consumer Information**

**2017-2018**

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## INTRODUCTION

To help students and families make better-informed decisions about higher education, UMA is pleased to provide this guide to sources of consumer information, school policies and disclosures as required under the Higher Education Opportunity Act and other legislation. For more information about the Higher Education Opportunity Act, please refer to the U. S. Department of Education website ([www.ed.gov](http://www.ed.gov)). Additionally, the right to request and receive this information in writing is available by contacting the Campus Director or designee at each UMA location during regular business hours or by emailing [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu).

## GENERAL INSTITUTIONAL INFORMATION

### Academic Calendar

UMA's academic calendar information is found in UMA's Supplement. The Catalog, Addendum and Supplement are available on the UMA's website at: <http://www.ultimatemedical.edu/catalog>.

### School Licensure, Accreditation and Approvals

#### COMMISSION FOR INDEPENDENT EDUCATION (CIE)

Ultimate Medical Academy (UMA) is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding Ultimate Medical Academy may be obtained by contacting:

Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
(888) 224-6684

**CIE License Numbers: Clearwater 1606 | Tampa 3386 | Online 4379**

#### Accrediting Bureau of Health Education Schools (ABHES)

Ultimate Medical Academy is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is recognized by the Secretary of Education as a specialized, national accrediting body determined to be a reliable authority as to the quality of training offered by the educational institutions and programs it accredits. Its approved and recognized scope includes degree and non-degree granting private, postsecondary institutions offering educational programs predominantly in allied health; and the programmatic accreditation of public and private medical assistant, medical laboratory technician, and surgical technology programs.

7777 Leesburg Pike, Suite 314  
North, Falls Church, VA 22043  
(703) 917-9503.

**ABHES Accreditation Numbers: Clearwater I-213 | Tampa I-213-01 | Online I-213-02**

## **Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

UMA's Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIM is an independent accrediting organization for health informatics and information management educational programs that serves the public interest by establishing and enforcing quality standards for the educational preparation of future health information management (HIM) professionals. CAHIM accreditation signifies that a program has voluntarily undergone a rigorous review process and has been determined to meet or exceed the standards set by the American Health Information Management Association (AHIMA). UMA's HIT program was granted initial accreditation in 2015.

233 N. Michigan Ave., 21st Floor  
Chicago IL 60601-5800,  
312-233-1100,  
[www.cahiim.org/](http://www.cahiim.org/)

## **Accreditation Council for Continuing Medical Education (ACCME)**

UMA offers Continuing Medical Education programs that are programmatically accredited by the Accreditation Council for Continuing Medical Education (ACCME).

## **Florida Board of Nursing**

The Associate of Science in Nursing program is approved by the Florida Board of Nursing and for additional information please see The Catalog, Addendum and Supplement located at:  
<http://www.ultimatemedical.edu/catalog>

## **Florida Board of Dentistry**

The Dental Assistant with Expanded Functions program has been approved by the Florida Board of Dentistry and for additional information please see The Catalog, Addendum and Supplement located at:  
<http://www.ultimatemedical.edu/catalog>

## **State of Florida Department of Veterans' Affairs**

UMA's programs are approved by the Florida Department of Veterans' Affairs State Approving Agency for Veterans' Education and Training at Clearwater and Tampa campuses and UMA Online.

## **STATE AUTHORIZATION FOR DISTANCE EDUCATION**

Licensing agency contact information can be viewed at:  
<http://www.ultimatemedical.edu/pdfs/agencycontactinformationonline.pdf>

## **Computer File Sharing**

An amendment to the Higher Education Act of 1965 requires institutions to have a plan to combat the illegal downloading of music, videos and other copyrighted works on institutional campus networks.

UMA takes this responsibility seriously. Campus computers are monitored closely to address copyright violations related to illegal downloads. Each computer user should understand what material is illegal or legal and what sites are authorized distributors of copyrighted material. For example, popular sites such as iTunes, Rhapsody, Amazon, etc., have downloads available for a fee.

Any unauthorized or illegal downloads or unauthorized file sharing, including peer to peer file sharing, by any member of the campus community subjects that member to sanctions by UMA up to dismissal from school or termination of employment. Individuals are subject to federal criminal

offenses for copyright law violations. For a full list of offenses, visit <http://www.copyright.gov/title17/92chap5.html>

## **Constitution Day**

Institutions must comply with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17<sup>th</sup> of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, Constitution Day is held during the preceding or following week. The National Archives has a website with a scan of the U.S. Constitution available online at: [http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html).

## **Contact Information**

If a student or parent has a question, he/she is encouraged to contact UMA Cares with any issues they may be encountering. The Office can be reached at [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu) or at 800-509-5474.

## **Educational Programs**

UMA's educational programs are found in the [Programs](#) section of the UMA Catalog. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

## **Faculty**

UMA's faculty is found in the UMA Catalog Supplement. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

## **Family Educational Rights and Privacy Act (FERPA)**

UMA's FERPA policy is located in the UMA Catalog. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

## **Leave of Absence**

UMA's Leave of Absence policy is found in the UMA Catalog/Addendum. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

## **Net Price Calculator**

Using both student-entered and institution-provided data, UMA's net price calculator allows prospective students to calculate an estimated net price at an institution using the following basic formula: *Estimated Net Price = Cost of Attendance - Grant Aid*

Based on the information entered by a student, an average net price of attendance is generated based on what similar students paid in the previous year. The estimates generated do not represent a final determination, or actual award, of financial assistance or a final net price. They are only estimates based on price of attendance and financial aid provided to students in an institution's largest program in a given year. The estimates are not binding on the Secretary of

Education, the institution of higher education, or the State.

UMA's Net Price Calculator can be accessed at the following website:

<http://www.ultimatemedical.edu/static/npcalc/npcalc.htm>

## Satisfactory Academic Progress

The Satisfactory Academic Progress standards are found in the UMA Catalog/Addendum. The Catalog, Addendum and Supplement are available on the UMA website at:

<http://www.ultimatemedical.edu/catalog>.

## Student Right-to-Know Information

Retention and Placement by Campus, as reported to the Accrediting Bureau of Health Education Schools (ABHES) for reporting period July 1, 2015 – June 30, 2016.

### Clearwater Campus

Program	Credential	Retention Rate*	Placement Rate**
Health Sciences – Dental Assistant with Expanded Functions	Associate Degree	100%	67%
Health Sciences – Medical Assistant	Associate Degree	96%	77%
Health Sciences – Patient Care Technician	Associate Degree	100%	33%
Dental Assistant with Expanded Functions	Diploma	89%	85%
Medical Assistant	Diploma	79%	84%
Nursing Assistant	Diploma	95%	70%
Patient Care Technician	Diploma	63%	83%
Phlebotomy Technician	Diploma	95%	73%

### Online Campus

Program	Credential	Retention Rate*	Placement Rate**
Health and Human Services	Associate Degree	80%	70%
Health Information Technology	Associate Degree	76%	81%
Health Sciences- Health Technology & Systems	Associate Degree	81%	67%
Health Sciences- Medical Administrative Assistant	Associate Degree	88%	68%
Health Sciences- Medical Office and Billing Specialist	Associate Degree	90%	70%
Health Sciences- Pharmacy Technician	Associate Degree	86%	79%
Healthcare Management	Associate Degree	82%	71%
Healthcare Technology & Systems	Diploma	57%	50%
Medical Administrative Assistant	Diploma	73%	70%
Medical Billing and Coding	Associate Degree	87%	71%
Medical Billing and Coding	Diploma	72%	70%
Medical Office and Billing Specialist	Diploma	74%	71%
Pharmacy Technician	Diploma	63%	80%

The retention and placement calculation is for the period July 1, 2015 – June 30, 2016 and uses the retention and placement calculations prescribed by our institutional accreditor, the Accrediting Bureau of Health Education Schools ([www.abhes.org](http://www.abhes.org)). For more information on all of UMA's program student graduation rates, retention and placement rates, and student financial obligations - <https://www.ultimatemedical.edu/student-information/>

**\*Retention Rate** = (Ending Enrollment + Graduates) / (Beginning Enrollment + New Starts + Re-entries)

**\*\*Placement Rate** = (Graduates placed in their field of training + Graduates placed in a related field of training) / (Total Graduates – Graduates unavailable for placement\*\*\*)

\*\*\*Refers to graduates who are unavailable for placement due to health-related issues, military obligations, incarceration, death or continuing education status.

Recently Hired Positions of UMA graduates by Program, as reported to the Accrediting Bureau of Health Education Schools (ABHES) for reporting period July 1, 2015 – June 30, 2016.

Programs	Credential	Recently Hired Positions
Health and Human Services	Associate Degree	Direct Support Professional, Administrative Support, Activities Coordinator and Teacher Assistant
Health Information Technology	Associate Degree	Field Technician, Unit Secretary and Client Services Representative
Health Sciences - Basic X-Ray with Medical Office Procedures	Associate Degree	Medical Assistant
Health Sciences - Dental Assistant with Expanded Functions	Associate Degree	Dental Assistant
Health Sciences - Healthcare Technology & Systems	Associate Degree	Field Technician and Systems and Data Analyst
Health Sciences - Medical Administrative Assistant	Associate Degree	Receptionist, Medical Assistant, Field Technician, Customer Service Representative and Administrative Assistant
Health Sciences - Medical Assistant	Associate Degree	Medical Assistant
Health Sciences - Medical Office and Billing Specialist	Associate Degree	Receptionist, Field Technician, Medical Assistant, Office Manager, Customer Service Representative, Billing Specialist and Field Scan Technician
Health Sciences - Medical/Clinical Laboratory Assistant	Associate Degree	Medical Assistant
Health Sciences - Patient Care Technician	Associate Degree	Certified Nursing Assistant and Home Health Aid
Health Sciences - Pharmacy Technician	Associate Degree	Pharmacy Technician
Healthcare Management	Associate Degree	Medical Assistant, Receptionist, Office Manager, Customer Service Representative and Administrative Assistants
Medical Billing and Coding	Associate Degree	Receptionist, Medical Biller, Customer Service Representative, Medical Records Field Technician, Medical Biller and Coder and Billing Specialist
Basic X-Ray with Medical Office Procedures	Diploma	Medical Assistant, X-Ray Technician and Medical Assistant/X-Ray Technician
Dental Assistant with Expanded Functions	Diploma	Dental Assistant, Hygiene Assistant and X-Ray Technician
Healthcare Technology & Systems	Diploma	Field Scan Technician and Administrative Assistant



Medical Administrative Assistant	Diploma	Receptionist, Medical Assistant, Customer Service Representative, Field Technician, Administrative Assistant, Patient Service Representative and Chiropractic Assistant
Medical Assistant	Diploma	Medical Assistant, Receptionist, and Front Office/Front Desk Receptionists
Medical Billing and Coding	Diploma	Receptionist, Customer Service Representative, Field Technician, Billing Specialist, Medical Biller, Administrative Assistant and Biller and Coder
Medical Office and Billing Specialist	Diploma	Receptionist, Customer Service Representative, Front Desk Receptionist, Medical Assistant, Field Technicians, Billing Specialist, Office Assistant and Medical Record Clerk
Medical/Clinical Laboratory Assistant	Diploma	Medical Assistant and Phlebotomist
Patient Care Technician	Diploma	Certified Nursing Assistant, Medical Assistant, Home Health Aide, Caregiver and Direct Support Professional
Pharmacy Technician	Diploma	Pharmacy Technician

The following is a breakdown of the graduates by ethnicity and gender at UMA as reported to IPEDS. This list was compiled based on graduates as of August 31, 2016 using IPEDS ethnicity criteria.

Calculation of Graduation Rates			
Cohort year 2013-2014 9/1/2013-8/31/2014	Revised Cohort	Total Completers Within 150%	Graduation Rate
<b>Men</b>			
Nonresident alien	1	1	0%
Hispanic/Latino	133	72	54%
American Indian or Alaska Native	16	9	56%
Asian	13	7	54%
Black or African American	352	178	51%
Native Hawaiian or Other Pacific Islander	0	0	0%
White	332	209	63%
Two or more races	13	8	62%
Race and ethnicity unknown	654	320	49%
<b>Total men</b>	<b>1514</b>	<b>804</b>	<b>53%</b>
<b>Women</b>			
Nonresident alien	3	2	67%
Hispanic/Latino	993	679	68%
American Indian or Alaska Native	103	71	69%
Asian	63	53	84%
Black or African American	3819	2414	63%
Native Hawaiian or Other Pacific Islander	31	22	71%
White	4088	3002	73%
Two or more races	199	120	60%
Race and ethnicity unknown	5364	3232	60%
<b>Total women</b>	<b>14663</b>	<b>9595</b>	<b>65%</b>

<b>Total (men and women)</b>			
Nonresident alien	4	3	75%
Hispanic/Latino	1126	751	67%
American Indian or Alaska Native	119	80	67%
Asian	76	60	79%
Black or African American	4171	2592	62%
Native Hawaiian or Other Pacific Islander	31	22	71%
White	4420	3211	73%
Two or more races	212	128	60%
Race and ethnicity unknown	6018	3552	59%
<b>Total men and women</b>	<b>16177</b>	<b>10399</b>	<b>64%</b>

**Total Completers from Cohort Year 2012-2013 Who Received Pell Grant by Race/Ethnicity and Gender**

Nonresident alien	3
Hispanic/Latino	751
American Indian or Alaska Native	80
Asian	60
Black or African American	2592
Native Hawaiian or Other Pacific Islander	22
White	3211
Two or more races	128
Race and ethnicity unknown	3552
<b>Total men and women</b>	<b>10399</b>

**Zero Total Completers from Cohort Year 2012-2013 Received a Federal Subsidized Loan Only and Received No Federal Pell Grants.**

**Zero Total Completers from Cohort Year 2012-2013 Who Received No Pell Grant or No Federal Subsidized Student Loan Only.**

## **Student Body Diversity**

**The following is a breakdown of the first time–full time student body diversity by ethnicity and gender at UMA as reported to IPEDS. This list was compiled using the IPEDS 2017 Fall Survey.**

<b>Ethnicity</b>	<b>Female</b>	<b>Male</b>	<b>Grand Total</b>
Nonresident Alien	0	0	0
Hispanic/Latino	321	28	349
American Indian or Alaska Native	41	2	43
Asian	20	3	23
Black/African American	2320	155	2475
Native Hawaiian or Other Pacific Islander	21	5	26
White	1302	81	1383
Two or more races	89	10	99
Race and ethnicity unknown	50	3	53
<b>Grand Total</b>	<b>4164</b>	<b>287</b>	<b>4451</b>

## Student Success Information (Gainful Employment Disclosures)

To assist potential students in making an informed decision to attend UMA, and in accordance with U.S. Department of Education requirements, Ultimate Medical Academy publishes certain information for programs that prepare students for gainful employment in a recognized occupation.

The information contained in this document does not constitute a promise or guarantee of future performance. UMA reserves the right to adjust tuition and fees, modify programs of study and revise information at any time, in accordance with applicable statutes, regulations, standards and guidance. Numerous factors affect a student's ability to graduate and secure employment. UMA cannot and does not guarantee or estimate the likelihood of on-time completion, graduation or employment for any student.

Please visit UMA's website to review diploma program specific information. For information regarding UMA's diploma programs, please visit: <http://www.ultimatemedical.edu/gainful-employment.pdf>

## Textbook Information

The UMA website includes a listing of required physical and electronic textbooks by course. The required textbooks list may be found at:

Ground: [ultimatemedical.edu/pdfs/Campus\\_Textbooks\\_by\\_Program.pdf](http://ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf)

Online: [ultimatemedical.edu/pdfs/Online\\_Textbooks\\_by\\_Program.pdf](http://ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf)

Physical or electronic (online only) textbooks if required, are provided to students prior to the start of each course. The textbook list outlines which programs of study use electronic textbooks. Some programs at UMA use only physical textbooks while others require a combination of both electronic and physical textbooks. Please refer to the textbook list for up-to-date information concerning which programs require the use of electronic textbooks.

For all UMA's ground and online programs, the cost of textbooks, both electronic and physical, are included in the cost of tuition except for active duty military students whose textbooks are no charge. All students have the option to opt out of receiving textbooks from UMA and may purchase textbooks on their own. If a student chooses to opt out and purchase textbooks on their own, UMA will adjust the tuition for each course based on the UMA price for the textbook. To opt out from receiving textbooks, a request must be made to UMA's fulfillment department by emailing [fulfillment@ultimatemedical.edu](mailto:fulfillment@ultimatemedical.edu). Some courses require the use of custom textbooks only available directly through UMA. Students are not able to opt out of receiving custom textbooks.

Physical textbooks are mailed to online students if courses require a physical textbook. Ground students receive physical textbooks at their campus. Students have thirty calendar days from the shipping date to claim a missing physical textbook shipment by contacting their advisor. After thirty calendar days, students will be billed for a replacement shipment of physical textbooks.

## Transfer of Credit

The Transfer of Credit section is found in the UMA Catalog. The Catalog, Addendum and Supplement are available on the UMA website at <http://www.ultimatemedical.edu/catalog>.

## Tuition and Fees

Tuition and fees for UMA programs are found in the UMA Catalog. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

## Vaccination

As students in an allied-health program, our externship sites or clinical sites may require proof of satisfactory health status, including immunizations, TB test or chest x-rays, prior to allowing a student to begin at the site. For additional information, please contact the program director or program chair.

## Voter Information

UMA encourages its students to be active participants in their communities. Voting is a privilege that allows citizens to have a voice in their government and their laws. Students can register to vote at the following on-line site in Florida: <http://dos.myflorida.com/elections/for-voters/voter-registration/register-to-vote-or-update-your-information/>

Students who are residents of other states should contact their state election offices to obtain the Internet location for their voter registration. The following link provides access to each state's voting registration information: <https://vote.gov/>

## Withdrawal and Refund Policies

UMA's cancellation policy, withdrawal policy, institutional refund policy, and Return to Title IV policy are found in the UMA Catalog. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

# COPYRIGHT REGULATIONS

## Copyright Infringement Policies and Sanctions

The purpose of UMA's Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material on UMA's computers, networks and copiers. The policy seeks to make users aware of the seriousness and consequences for unauthorized use of copyrighted material. Unauthorized use of copyrighted material is illegal.

All faculty, staff, and students are expected to be aware of and follow these requirements. Any member of the campus community practicing unauthorized use or distribution of copyrighted material is subject to sanctions by UMA up to dismissal or termination. Violators are subject to Federal criminal offenses for copyright law violations.

## What is Copyright?

*"Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available for both published and unpublished works..."*

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976

Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of 'fair use,' which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a 'compulsory license' under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law (<http://www.loc.gov/copyright>) or the U.S. Copyright Office (<http://www.copyright.gov>).

## **What Kinds of Activities Violate Federal Law?**

Following are some examples of copyright infringement that may be found in a college setting:

- Downloading and peer to peer sharing of MP3 files of music, videos, and games without permission of the copyright owner.
- Using corporate logos without permission.
- Placing an electronic copy of a standardized test on a department's website without permission of the copyright owner.
- Enhancing a departmental website with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the copyright owners.
- Scanning a photograph that has been published and using it without permission or attribution.
- Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet.
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder.
- Making a movie file or a large segment of a movie available on a website without permission of the copyright owner.

## **Legal Alternatives**

The Higher Education Opportunity Act requires all colleges and universities to offer legal alternatives to unauthorized downloading. UMA offers the following website: <http://www.educause.edu/legalcontent>

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court may award up to \$150,000 per work infringed for "willful" infringement. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to 250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov> especially their FAQs <https://www.copyright.gov/help/faq/index.html>.

# STUDENT FINANCIAL ASSISTANCE

Prior to enrolling at UMA, applicants are encouraged to explore the availability of financial aid funds through state and federal agencies. Financial aid information and application assistance are provided by the UMA Student Finance Office to help each applicant and his/her family clearly understand his/her financial situation before entering into a contractual agreement. UMA Online Student Finance personnel may be contacted at 1-888-212-5421 or by emailing [onlinestudentfinance@ultimatemedical.edu](mailto:onlinestudentfinance@ultimatemedical.edu).

UMA is approved for the following loans and grants for eligible students who qualify:

## Loans

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parental PLUS Loan
- Alternative loan programs

## Grants

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- Florida Assistance Grant
- Bright Futures Scholarship
- Florida Medallion Scholars Award
- Florida Gold Seal Vocational Scholars Award
- Vermont State Grant
- Institutional Grants

## Work

- Federal Work Study

Students who receive loans to pay for their program are responsible for repaying the full amount of the loans, plus interest, less the amount of any refund.

Defaulting on loans guaranteed or reinsured by a state or the federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from the Student Finance Office (see contact information above).

## Cost of Attendance

A student's cost of attendance is one of the key determining factors in establishing a student's need for federal student aid funds. The cost of attendance also sets the limit of total aid that a student may receive for purposes of Campus-Based Programs and Direct/Direct Plus Loans, and is one of the basic components of the Pell Grant calculation.

The cost of attendance includes an estimate of the student's educational expenses for the period of enrollment. Cost of attendance components include tuition and fees, books, supplies, transportation (for ground students), room and board, dependent care and loan fees. For Pell Grant purposes, the cost of

attendance is based on the cost of full-time attendance for a full academic year. For campus-based programs and federal student loans, a student's cost of attendance is determined by the student's enrollment status. Student's attending less than half time are limited on the cost of attendance components.

A student's financial need is determined based on the student's cost of attendance minus the student's expected family contribution.

## **Federal Aid Programs Available**

### **Federal Pell Grants**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and non-federal sources might be added.

The maximum Pell Grant award for the 2017-2018 award year (July 1, 2017 to June 30, 2018) is \$5,920. The Pell Grant is not a loan and does not have to be paid back; however, a student may be required to pay back part of the grant if the student does not complete a term for which the grant was issued. The exact amount of a Pell Grant depends on financial information provided by a student on a Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov/>.

Federal regulations limit an eligible student's maximum Lifetime Eligibility Used (LEU) in Pell Grants to 600%. Students who have attended other higher education institutions and/or programs should speak with the Student Finance office to determine their remaining eligibility.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is a grant program for undergraduate students with exceptional needs, priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for the award year. Students must complete the Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov/>.

### **Federal Direct Subsidized Loans**

These are low-interest loans. The interest is "subsidized" or paid by the federal government while a student is in school and during a six-month grace period after student leaves school or graduates. The chart on the following page contains 2017-2018 interest rates for Federal Direct Student Loans.

For each academic year, dependent students may be eligible to borrow up to \$3,500 as first year and \$4,500 as second year undergraduates. The subsidized loan is need-based and eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors, including number of hours enrolled and other financial aid funding.

Federal regulations limit the length of time a student may be eligible to receive Federal Direct Subsidized Loans. Eligible students may not receive Direct Subsidized Loans for a period that exceeds 150% of the published length of the academic program in which the student is currently enrolled, including any prior subsidized loans the student received. This length of time is known as the maximum eligibility period.

### **Federal Direct Unsubsidized Loans**

Most students eligible to participate in Federal Student Aid qualify for an unsubsidized loan. With an unsubsidized loan, interest is charged from the time loan funds are disbursed. Interest may be paid while in school and during a grace period or may be added to the principal balance of the loan (capitalized). For each academic year, first and second year undergraduate independent students may be eligible to borrow up to \$6,000. Dependent students may be eligible to borrow up to \$2,000 in unsubsidized loans. Dependent students may be eligible to borrow up to \$6,000 (includes the \$2,000) in unsubsidized loans in instances when a parent's PLUS loan is denied. The Student Finance Office will work with each student to determine eligibility. The chart on the following page contains 2017-2018 interest rates for Federal Direct Student Loans.

### **Federal Direct PLUS**

If additional funds are needed beyond these base amounts, parents of dependent students may borrow through the PLUS loans (PLUS) program. The chart on the following page contains 2017-2018 interest rates for Federal Direct Student Loans.

### **Federal Work Study**

UMA receives an annual Work Study allocation. Federal Work Study funds are used to place students in community service or student services jobs that allow them to work 10-20 hours per week. Students in the Federal Work Study program are paid at least the current minimum wage rate. Students must have an unmet financial need to qualify for this program.



**Federal Direct Student Loans 2017-2018 Interest Rates** Effective for Loans with a First Disbursement on or After July 1, 2017 or First Disbursement before July 1, 2018.

Loan Type	Student Grade Level	Cohort		2017-2018 Fixed Interest Rate
		First Disbursed On/After	First Disbursed Before	
Direct Subsidized Loans	Undergraduate Students	7/1/2017	7/1/2018	4.45%
Direct Unsubsidized Loans	Undergraduate Students	7/1/2017	7/1/2018	4.45%
Direct PLUS Loans	Parents of Dependent Undergraduate Students and Graduate/Professional Students	7/1/2017	7/1/2018	7.00%
Direct Consolidation Loans	N/A	Consolidation Loan Application Received on or after July 1, 2013		Interest rate remains the weighted average of the interest rates of the loans included in the consolidation, rounded up to the next higher one-eighth of one percent. There is no cap on the interest rate of a Direct Consolidation Loan.

## Outside Aid Programs Available

### Military Benefits

Students who are active duty military, veterans or veteran spouses and dependents may be eligible for special pricing. Students are advised to contact their Veteran’s Educational Representative for information on benefits and other veteran programs for which they may be eligible. Additional information can be located in the Catalog or Supplement. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

### Yellow Ribbon Program

The Yellow Ribbon Program allows institutions of higher learning in the United States to enter into an agreement with Veterans Administration to fund tuition and fee expenses that exceed tuition and fee amounts payable under the Post 9/11 GI Bill®. If there is an amount that exceeds tuition and fee amounts under the Post 9/11 GI Bill®<sup>1</sup>, UMA funds 50% of that amount and the VA funds another 50%.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Website at <http://www.benefits.va.gov/gibill>.

To be eligible for UMA's Yellow Ribbon Program, veterans must be enrolled in an approved program at UMA, have served an aggregate period of active duty after September 10, 2001 of at least 36 months and be honorably discharged and/or who have a dependent receiving benefits transferred from an eligible Service Member.

### **Military Spouse Career Advancement Account (MYCAA) Scholarship Program**

The Military Spouse Career Advancement Accounts Program (MyCAA), a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or associate degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations. For additional information please see the Catalog. The Catalog, Addendum and Supplement are available on the UMA website at: <http://www.ultimatemedical.edu/catalog>.

### **Florida Student Assistance Grant**

The Florida Student Assistance Grant Program is a need-based grant program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. The amount is established each year by Florida Legislature appropriations and varies based on funding and type of school. Schools select recipients based on State of Florida eligibility criteria. To be eligible a student must:

- Be a U.S. citizen or eligible noncitizen
- Be a Florida resident (student must submit proof of residency to the institution)
- Meet enrollment requirements
- Be enrolled and admitted in an undergraduate degree program
- Not have already received a bachelor's degree
- Meet the institution's measurable progress standards
- Not be in default on a student loan
- Not owe repayment of a grant or scholarship unless satisfactory arrangements have been made to repay
- Complete the Free Application for Federal Student Aid (FAFSA) and have an official Institutional Student Information Record (ISIR)/Expected Family Contribution (EFC)
- Not exceed the maximum EFC requirement
- Maintain a 2.0 GPA

### **Bright Futures Scholarship, Florida Medallion Scholars Award and Florida Gold Seal Vocational Scholars Award**

The amounts of these awards are established every year by Florida Legislature appropriations and varies based on funding and type of school. The Florida Department of Education Office evaluates application documents based on the eligibility requirements. To be eligible a student must:

- Be a U.S. citizen or eligible noncitizen
- Be a Florida resident
- Attend an eligible Florida college
- Be admitted in an undergraduate degree program
- Complete the Free Application for Federal Student Aid (FAFSA) and have an official Institutional Student Information Record (ISIR) with an Expected Family Contribution (EFC)
- Be enrolled for at least six semester hours
- Begin using the award within three years of high school graduation

- Meet and maintain grade point average (GPA) requirements for scholar's award
- Earn required test score on the Scholastic Aptitude Test (SAT), American College Testing (ACT), or College Placement Test (CPT)

Students submit an initial Student Florida Financial Aid Application through the Florida Department of Education website during their last year in high school beginning December 1 and prior to graduation.

### **Vermont State Grants**

UMA participates in Vermont Incentive Grants for Vermont residents who attend UMA. Grant award amounts are based on financial need and cost of attendance. Applicants must submit a FAFSA and complete a Vermont Grant application.

### **Institutional Aid**

Please visit or email your Student Finance Office for additional information regarding aid types, eligibility requirements and amounts offered at [onestudentfinance@ultimatemedical.edu](mailto:onestudentfinance@ultimatemedical.edu).

### **Applying for Federal Student Financial Aid**

STEP 1:

**Create a FSA ID** at <https://studentaid.ed.gov/npas/index.htm>. Before an applicant can submit a Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov/>, the applicant must apply for a FSA ID. This ID is used each year to electronically apply for federal student aid and to access a student's U.S. Department of Education records online. It serves both as an electronic signature and provides access to personal records online.

STEP 2:

**Complete the FAFSA** online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applicants need a copy of their tax return when completing this application. Please list UMA and the UMA code **035493**.

STEP 3:

**Complete the Information and Authorization Form.** A Student Finance Advisor provides this document which must be completed and submitted back to him/her to ensure timely processing of financial aid. This form collects personal information, references and provides guidance on the treatment of excess funds.

STEP 4:

**Complete an Entrance Interview.** Students who borrow loans under the Federal Direct Loan program are required to complete an entrance interview before loan proceeds are released. An entrance interview is completed online at:

<https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=entrance>

STEP 5:

**Complete and Sign a Master Promissory Note.** To receive loans from the federal government, a signed master promissory note must be on file. Applicants may electronically sign a master promissory note online at: <https://studentloans.gov/myDirectLoan/launchConsolidation.action>.

STEP 6

**Submit requested documentation to a Student Finance Financial Aid Advisor.** Once this step is completed, a Student Finance Advisor may require additional documentation. If so, applicants receive

an e-mail from their Financial Aid Advisor. A financial aid file is not complete until this requested information is reviewed and processed.

## Awarding Title IV Aid

UMA Student Finance Advisors work with aid applicants to assist them in completing the required paperwork for the awarding of Title IV aid. Advisors determine a student budget based on an applicant’s program of study. They then determine an applicant’s eligibility for Federal Pell Grant and Federal Direct Loans. These proposed packages of aid are reviewed by a financial aid team for accuracy and completeness. Financial aid award letters are then provided to applicants, who complete additional paperwork such as Master Promissory Notes, entrance interviews and authorization forms.

## Drug Convictions Eligibility Requirements

A federal or state drug conviction can disqualify a student for FSA funds. Convictions count only if they were for an offense that occurred during a period of enrollment for which a student was receiving Title IV aid---they do not count if the offense was not during such a period. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
<b>1<sup>st</sup> Offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2<sup>nd</sup> Offense</b>	2 years from date of conviction	Indefinite period
<b>3<sup>rd</sup> Offense</b>	Indefinite period	Indefinite period

If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

UMA provides each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program and passes two unannounced drug tests given by such a program. Further drug convictions make students ineligible again.

## Federal Financial Aid Eligibility

Financial aid eligibility is defined as the amount remaining after subtracting family contribution and outside resources from the cost of attendance. Eligibility for financial aid at UMA is based on need. The information provided on the [Free Application for Federal Student Aid \(FAFSA\)](#) is used by Student Finance to calculate an expected family contribution. The difference between the cost of attendance, expected family contribution and outside resources is a student’s eligibility for financial aid.

The following items may affect the award: student and parental income, student and parental assets (including trust funds), number in household, number in college, and amount a parent contributes to a sibling’s college costs. Income includes all taxable income and non-taxable income: child support, Social Security benefits, public assistance, earned income credit and contributions to a tax-deferred retirement plan.

## Counseling for Federal Direct Loans

### Entrance Counseling for Federal Direct Loans

Before disbursements of Federal Direct Loans are made, UMA's Student Finance Department conducts Entrance Counseling by sending an email via DocuSign to each borrower. The interview includes:

- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of the consequences of default;
- sample repayment schedules;
- information in reference to a borrower's rights and responsibilities; and
- other loan terms and conditions.

A sample loan repayment calculator can be found at the following link: <https://studentaid.ed.gov/sa/>

### Exit Counseling for Federal Direct Loans

Prior to graduating or leaving school, Direct Loan borrowers must complete mandatory exit counseling to understand their rights and responsibilities. UMA provides an exit counseling session for graduating or withdrawing students prior to the end of their programs. The Web link to complete exit counseling is: <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>

### Repayment, Deferment, Cancellation and Consolidation for Borrowers

Repayment begins six months after a student graduates, leaves school or drops below half-time status. As explained in the Master Promissory Note, there are several repayment, deferment, cancellation and consolidation options. If you have several types of federal loans you may be eligible to consolidate these loans into one payment. There are several repayment plans that are based on a borrower's current income level. However, the longer a loan repayment is extended, the more interest a borrower pays. Types of repayment plans are Standard, Extended, Graduated, Income Based Repayment (IBR) and Income Contingent Repayment (ICR). For more information, the following website information is provided:

**Repayment:** <https://studentaid.ed.gov/sa/repay-loans/understand>

**Deferment/Forbearance:** <https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance>

**Loan Forgiveness:** <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation>

**Consolidation:** <https://studentaid.ed.gov/repay-loans/consolidation>

If a borrower is having trouble making a payment, he/she should contact UMA's Office of Personal Finance at 888-205-2170. Borrowers may monitor their loan borrowing online through the National Student Loan Data System (NSLDS) at <http://www.nsls.ed.gov>.

### Verification

Students may be selected in a process called verification. Federal student applicants are chosen to participate in the verification process by the U.S. Department of Education Central Processing System (CPS), following procedures established by federal regulations. CPS prints an asterisk next to the expected family contribution (EFC) on the Institutional Student Information Report (ISIR) to identify students selected for verification. If a student is selected for verification, a Student Finance Advisor requests a tax transcript from the IRS, signed by the student and, if applicable, parent(s) or spouse, and a verification worksheet. Additional documents may be requested to complete the verification

process. A student selected for verification receives written notification from UMA of verification requirements and timelines for completion of the process.

The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications. Federal regulations require verification be completed for some students awarded federal financial need-based aid. Verification is not required to be completed in cases where the student is awarded only non-need-based aid such as Unsubsidized Federal Direct Stafford loans and Federal Direct PLUS loans. **Failure to comply with the request for verification documents can result in disqualification for federal financial aid.**

Overpayments may be created as the result of changes to information presented during the verification process. If a student has received more Federal Pell Grant funds than the student was eligible to receive, UMA will try to eliminate the overpayment by adjusting later disbursements for the award year. UMA does not make interim disbursements before verification is completed. If a student has received Federal Pell Grant funds for living expenses, the student is individually liable for any overpayment when the original amount of the overpayment is greater than \$25. Students may arrange a repayment plan with UMA or they may be referred to the U.S. Department of Education for collection.

As required by federal regulation, UMA will refer any suspected fraud, fraud allegations, or misconduct in the application process, discovered through the verification process, to the US Department of Education Office of Inspector General. Student Finance will notify the Compliance Department of any suspected students for their review and referral

## **Federal Student Aid Disbursements**

Federal Student Aid funds are disbursed directly to UMA by Electronic Funds Transfer (EFT) in multiple disbursements based upon a student's progression through his/her program and maintenance of Satisfactory Academic Progress. UMA reviews the student's eligibility and requests the eligible funds on behalf of the student from the US Department of Education. UMA, upon approval of disbursement, will post the funds to the student's account.

## **Federal Student Aid Living Expense/Credit Balance Disbursements**

An FSA credit balance occurs whenever the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. Students must complete an Information and Authorization form regarding their excess funds. If FSA disbursements to a student's account create an FSA credit balance, UMA returns or retains the funds as directed by the student on his/her signed authorization form within 14 days. If a student directs that credit balances be issued directly to the student, UMA issues a check to the student.

## **Federal Student Aid Ombudsman**

If a situation exists that UMA Cares or other school personnel cannot resolve, students have the right to contact the Office of the Ombudsman with the U.S. Department of Education. Questions or concerns regarding Federal Direct Loans that cannot be answered by UMA or your lender should be directed to:

Internet: <https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman>

Telephone: 1-877-557-2575

Fax: 1-202-275-0549

Mail:  
U.S. Department of Education FSA  
Ombudsman Group  
830 First Street, N.E. Mail Stop 5144  
Washington, DC 20202-5144

## **Student Rights and Responsibilities**

A student applicant for, or a recipient of, federal financial aid has a right to:

- confidentiality; as outlined in the Family Educational Rights and Privacy Act (FERPA);
- reasonable access to his/her financial aid record;
- reasonable access to all application forms on a timely basis;
- a written notification of financial aid eligibility, including the Cost of Attendance (COA) and Expected Family Contribution (EFC) used to determine the amount of eligibility;
- request a re-evaluation of COA and EFC based on unusual circumstances;
- written information that describes the terms and conditions of all awards;
- return any portion of a disbursed Federal Direct Loan within the period identified by federal regulations; and
- appeal his/her financial aid and scholarship status.

A student applicant for, or a recipient of, federal financial aid has a responsibility to:

- read and understand all communications received;
- be aware of all eligibility requirements and application procedures for financial aid and scholarships;
- comply with requests for information regarding his/her application;
- submit all necessary documentation, if selected for verification;
- understand and comply with the terms and conditions of all awards received;
- maintain satisfactory academic progress;
- officially withdraw from UMA if he/she does not attend or stops attending during a course for which federal financial aid was received;
- complete exit counseling and notify his/her lender(s) of his/her withdrawal;
- inform Student Finance of changes affecting eligibility for federal financial aid, scholarships, stipends, waivers and/or benefits assisting with educational costs received from outside agencies;
- use federal financial aid for educational purposes only; ensure tuition and fees are paid;
- ensure his/her address information is kept current with the school; and
- develop a personal budget plan to maintain the lowest possible student loan debt.

## **National Student Loan Data System (NSLDS)**

If UMA enters into an agreement with a potential student, student or parent of a student regarding a Title IV, HEA Loan, the loan is submitted to the National Student Loan Data System and is accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

Students may view their student loan information by visiting:

[https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/)

# CAMPUS SAFETY, HEALTH AND SERVICES

## Jeanne Clery Disclosure of Campus Security and Campus Crimes Annual Campus Safety and Security Report

By October 1 of each year, UMA publishes and distributes its annual security report. It is distributed to all enrolled students and current employees by posting to the UMA website and by notification emails to students, faculty and staff of the report's availability and URL address. New students are informed of the report's availability when they enroll. The reports can be accessed at

Clearwater: <https://www.ultimatemedical.edu/pdfs/clearwatercampuscrimestatistics.pdf>

Tampa: <https://www.ultimatemedical.edu/pdfs/tampacampuscrimestatistics.pdf>

## Campus Safety - Emergency Response Plan

UMA maintains an Emergency Response Plan for each of its locations. The Plan addresses various emergency situations such as severe weather (hurricanes/ tornados/ thunderstorms), facility problems (power loss/contamination threats) and/or events involving students, faculty and staff (safety or health threats). The Plan is available to students at each campus (see Campus Directors) and at administrative offices (see Facilities Managers).

The report includes UMA's policies for notifying UMA's campus communities of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. This information is published at <https://www.ultimatemedical.edu/student-information/#security>.

Campus Directors have copies of the Plan, as do many of UMA's administrative staff and management. Since all employees and students must understand and cooperate with the Plan, UMA schedules a minimum of three annual training exercises that familiarize students, faculty and staff with UMA emergency policies and procedures.

## Resources for Victims of Sexual Misconduct

Community resources for victims of sexual misconduct are reviewed periodically and can be found in the Annual Disclosure report, posted on the Student Consumer Information page of UMA's web site.

To access this information, go to: <https://www.ultimatemedical.edu/student-information/>

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization

The National Sexual Assault Hotline is available 24/7:

Telephone: 1-800-656-HOPE (4673)

Online chat: [online.rainn.org](https://www.rainn.org)

State specific resources: <https://www.rainn.org/state-resources>

## Sex Offender Registry

The following link contains information on the Florida state sex offender registry.

<http://offender.fdle.state.fl.us>

## National Sex Offender Registry:

The following link is sponsored by the US Department of Justice and contains information regarding the national sex offender registry.

<http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>



## Campus Health

### Disability Support Services

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, religion, race, age, creed, national origin, or physical handicap or disability. UMA makes reasonable accommodation to meet the needs of disabled prospective students when their physical or intellectual disability affects the performance of functions relative to training/career. Procedures for requesting accommodation are contained in UMA's Disability Support Services Manual, available at each campus location and in administrative offices.

UMA's Disability Services can be contacted at 888-333-1454 or [disabilityservices@ultimatemedical.edu](mailto:disabilityservices@ultimatemedical.edu).

The UMA Catalog contains additional information. The Catalog, Addendum and Supplement are available on the UMA website at <http://www.ultimatemedical.edu/catalog>.

### Drug and Alcohol Abuse Policies

UMA supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by students on UMA's property or as part of any UMA activity is prohibited. The reports can be accessed at

<https://www.ultimatemedical.edu/pdfs/Drug-and-Alcohol-Abuse-Prevention.pdf>

### Drug-Free Work Environment Policy

UMA supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by students on UMA's property or as part of any UMA activity is prohibited.

It is the purpose of UMA to help provide a safe and drug-free work environment for our students and our employees. With this goal in mind UMA explicitly prohibits:

- The use, possession, solicitation for, purchase or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, purchase or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

### UMA may conduct drug testing for employees under any of the following circumstances:

- **FOR CAUSE TESTING:** UMA may ask an employee to submit to a drug test any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, when there is evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; following observance of unusual conduct on the employee's part that

suggests impairment or influence of drugs or alcohol; following negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

UMA reserves the right to ask students selected at random to take tests for the presence of illegal drugs. Any UMA student found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on UMA property or at UMA events shall be subject to disciplinary action up to and including dismissal.

UMA urges any student struggling with drug or alcohol abuse (either in his/her own life or the life of a friend or family member) to contact the National Clearinghouse for Alcohol and Drug Information (NCADI) at 800-729-6686. NCADI is a national, 24/7 resource for information about substance abuse prevention and treatment. NCADI distributes the latest studies, surveys, guides and materials on substance abuse from various agencies, such as the U.S. Departments of Education and Labor, the Center for Substance Abuse Prevention, the Center for Substance Abuse Treatment, the National Institute on Alcohol Abuse and Alcoholism, and the National Institute on Drug Abuse. There are English- and Spanish-speaking information specialists to recommend appropriate services and information.

A summary of the health risk associated with the major categories of drugs along with information regarding counseling, treatment, rehabilitation programs and legal sanctions are included in the Drug and Alcohol Prevention disclosure located at <https://www.ultimatemedical.edu/pdfs/Drug-and-Alcohol-Abuse-Prevention.pdf>

## Student Services and Resources

**ACADEMIC SERVICES** | 888-215-8215 [instructors@ultimatemedical.edu](mailto:instructors@ultimatemedical.edu) (Online)

Instructors monitor student achievement, offer encouragement and are available to provide academic assistance during weekly office hours. Instructors also provide ongoing encouragement and support to address students' academic needs. They work with students to develop personalized action plans, to achieve the goals outlined in the SAP Academic Plan, to reinforce students' engagement in their SAP Academic Plan, and to monitor students' academic progress. Instructors provide these students with weekly outreach and personalized academic intervention services (e.g., 1-1 academic coaching).

**STUDENT SERVICES** | 888-216-0544 [learnerservices@ultimatemedical.edu](mailto:learnerservices@ultimatemedical.edu) (Online)

The Learner Services department provides support for students throughout their time at UMA. New Student Advisors focus on helping students adjust to life as an online learner, to outline the great resources UMA offers, and to help each student be successful during the first 10 weeks of school. After the first 10 weeks, each student is assigned a Learner Services Advisor who remains at their service through graduation. Both New Student Advisors and Learner Services Advisors are available to answer any questions about grades, the online classroom, student expectations and more.

**LIBRARY SERVICES** | 877-295-5078 [askthelibrarian@ultimatemedical.edu](mailto:askthelibrarian@ultimatemedical.edu)

The UMA Librarian facilitates as a gateway to the virtual library and connects students to high quality resources available in UMA's Virtual Library. The UMA Virtual Library's core collection includes thousands of peer-reviewed, full-text articles on a variety of subjects that are accessible at any time, from any location.

As a shared service for all locations, UMA maintains a full-time Librarian who provides students, faculty, and staff with research assistance and instructions for navigating the virtual library's digital collection and manages the circulation of physical library resources at each ground campus. Hours are posted on [ultimatemedical.edu/online-learning/library-resources](http://ultimatemedical.edu/online-learning/library-resources). For questions, please contact the UMA Librarian at 877-295-5078 or [askthelibrarian@ultimatemedical.edu](mailto:askthelibrarian@ultimatemedical.edu).

**Career Services** | 888-216-0535 (Online) [graduateengagement@ultimatemedical.edu](mailto:graduateengagement@ultimatemedical.edu)  
800-477-9915 (Clearwater) [Clearwatercareerservices@ultimatemedical.edu](mailto:Clearwatercareerservices@ultimatemedical.edu)  
800-477-9915 (Tampa) [Tampacareerservices@ultimatemedical.edu](mailto:Tampacareerservices@ultimatemedical.edu)

UMA has an active Career Services department that assists graduates in locating entry-level career opportunities related to their field of study. Career Services Advisors work directly with local businesses, industry leaders, and advisory board members to assist students with conducting a professional job search. UMA does not, in any way, guarantee employment. It is the goal of the Career Services office to help all graduates realize their personal and professional development goals and assist them in seeking employment.

Career Services Advisors provide job search assistance for all UMA graduates. Career Services Advisors focus on assisting students with resume reviews, job search strategy, job opportunities, the application process, interview preparation, reference building and overall support in their employment pursuits.

Graduates will also have the opportunity to partner with our Corporate Alliance Department, who leverages UMA's relationships with national employers to fill their allied healthcare needs.

Career Services Advisors also provide continued on-the-job support for the first couple of weeks that a UMA graduate is gainfully employed. This support includes graduate refresher modules, effective conflict resolution and building your network. The Career Services Advisors then bridge the gap between Career Services and continued Alumni support.

**ALUMNI SERVICES** | 888-216-0535 [alumniservices@ultimatemedical.edu](mailto:alumniservices@ultimatemedical.edu)

UMA provides alumni from all campuses with ongoing career development support (e.g., career coaching, interview preparation, resume revisions). The Alumni Services team performs quarterly outreach to all UMA alumni regardless of their employment status, to sustain engagement with alumni and support their long-term career goals. The Alumni Services team is available to alumni to support new job searches and career progression.

**CERTIFICATION SERVICES** | 888-208-1849 (Online) [certificationservices@ultimatemedical.edu](mailto:certificationservices@ultimatemedical.edu)  
800-477-9915 (Clearwater) [Clearwatercareerservices@ultimatemedical.edu](mailto:Clearwatercareerservices@ultimatemedical.edu)  
800-477-9915 (Tampa) [Tampacareerservices@ultimatemedical.edu](mailto:Tampacareerservices@ultimatemedical.edu)

The Certification Services team is available to support students and graduates in registering for certification exams where relevant to the student's program. In selected programs students and graduates can access preparation materials receive academic support from instructors.

**GUIDANCE RESOURCES** | 866-797-1622 [ultimatemedical.edu/help](http://ultimatemedical.edu/help)

The UMA Student Guidance Center is confidential and provides assistance 24/7 with everyday challenges at no charge for students and their dependents. The UMA Student Guidance Center offers confidential assessment and referral, work-life solutions, financial information and resources, guidance resources online, and legal support and resources. Students can learn more about the UMA Student Guidance Center by visiting [ultimatemedical.edu/help](http://ultimatemedical.edu/help).

**STUDENT RESOURCES** | 813-387-6753 [studentsuccess@ultimatemedical.edu](mailto:studentsuccess@ultimatemedical.edu) (Online)

The Student Success Center provides a multitude of resources and information designed to assist students throughout their learning experience. Resource topics include technical support, instructors, financial aid, learner services and career preparation. On-demand webinars, instructor sessions and information regarding how to access other valuable UMA resources are all found on the Student Success Center.

**ADDITIONAL SUPPORT SERVICES** | 800-509-5474 [UMAcare@ultimatemedical.edu](mailto:UMAcare@ultimatemedical.edu)

UMA Cares works with all appropriate UMA departments to answer inquires and resolve issues received from students and other non-employees. UMA Cares takes all inquiries seriously and will respond in a timely manner.