

First Institute

COURSE CATALOG

www.firstinstitute.edu

2026

FIRST INSTITUTE

YOUR FUTURE · OUR FOCUS

SUCCESS TOGETHER

Crystal Lake
Main Campus
790 S. McHenry Avenue
Crystal Lake, IL 60014
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Libertyville
Branch Campus
1139 S. Milwaukee Avenue
Libertyville, IL 60048
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Aurora
Branch Campus
405 North Eola Road, Suite C
Aurora, IL 60502
Ph: 331.688.3931 fax: 815.459.6633

First Institute Catalog Revision Date:
10/30/2026

www.firstinstitute.edu

Letter from the CEO



Congratulations on making an excellent decision to explore First Institute! On behalf of the faculty and staff, it is my pleasure to welcome you to the First Institute community. Whether you are just beginning your career in healthcare or looking to gain new skills for rewarding and better paying job opportunities, First Institute is here to embrace and support you on your journey.

We think of our students as our family and we are devoted to student success. We have enthusiastic and supportive faculty and staff members who have been chosen because of their exceptional instructional ability and experience in their field. We offer a Student Centric environment providing flexible and engaging educational opportunities with both hands-on training and online learning experiences. We work as a collaborative team to assist students with achieving their educational and career goals. You will find our educational atmosphere inviting, supportive, caring and knowledgeable. Our main goal is to train, guide and support you on your path to a rewarding career in Medical Assisting, Dental Assisting or Massage Therapy!

First Institute is family owned and has been providing career training for over 40 years. I am so honored and proud to continue serving the vision and legacy that my parents began in 1982. Come join the First Institute family where we are committed and passionate about your career success!

Sincerely,

Eric Beier
CEO

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Overview



Mission Statement

First Institute meets the educational needs of students, employers and the community by designing quality, occupational specific training programs utilizing relevant methodology practices.

Philosophy & Objectives

The educational goal of First Institute is to provide every student with a basic working knowledge of the varied opportunities available in the area of training they have selected as a career field. To accomplish this, First Institute staff and faculty members help students to:

- Understand the requirements for entry-level employment;
- Acquire the necessary understanding of allied healthcare programs used in the chosen career field;
- Develop the strong interpersonal and communication skills needed to succeed;
- Finish coursework required to successfully complete the chosen program of study and obtain successful employment in the industry for which training was provided.

Statement of Ownership/History

First Institute of Travel, Inc. is an Illinois Corporation founded in 1982. The corporation is owned by the Eric Beier Revocable Trust (50%) and the Beier Family Living Trust (50%). Eric Beier, Kurt Beier and family are the Trustees for both trusts. First Institute of Travel, Inc. was initially developed in response to the high employment demand of the travel industry and then for computer-trained individuals in the business community. As the need for healthcare professionals increased exponentially over the last decade, First Institute responded by transforming its training programs to meet employment needs in the area.

Over the last 20 years, First Institute has cultivated close business relationships with local healthcare providers to ensure its career programs are innovative and provide the quality education required to develop exceptional healthcare professionals in Medical Assisting, Dental Assisting and Massage Therapy careers.

Accreditation & Approvals

Students may review copies of documents regarding entities that accredit, license, or approve the institution and its programs upon request. First Institute is accredited by the Accrediting Council for Continuing Education and Training (ACCET), 1722 N Street NW, Washington, DC 20036. Tel: 202-955-1118 www.accet.org. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

First Institute is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE) 1 N. Old State Capitol Plaza #333, Springfield, IL 62701. Tel: 217-782-2551 www.ibhe.org.

First Institutes' Massage Therapy program is approved for Veterans training through the State of Illinois Department of Veterans' Affairs. All programs offered here at First Institute are approved by the Illinois Workforce Innovation and Opportunity Act (WIOA) for WIOA funded training.

Affiliations & Membership

First Institute is approved by National Healthcareer Association (NHA) as a testing site to administer national certification examinations for the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), Certified Billing & Coding Specialist (CBCS), and Certified EKG Technician (CET). First Institute has an affiliation with American Medical Technologists (AMT), and is a member of American Massage Therapy Association (AMTA) and Associated Bodywork & Massage Professionals (ABMP). First Institute is a member of the Crystal Lake Chamber of Commerce and the McHenry County Workforce Network Board.

Disclosures

Institutional disclosures including graduation and placement information are available on our website at https://www.firstinstitute.edu/disclosures/

Eligibility

First Institute is eligible to administer federally funded programs of aid for education in the form of Pell Grants and the Federal Direct Loan Programs (FDLP).
First Institute is authorized under Federal law to enroll non-eligible citizens.

Facilities

Crystal Lake Campus

First Institute's main campus is located at 790 S. McHenry Avenue, Crystal Lake, IL 60014, (815) 459-3500 and is leased from JAB Holdings LLC. The building consists of approximately 9,000 square feet containing the school's administrative offices, classrooms and medical and dental lab training facilities. Designated school facilities include a student break room with refrigerators and microwave ovens, a paved and lit parking lot, ample restrooms, high speed internet, and Wi-Fi available to all students throughout the building.

Across the street from the main building are auxiliary classrooms located at 757 S. McHenry Avenue, Crystal Lake, IL 60014, (815) 788-1057 and is leased from Dunn Berger. The one-story building is approximately 1,300 square feet and contains multiple restrooms, a paved and lit parking lot, a break room with refrigerator and microwave, and Wi-Fi available for students.

The capacity of the training areas is a maximum of 16 students for Medical Assisting, 12 for Dental Assisting and 12 for Massage Therapy.

All locations maintain occupancy permits with the city of Crystal Lake and are in compliance with the Office of the Illinois State Fire Marshal. All buildings are ADA compliant for handicapped accessibility including parking and restrooms.

Libertyville Campus

First Institute's branch campus offers a single-story building that is conveniently located at 1139 S. Milwaukee Avenue, Libertyville, IL 60048 (847) 440-2000 and leased from First Institute Training & Management (FITM). This location is approximately 2,300 square feet containing administrative offices and training facilities offering programs in Medical Assisting.

Designated facilities include classrooms and medical and lab training facilities, a student break room, paved and lit parking lot, ample restrooms, high speed internet and Wi-Fi available to all students.

The capacity of the training areas is a maximum of 12 students for the Medical Assisting. The Dental Assisting and Massage Therapy programs are not offered at the Libertyville campus.

This location has an occupancy permit with the Village of Libertyville and is in compliance with the Office of the Illinois State Fire Marshal. The building is ADA compliant for handicapped accessibility including parking and restrooms.

Aurora Campus

First Institute's branch campus offers a single-story building that is conveniently located at 405 North Eola Road Suite C, Aurora, IL 60502 (331) 688-3931 and leased from First Institute Training & Management (FITM). This location is approximately 2,400 square feet containing administrative offices and training facilities offering programs in Medical Assisting. Designated facilities include classrooms and medical lab training facilities, a student break room, paved and lit parking lot, ample restrooms, high speed internet and Wi-Fi available to all students.

The capacity of the training areas is a maximum of 12 students for the Medical Assisting. The Dental Assisting and Massage Therapy programs are not offered at the Aurora campus.

This location has an occupancy permit with the City of Aurora and is in compliance with the Office of the Illinois State Fire Marshal. The building is ADA compliant for handicapped accessibility including parking and restrooms.



Policy For Preventing Misrepresentation

Management and faculty work on a daily basis to prevent and manage misrepresentation within the institution. In order to avoid any possible misunderstanding Senior Management will regularly review all publications and promotional materials that First Insttute produces such as catalogs, websites, advertisements, etc. Senior Management meets with the administrative staff on an as needed basis. The remainder of staff and faculty meet during a regularly scheduled monthly meetings to review any possible misunderstandings that may arise. The Admissions Department is monitored daily by Senior Management. The goal of the admissions department is to deliver accurate, quality conversations with the highest integrity to all potential and current students. All admissions representatives participate in a detailed orientation process and work with Senior Management as needed to stay informed about program changes and updates to all regulatory items. First Institute utilizes a third party telephone monitoring system to validate the accuracy and consistency of information presented to students who inquire about program information.



Admissions



Statement of Non-Discrimination

First Institute does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religious beliefs, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment services, or in the educational programs/activities it operates. It is also First Institute's policy to ensure that no qualified student with a disability (one who has provided documentation of disability and is registered with the Student Services Department) is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any First Institute program or activity.

First Institute's nondiscrimination policy and grievance procedures can be located at www.firstinstitute.edu/title-ix/ and in the catalog.

To report information about conduct that may constitute Sexual Misconduct or make a complaint of Sexual Misconduct under Title IX, please refer to www.firstinstitute.edu/title-ix/ and in the catalog.

Entrance Requirements

Program advisement, campus tours and financial advising are available daily either in person or through online meetings. For its career programs, First Institute seeks individuals who have a true desire to receive practical career preparation in their chosen field and have the ability to achieve academic success through combining online learning and/or hands on training. Although pre-possessed skills are important, of equal importance is a student's desire to succeed in their chosen career field. First Institute utilizes an open enrollment policy. First Institute welcomes initial inquiries from high school students in their junior or senior year.

Applicants must be at least 17 years of age and provide documented proof of high school graduation or its equivalent from an accredited high school or satisfactory completion of a high school equivalency GED examination. Any applicant under 18 years of age must have parental or guardian consent to enroll. Upon enrollment, both the parent/guardian and the student must sign the enrollment agreement if under 18 years of age.

Admissions Process

All applicants must schedule an in-person or online interview with First Institute admissions staff, provide a valid government issued photo id, complete an Application for Enrollment, provide proof of high school graduation or GED and acknowledge program requirements. Applicants will review broad program goals and objectives with Admissions Advisors to assist with determining if the program objectives meet their educational and career goals. Students must sign and adhere to respective program parameters listed in the catalog and reviewed during the orientation process.

Blended Programs

Admission criteria for on-campus or blended programs are outlined in the catalog and on First Institute's website www.firstinstitute.edu. Applicants seeking admission to programs with blended online courses must satisfy the same admission requirements as on-campus programs. In addition, prospective online students must complete the Blended Program Readiness Questionnaire. Prospective students are apprised throughout the application process of the instructional delivery systems and technologies used in their program including the technical competencies and requirements to successfully complete the online portion of courses in the program. First Institute only offers blended programs in the State of Illinois where students must complete the hands-on component of the program at the Crystal Lake, Libertyville or Aurora campuses.

Government Issued Identification:

Students are required to provide a government issued photo identification that can be used to verify the student's identification and is required for program enrollment.

For successful engagement in the online learning environment, applicants should consider the following:

Availability of Time:

Student success is predicated on the time available to participate in online classes and additional time to complete online class assignments, projects, or homework as assigned. The more time spent on preparation and studying, the better the opportunity for achieving success. Students should plan a minimum of

16-20 hours each week for classwork which includes live lectures, participating in discussion forums, online class assignments, homework, and study time. Students must manage their time carefully in order to succeed.

Technology Requirements:

Throughout the admissions process, prospective students are apprised of the instructional delivery systems and technologies used in the blended programs and are informed of the technical competencies and equipment required to complete the online portions in the program. Students enrolled in the blended programs must have access to a computer and the internet in order to effectively participate and successfully complete the enrollment process. Prior computer experience and word processing knowledge provides a solid foundation for online course success.

Students will be provided a Chromebook to use for academic purposes within their program. Students will be required to have reliable internet or Wi-Fi access with a speed not less than 7.5MB.

Registration Fee

A $25.00 registration fee is included in the total fees to reserve a seat in the chosen program. All registration fees are non-refundable. If a class is rescheduled the registration fee will be transferred to the new class start.

Diploma Validation Policy

All students will be required to provide documented proof of high school graduation or its equivalent. Documented proof must include a copy of a high school diploma or a GED, a high school transcript, or written certification by a cognizant authority for home-schooled students. Documentation must be submitted to First Institute no later than two weeks from the program start date. If a student is a GED recipient, the student must provide a copy of the GED or a copy of the request for GED form with a copy of the money order that was sent to the state for the GED document.

Student Services will review all diplomas, GED's and high school transcripts to confirm that high school documentation submitted is acceptable. If the Student Services department determines that a diploma, GED or high school transcript may have been tampered with, the department will request an official document from the respective institution to validate that document. Any fees associated with obtaining official documentation are the responsibility of the student. If a request is made on behalf of the Student Services department, all transcripts or official documents must be submitted to First Institute in a sealed envelope with the school/institution logo or submitted electronically via Parchment from the official school/institution.

If the high school transcript or diploma is not received before the start of classes, First Institute will make every attempt to contact the institution listed on the release form to obtain an official high school transcript or diploma. In order for First Institute to verify the legitimacy of a school, Student Services will check the Illinois State Board of Education website at https://www.isbe.net/Pages/Data-Analysis-Directories.aspx. Home-schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. An applicant that submits a diploma or official document from a foreign country must have their document translated by an appropriate official to verify the validity of their high school diploma. Any fees associated with obtaining proof of education are the responsibility of the student.

Exceptions to the diploma validation policy:

If a student has provided a copy of the their GED request form and a copy of the money order was submitted to the state, the student will be permitted to start the class, but no Financial Aid will be dispersed for the student until the school receives the official GED transcript (note: this can take up to 4 – 6 weeks to obtain).

If the student's high school/state agency is unable to locate the student's transcript, First Institute's Student Services department must request confirmation of the student's graduation and/or receipt of GED from the student's high school/state agency in writing.

Conditional-Acceptance Period

First Institute will admit students provisionally, contingent upon satisfaction of all admissions requirements and receipt of supporting documentation within the first 2 weeks of the student's start date. If the student provides the required documentation and is enrolled as a regular student within the two week conditional period, First Institute can package the student for Title IV funding for the entire period of enrollment. If the student does not provide the required documentation to meet the admissions requirements within the two week conditional period, the student is considered a No Start and will not be charged tuition and fees. Applicants may re-start on the next available start date upon receipt of required documentation.

Students with Disabilities

First Institute recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodation would not impose an unreasonable burden on the school or other students. Senior Management manages the process for the determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students jointly. No student shall be retaliated against for seeking accommodation under this policy or

for participating in good faith and in a reasonable manner in any review procedures regarding The Americans with Disabilities Act of 1990.

Program Requirements

Medical Assisting & Dental Assisting Programs
Students are required to complete learning experiences at local clinics, private offices, and/or other community-based agencies. Students may be required to attend both day and/or evening clinical assignments. Students must provide their own transportation to clinical assignments. Strict attendance and dress code is required at clinical sites.

Students must comply with all clinical contract protocols including background checks, drug screenings and immunization requirements. The cost for criminal background checks and drug screenings are included in program fees. Students are responsible for covering costs for immunization requirements prior to externship.

Satisfactory physical and mental health must be maintained for continuance in the program. Students must be free of any physical and/or mental condition that might adversely affect their performance in the program. First Institute reserves the right to require medical examinations to verify continuing compliance. Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information in writing are subject to dismissal from the program.

A history of felony convictions or substance abuse may adversely affect your ability to gain employment or take certification exams. We encourage you to consider your personal history when making appropriate career choices.

Any felony or misdemeanors identified on the student's record may result in the college not being able to place the student at an externship site. As a result the student may be unable to complete the Medical Assisting or Dental Assisting programs. An adverse finding on a criminal background check may also inhibit a student's ability to obtain employment. The background check authorization form will be completed during orientation.

Please be aware that the following are tests that externship sites/employers may require prior to start of externship or being hired.

Proof of immunity for:
- Chicken pox (varicella)
- Measles (rubeola), Mumps, Rubella
- Hepatitis B

Additional Requirements:
- 2-step TB test
- Flu Shot
- Tdap
- COVID-19 vaccinations
- Background Check and/or Drug Screen
- A letter from your doctor stating your ability to perform an externship
- Proof of health coverage (a photocopy of your card is required)
- CPR Certification**

*****CPR Certification is included as part of program fees for all programs and classes are conducted on-campus.***

Massage Therapy
Students are required to complete their clinical learning experience at First Institute's Massage Clinic. Strict attendance and dress code is required at the massage clinic.

Satisfactory physical and mental health must be maintained for continuance in the program. Students must be free of any physical and/or mental condition that might adversely affect their performance in the program. First Institute reserves the right to require medical examinations to verify continuing compliance. Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information are subject to dismissal from the program.

Some types of felonies may prohibit an individual from obtaining a Massage Therapy License in Illinois. According to the IL Dept. of Financial & Professional Regulation to become a licensed Massage Therapist you must meet the following:
- Disclosure of your U.S. social security number, if you have one, is mandatory, in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license.
- Failure to comply with a child support order, defaulting on a student loan, or defaulting on taxes.
- Personal History Information (if applicable) including: Criminal History, Felony Convictions, Dishonorable discharge from military service or public service, Disease or conditions that may interfere with professional work, and/or Denial of a prior professional license.
- Security Clearance - Individuals applying for licensure for professions that require fingerprints must submit to a criminal background check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department.
- Any felony or misdemeanors identified on the student's record may result in the college not being able to allow the student to complete internship on site. As a result the student may be unable to complete the Massage Therapy program. The background check authorization form will be completed during orientation.

***CPR Certification is included as part of program fees for all programs and classes are conducted on-campus.**

Transfer of Credit

First Institute does not guarantee credit transfer in to or out of First Institute. Individuals may apply for a Petition for Transfer of Credit for prior education (at another college or institution) and must be submitted and reviewed prior to beginning attendance at First Institute.

First Institute may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation.

Transfer of Credit
Transcripts, syllabi and/or course descriptions are required to determine transferability of credit, and must be provided by the applicant. The documentation provided will be reviewed to determine if the curriculum meets the educational objectives for comparable courses offered in the program at First Institute. The applicant will be notified in writing of the decision regarding the petition for Transfer of Credit. The following guidelines apply when courses are considered for credit transfer at First Institute:

- The credits or clock hours must be earned at an accredited institution within the last 24 months to be considered by First Institute.
- A minimum grade of "C" or its equivalent will be considered.
- A student must complete at least seventy-five percent (75%) of First Institute's program in order to receive a Certificate of Completion except in cases of institutional closure or teach out.

If First Institute approves a transfer of credit for prior education, the current tuition and any Financial Aid to be awarded will be adjusted to ensure a pro-rated tuition reduction for transfer of credit and will be proportionally reduced by the number of credit/clock hours approved for transfer into First Institute.

Institutional Fees Assessed for Testing, Evaluation or Granting Transfer of Credit
First Institute does not charge any fees for evaluating transfer of credits. Additionally, First Institute does not offer any options for earning credit through examination, with the exception of an institutional closure or teach out.

Institutional Closure or Teach Out
In the case of an institutional closure either via a transfer or teach out agreement, the percentage of transfer credits taken by First Institute will be at the sole discretion of the administration at First Institute. First Institute may offer options for earning credit through examination on a case by case basis.

Re-Enrolling & Transfer of Credit
Applicants who were previously enrolled at First Institute but did not complete their program may apply for re-enrollment. Any credits earned during a previous enrollment may be eligible for a Transfer of Credit. Applicants requesting re-enrollment may be required to go through an assessment process for the courses they completed in the prior enrollment. The assessment will determine if the applicant has retained the information in the completed courses or if the applicant will need to review courses before re-enrolling in the program. The following rules apply when courses are considered for Transfer of Credit within First Institute:

- The course(s) must have been completed within the last 24 months.
- The course(s) must have been successfully completed by obtaining a grade of "C" or its equivalent.
- For completed courses, the student may be required to take content specific assessment reviews to ensure retention of the educational material in the completed courses.
- If an applicant scores less than 70% on an assessment review, the applicant may be required to complete a review of the course as a condition of acceptance to the application for reenrollment.

Upon completion of the assessment review, the applicant will be notified in writing of the decision regarding the petition for Transfer of Credit. If First Institute approves a transfer of credit for prior courses completed, the current tuition and any Financial Aid to be awarded will be reduced proportionally by the number of credit/clock hours approved for transfer.

Transfer of Credit Determination Appeal
The only grounds on which a formal transfer of credit appeal can be entertained are instances in which there is evidence of a factual error on the part of the administration at First Institute. Mere disagreement with the administration's professional judgment does not constitute sufficient grounds for an appeal. Students who wish to pursue an appeal of their petition for transfer of credit must make their request in writing, and provide a rational as to why the decision should be overturned.

Any appeal by an applicant shall be initiated no later than one week after the formal denial notice of transfer of credit is dated. The appeal will be reviewed by the CEO and the grounds of the appeal will be investigated to ensure that the initial determination was accurate and factual. At the conclusion of the investigation, the CEO will make a final determination in writing within 10 business days. At that point the decision will be final.

Credit Transfer to other Institutions
Credits earned at First Institute may not transfer to another institution. Transferability is always at the discretion of the receiving institution. The certificate programs at First Institute are terminal in nature and designed for the student's employment upon graduation. Individuals seeking assistance transferring First Institute credits to another institution should contact Student Services for a copy of course syllabi, course descriptions, and official transcripts. There is a $10.00 fee for an official transcript.

Procedures for Petition of Transfer Credit
Applicants who wish to request transfer credits for their enrollment at First Institute should contact their Admissions Representative and complete the Petition for Transfer Credit form in First Institute Application & Document Management (ADM) and upload transcripts, syllabi, etc. to support the transfer credit request. Admissions will print and submit the uploaded documents to the IDL Coordinator or designated faculty for evaluation of course content. Once the petition has been evaluated, it must be reviewed and signed off by the Director of Financial Aid and Senior Management. Upon review and approval, the applicant will be notified in writing, and the Director of Financial Aid will reduce the tuition for the credits approved for transfer and any financial aid to be awarded will be adjusted to ensure a pro-rated tuition reduction for transfer of credit which will be proportionally reduced by the number of credit/clock hours approved for transfer into First Institute.

Student Services will maintain the completed Petition for Transfer Credit approvals and document the transfer credits in the student information system when the student starts the program. Students with transfer credits are not enrolled into courses which they receive transfer credit, however they may audit the class at no additional charge.

Readmission Process

Individuals who have previously withdrawn from First Institute, have been dropped from their academic program, or have been dismissed from their respective program for any reason may choose to petition the institution for consideration of re-enrollment. In order to be considered for re-enrollment, individuals must complete a new application in its entirety.

Requirements for Consideration
- Schedule an appointment with Student Services and Financial Aid
- Complete a new Application for Enrollment
- Meet with Financial Aid to resolve any outstanding balance from a previous enrollment
- The applicant must submit an essay with a minimum of 500 words detailing your academic and career goals, how First Institute can assist with attaining these goals, and if any obstacles were encountered during the previous enrollment (i.e. academic, personal and/or scheduling difficulties), how such obstacles to academic success will be addressed and/or overcome given the opportunity for re-enrollment at First Institute.

The essay will be reviewed by the re-enrollment Committee and applicants will be notified by mail regarding the acceptance or denial of the petition for re-enrollment

A previous enrollment at First Institute does not guarantee a second enrollment in any given program offered at First Institute.

All petitions for re-enrollment should be uploaded in First Institute Application & Document Management (ADM) along with the essay requirement.

Each readmission application will be reviewed on a case-by-case basis. A previous admission does not guarantee a second admission into any given program at First Institute. The final determination regarding readmission, including any reason for denial, will be presented in writing to the student within ten business days of receiving all the required information.

Individuals applying for readmission will be evaluated based on previous coursework and attendance and may be accepted for readmission with a conditional provision that includes a review of specific courses prior to re-enrollment. During the provisional period prior to readmission, individuals must maintain 80% attendance and a "C" or better for all courses reviewed.

Applicants accepted for re-enrollment may incur additional fees to review courses if it has been 24 months or longer since the applicant's previous enrollment.

Upon approval of readmission into the same academic program, any completed coursework from the applicant's first enrollment with a grade of "C" or better will be transferred to the applicant's second enrollment if the applicant re-enrolls within 24 months from the date of the withdrawal in the first enrollment.

Financial Information



Tuition & Fees

All programs offered at First Institute are considered full time. Tuition and fees are subject to change. The schedule of charges is for a period of enrollment and the estimated total charges for the entire educational program are listed below:

Dental Assisting and Massage Therapy are not offered in Libertyville or Aurora.

Program Tuition & Fees Effective October 1, 2024	Dental Assisting & Dental Assisting Blended 50 Weeks		Medical Assisting & Medical Assisting Blended 50 Weeks		Massage Therapy 44 Weeks	
	1st Payment Period	2nd Payment Period	1st Payment Period	2nd Payment Period	1st Payment Period	2nd Payment Period
Tuition	$8,475.00	$8,475.00	$8,500.00	$8,500.00	$7,900.00	$7,900.00
Registration Fee	$12.50	$12.50	$12.50	$12.50	$12.50	$12.50
E-Book, Technology & Program Fees	$475.00	$475.00	$450.00	$450.00	$350.00	$350.00
Total Tuition & Fees	$17,925		$17,925		$16,525	
Textbooks					*$400.00*	
Total Tuition, Fees & Books	$17,925		$17,925		$16,925	

Financial Assistance

The Financial Aid Office is available to assist students in meeting their educational goals by providing information on appropriate financial resources. First Institute is aware of concerns students may have regarding financing their education and wants to assist by providing the best service possible. Our goal is to meet individual needs in a timely, efficient, and equitable manner. Students may receive aid in the form of scholarships, grants, loans or a combination thereof. Information regarding Financial Aid programs can be found by visiting https://studentaid.gov/. It is important for students to understand the Financial Aid programs they are applying for and the requirements of those programs.

Financial Aid is awarded based on "need" with the exception of an institutional scholarship at First Institute. Need is defined as:

Cost of Attendance - Student Aid Index (SAI) - Grants or other Financial Aid = Student Unmet Financial Need.

Students who wish to apply for Financial Aid must submit a Free Application for Federal Student Aid (FAFSA) each award year (July 1 to June 30). If the student is enrolled during the cross-over period (from one award year to the next) a new FAFSA must be completed for Pell Grants only. If the Student Aid Index (SAI) changes, the Financial Aid Office will review any Title IV recalculations needed with the student and an addendum to the enrollment agreement will be signed. Students may also be selected for verification (see Verification of Title IV Funding).

If a student is awarded a First Institute Scholarship (see Scholarship) or a scholarship from an outside organization, the amount will be reduced from the tuition cost and Financial Aid will be calculated accordingly.

Financial Aid funds will be released according to federal guidelines and will be disbursed in two payments; the first half within 30 days of the first class date and the second half after the mid-point of the program.

Students receiving Financial Aid are required to maintain Satisfactory Academic Progress (SAP) as outlined in the catalog (See Satisfactory Academic Progress). All aid will be credited to the students account as long as the student is eligible, is not on a leave of absence and all verification documents are complete.

Financial Aid Resources

First Institute offers Title IV Financial Aid to applicants who qualify. First Institute is an approved provider with the Veterans Administration. Some students may qualify for grants from Workforce Investment and Opportunity Act (WIOA) programs within their counties. First Institute also offers financing through a loan program for students who require additional funding to meet their individual tuition requirements.

First Institute is approved to participate in the U.S. Department of Education Title IV Financial Aid program and offers the following Financial Aid programs to those who qualify:

Federal Pell Grant
Grant amounts vary based on the financial need of each applicant. Grants are available through the federal government to all students who are U.S. citizens or eligible non-citizens and if they do not have a prior Bachelor's Degree. Grant aid assistance does not have to be repaid unless you withdraw from school and owe a refund.

Applications for grants can be submitted by completing the Free Application for Federal Student Aid (FAFSA). You and your Contributors must provide consent to share their tax information in the application so that the IRS can share this information with Federal Student Aid (FSA). All parties whose Federal Tax Information (FTI) is included on a student's FAFSA form must consent annually. The data is considered "verified" for FAFSA purposes, however a student can still be chosen for verification.

Federal Direct Student Loan Program Subsidized/Unsubsidized Student Loans
The Direct Loan program is available for students who need to cover costs of their education. Loans will vary based on grade level and the program you are enrolled to complete. Interest is charged and loans must be repaid. Interest rates vary from year to year and students have up to ten years to pay back a direct loan. Students who want to apply for a Direct Loan at First Institute must first complete the FAFSA online or with a member of Financial Aid.

An origination fee will be deducted from student loans by the Department of Education (ED). Repayment of the loans begins six months after completing the program or ceasing attendance. There is a minimum required payment of $50 per month.

The maximum loan amount per academic year for the Subsidized Student Loans is $3,080 to $3,500. Students must demonstrate financial need for Subsidized Student Loans. Subsidized loan interest is paid by the Federal government until the last date of attendance.

The maximum loan amount per academic year for the Unsubsidized Student Loans are: dependent students is $1,760 to $2,000; independent students is $5,280 to $6,000. Students do not need to show financial need for Unsubsidized Student Loans. The student is responsible for the interest accrued based on the date of disbursement.

Note: It must be made extremely clear to all who do qualify for Title IV Loans that these are indeed loans from the U.S. government and must be repaid per the terms of the loan.

Parent Loans for Undergraduate Students (PLUS)
Once a FAFSA has been completed by both the student and parent(s), a credit check must be completed on the parent to determine eligibility for a Direct Plus Loan. An origination fee will be deducted from the Direct Plus loans by the Department of Education. Repayment begins 60 days after the loan is fully disbursed. There is a minimum required payment of $50 per month.

Federal Loan Interest Rates
The "Bipartisan Student Loan Certainty Act of 2013 amends the Direct Loan interest rate section of the Higher Education Act of 1965. The new rates will be the sum of a uniform "Index Rate" plus an "add on" that varies depending on the type of loan (Subsidized/ Unsubsidized/ PLUS) and the borrowers grade level. Interest rates for Subsidized/Unsubsidized loans will be the same for undergraduates, with a different rate for graduate/ professional students and for PLUS Loans taken out by parent/graduate/professional student borrowers. The index rate is determined each year as the "high yield of the 10 year treasury note" plus a statutorily defined "add-on". The interest rate, once established, will apply for the life of the loan (fixed rate). Any loans originated on or after July 1 through June 30 will be locked into the established rate. There will be a new interest rate published each year for loans originated from July 1 to June 30.

Veterans Affairs (VA) Benefits– Massage Therapy Program
The Massage Therapy Program is approved to train veterans and qualified Dependents that are eligible for Veteran's Administration (VA) Educational benefits. Those depending solely on VA benefits should have all paperwork completed with First Institute's Financial Aid Office at least two weeks before the first day of class. If you believe you are eligible, contact the VA at 888-442-4551 or https://benefits.va.gov/gibill/ to confirm your eligibility

and begin the process of activating your benefits. More information about education benefits offered by VA is available at the official U.S. government website at https://www.va.gov/education/.

Workforce Innovation and Opportunity Act (WIOA)
WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development.

Eligible students can prepare for these careers through WIOA eligible training programs, approved by local workforce boards. As of the date of this publication, all programs offered here at First Institute are eligible training programs for WIOA. Information on WIOA training programs in Illinois is available at https://www.illinoisworknet.com/

Scholarships
First Institute offers a scholarship opportunity for students who qualify. Unlike student loans, scholarships do not have to be repaid. See Scholarship section in the catalog for information on eligibility and submission requirements for First Institute Performance Scholarship.

Verification of Title IV Funding

Each year the U.S. Department of Education (ED) selects Financial Aid recipients for documentation to be verified by the institution. First Institute verifies only the students selected by the department for verification. First Institute notifies the student that they have been selected for verification and they must fill out the verification worksheet and provide any required documentation.

When completing the FAFSA you will be prompted to enter your FSA ID. You and your Contributors will also be prompted to provide consent to share their tax information in the application so that the IRS can share this information with Federal Student Aid (FSA). All parties whose Federal Tax Information (FTI) is included on a student's FAFSA form must consent annually. If a student, spouse, or parent (Contributor) does not provide consent on the FAFSA, the Student Aid Index (SAI) will not be calculated, and the student will not be eligible for financial aid.

Verification Deadline
Once a student is selected for verification, the Financial Aid Office will notify the student in person, via email or phone call. It is communicated to the student that they were selected for verification and are required to submit all documentation within 30 days of the date the notification was sent. If the verification documents are not received within the required time frame, the student's program may be interrupted and the school cannot disburse any funds until such documents are received.

Eligibility Changes Resulting from Verification
If the verification process results in a change of a student's Financial Aid eligibility, First Institute will repackage the student for Financial Aid based on their new eligibility status and will notify the student with an Amendment to the Enrollment Agreement. If a change to the FAFSA needs to be completed by the student they will be asked by the Financial Aid Office to complete the necessary changes. Any changes to eligibility may result in receiving less Financial Aid than was originally anticipated.

Tuition Payment Options

Students utilizing Financial Aid who have a balance due after the Title IV/Federal funding has been applied, must pay any remaining balance in full on or by the first day of class or make arrangements for a payment plan.

Students opting to pay for their selected program with an "All Cash" payment plan (not utilizing Title IV/Federal funding), or students that have a balance of $10,000 or higher will be required to make a 20% deposit of the program cost prior to the start of their program date. The remainder of payments must be made monthly and the balance must be paid prior to the program completion date, or continue the arranged payment plan.

If a student's financial obligation is not met, the student will be notified to meet with the Director of Financial Aid and/or Senior Management to discuss their payment status. If the student does not deliver upon the terms discussed with the Director of Financial Aid and/or Senior Management, they may be dismissed from the program.

If a student has an unpaid balance at the time of graduation, the Certificate of Completion (Diploma) will be withheld until tuition is paid in full. If the account is not current based on previously arranged payment plans, any balance that is more than 60 days past due will be handed over to a third-party agency for further action.

Entrance Counseling

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the federal government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses

- Other financial resources to consider to help pay for your education
- Your rights and responsibilities as a borrower

You must complete entrance counseling at https://studentaid.gov/entrance-counseling/ before you can receive the proceeds of your first Direct Loan for both Subsidized Loans and Unsubsidized Loans.

Credit Balances

First Institute has a voluntary Credit Balance Authorization Form that the student has the option to sign at the time of enrollment to allow the school to manage their Title IV credit balance. If the student has elected to sign the authorization form, the credit balance will remain on their account and be applied toward future tuition and fees. A refund will be issued for any credit balance remaining on the account within 14 days of the graduation date.

If the student chooses not to sign the voluntary Credit Balance Authorization Form, the Financial Aid Office will monitor the students' account to identify when a credit balance has been created. A check will be issued to the student within 14 days of the date the credit balance appears on the students account.

Student Rights & Responsibilities

Student Rights
Students at First Institute applying for and receiving Financial Aid have a right to:

1. Information on all financial assistance available.
2. Disclosure of deadlines for applications of each Financial Aid program and for any supporting documentation.
3. Specific information regarding fees, tuition and the refund policy for those who withdraw from a program.
4. Knowledge of how Financial Aid is determined.
5. An explanation of various programs awarded in the students' Financial Aid package.
6. An explanation of the portion of Financial Aid received that must be repaid and what portion is grant aid that does not need to be repaid. If the aid is a loan, the student has the right to know what the interest rate is, any fees due as a result of a loan, the total amount to be repaid, when the repayment is to begin and the conditions of deferment and cancellation.
7. Knowledge of how First Institute determines whether students are making "Satisfactory Academic Progress" and the consequences of not meeting this requirement.
8. A student has the right to challenge or appeal the students' Financial Aid award or any other decision of the Financial Aid Office pertaining to the student, when it does not fall under the jurisdiction of federal or state regulations. The right includes answers to questions, explanations of policies and decisions and request for reconsideration.

Student Responsibilities
Students at First Institute applying for and receiving Financial Aid are responsible for the following:

1. Reviewing and considering all information about First Institute's academic programs before enrolling.
2. Completing all the application forms accurately and completely and submitting them to the correct department on time. If this is not done, Financial Aid could be delayed. Since errors can cause misunderstanding and misrepresentation of information provided, errors must be corrected before any Financial Aid can be received. Intentional misreporting of information on application forms for federal Financial Aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and subjects the students' application to denial. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of the Inspector General.
3. Promptly returning all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
4. Reading and understanding all forms that the student is asked to sign.
5. Notifying the lender (if the student has a loan) of changes in the name, address or school enrollment status.
6. Knowing and complying with the deadlines for application or reapplication for aid.
7. Knowing and complying with the First Institute Cancellation, Withdraw & Refund Policy.
8. If it is determined that the student was ineligible to receive the funds, the student will need to repay Financial Aid funds received.

Title IV Code of Conduct

The Higher Education Opportunity Act of 2008 requires educational institutions participating in a Title IV Loan Program to adhere to a Code of Conduct which prohibits conflicts of interest between First Institute officers, employees, and agents with any lender, lender servicer, and/or guarantor. Sections 487 (a) (25) and 487 (e) of the Higher Education Act of 1965, as amended, require the development, administration, and enforcement of a code of conduct to govern federal student aid programs. Staff

members of the First Institute Financial Aid Office are bound to act in compliance with the First Institute Code of Conduct, the Illinois State Code of Conduct, and the Statement of Ethical Principles and Code of Conduct from NASFAA.

Officers, employees, contract employees, trustees, professional organizations, and other organizations directly or indirectly associated with or authorized by First Institute, agree to the provisions of the First Institute Code of Conduct and will refrain from the following:

- **Revenue Sharing**

No officer, employee, or agent of First Institute shall enter into any revenue-sharing or profit-sharing arrangement with any lender.

- **Accepting Gifts, Goods, and/or Services**

No officer, employee, family member or agent shall solicit or accept impermissible gifts, goods, and/or services from a private/alternative lender, lender servicer, and/or guarantor.

Gifts, goods, and/or services include: Gratuities, meals, travel, lodging, entertainment (expenses for shows, sporting events, or alcoholic beverages), favors, loans, discounts, hospitality (such as private parties of select training or conference attendees), and in-kind services, such as printing customized consumer information for borrowers with the First Institute school logo.

An officer, employee, family member or agent may accept only items of nominal value, certain services, and/or certain materials.

Permissible gifts would include: Pens, pencils, notepads, sticky-notes, rulers, calculators, small tote bags, and other individual office supply items, any general items of value from a lender, lender servicer, and/or guarantor provided that the item is also offered to the general public, informational brochures and can participate in meals, refreshments, and receptions in conjunction with meetings and trainings that contribute to his/her professional development, as well as conference events open to all attendees.

- **Accepting Philanthropic Contributions**

No officer, employee, or agent shall accept philanthropic contributions from a lender, lender servicer and/or guarantor that are related to the educational loans provided by the lender, lender servicer, and/or guarantor or that is made in exchange for any advantage related to the educational loan. Educational loans here include loans made by First Institute under the private/alternative loan program. First Institute will not accept scholarships or grants from a lender or guarantor in exchange for applications or referrals.

- **Advisory Board Compensation**

First Institute employees with responsibility for any Financial Aid services will not accept anything of value for serving on or otherwise participating as a member of an advisory council or advisory board for a lender, lender affiliate or lender servicer, except that the employee may be reimbursed for reasonable expenses incurred while serving in such capacities.

- **Accepting Compensation for Consulting**

No officer, employee, or agent shall accept from a lender or its affiliate any fee, payment, or other financial benefit, including the opportunity to purchase stock, as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

- **Lender Staff Assistance**

First Institute will not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing. First Institute may accept, from a lender, professional development training and training materials, educational counseling materials, or staffing services on a short-term, nonrecurring basis during emergencies or disasters.

- **Competitive Rates Based on Loan Volume**

The First Institute Financial Aid Office shall not request or accept competitive rates on private/alternative loans in exchange for a specified amount of loan activity or in exchange for endorsing the lender's FDLP loans.

- **Lender Affiliated Employment**

First Institute financial aid staff members shall not accept full time or part time employment with any educational loan lender, lender servicer, and/or guarantor. Staff members who are approached by these entities shall immediately disclose this information to Senior Management.

First Institute will not use a Preferred Lender List; however, the Financial Aid Office may make use of a Recommended Lender List. The First Institute Financial Aid Department may request and accept assistance from lenders and/or guarantors to conduct entrance and exit loan counseling. First Institute financial aid staff shall always be in control of the counseling sessions and will not permit the lender and/or guarantor representative to promote in any way the specific lender's products or services. First Institute will make use of the various lender and/or guarantor's materials and products to aid students in financial literacy.

First Institute is committed to providing the information and resources necessary to help every student achieve educational success and will consider the individual needs of each student. The information contained herein has been provided to all First Institute officers, employees, and agents affiliated with this college.

Exit Counseling

Federal regulations and First Institute's policy and procedures require that all recipients of federal student loans to participate in student loan exit counseling upon graduation, change of enrollment status to less-than halftime

(6 credit hours), or withdrawal from the institution (official withdrawal, dismissal due to academic suspension or other reasons). The federal student loan programs include the Direct Subsidized Stafford, Direct Unsubsidized Stafford, and Direct PLUS loan programs.

The purpose of the student loan exit counseling is to provide the student borrower general information to manage his or her loan debt, to assist in the preparation of loan repayment, to provide for a smooth transition from borrowing to repayment, and assist the student in understanding his rights and responsibilities as a borrower of federal student loans.

Approximately 30 days prior to the anticipated graduation date the student is advised of the requirements to complete the loan counseling exit interview. Typically, group exit interviews are scheduled within a week of the expected cohort graduation date. Student borrowers must complete the federal student loan exit counseling online at https://studentaid.gov/exit-counseling/. If a student is unable to arrange an individual appointment or group session, federal student loan exit counseling information is sent via mail or email.

All student loan borrowers are advised to utilize the National Student Loan Data System (NSLDS) website, https://studentaid.gov/h/manage-loans, as a reference for any questions in regards to their student loan repayment obligations.

Cancellation, Withdraw & Refund Policy

First Institute refunds are determined in accordance with the Illinois Board of Higher Education's (IBHE) refund policy, the Accrediting Council for Continuing Education and Training (ACCET's) refund policy, or the Department of Education's policy, whichever is more beneficial to the student. Refunds are calculated based on the period of enrollment.

IBHE: The institution must maintain a fair and equitable refund and cancellation policy and abide by it. Such a policy shall conform to any State or federal rules as appropriate. This policy shall apply equally to all students regardless of whether the student receives federal or state Financial Aid. Schools that are accredited by an accrediting body recognized by the U.S. Department of Education (ED) and approved to participate in offering Federal Title IV student Financial Aid may apply the required federal refund policy as long as the same policy is applied to all students even if they are not eligible for federal Financial Aid.

ACCET: The institution must compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student. When notice of cancellation is given during the first week of classes, tuition charges withheld will not exceed 10% of the stated tuition up to a maximum of $1,000.00. After the first week and through 50% of the period of enrollment, tuition charges retained will not exceed a pro rata portion of tuition for the period of enrollment, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.00. After 50% of the period of enrollment is completed by the student, the institution may retain the full tuition for that period.

Cancellation
First Institute considers an applicant as a cancellation if the applicant cancels prior to the start of classes, never attends class (no-show) or cancels within the first two weeks of the start date of the program (no-start). A student may give notice of cancellation to the school verbally or in writing.

Official Withdrawal
A student must contact the Student Services Office (verbally or in writing) to withdraw from the program. If the student does not come in to complete the exit counseling, the Director of Financial Aid will mail it to the student within 30 days of the date of determination of the withdrawal.

The date of determination of the student's withdrawal for an official notification of withdrawal is the date the student provides notification to First Institute.

Unofficial Withdrawal
The explained or unexplained absence of a student from school for more than fourteen (14) consecutive calendar days constitutes constructive notice of cancellation to the school. If a student leaves the school without notice and is not in attendance for 14 calendar days, Student Services will send a certified letter to notify the student of the withdrawal. If the student does not come in to complete the exit counseling, the Director of Financial Aid will mail it to the student within 30 days of the date of determination of the withdrawal.

The date of determination for a student's unofficial withdrawal will be fourteen (14) calendar days after the student's last date of academic attendance and/or online academic related activity as determined by the institution's attendance records.

Administrative Withdrawal
If a student is withdrawn for conduct, Student Services will send a certified letter to notify the student of the withdrawal. If the student does not come in to complete the exit counseling, the Director of Financial Aid will mail it to the student within 30 days of the date of determination of the withdrawal.

In the event of an administrative withdrawal the date of determination is the date when First Institute notifies the student.

Refunds/Credit Balances
For purposes of withdrawal, the last date of attendance is the date from which any refund will be calculated.

A student who is considered a cancellation will have all charges refunded and all payments returned to the individual or the applicable funding source less the $25.00 registration fee. Prospective students not accepted or students enrolled in a course which is canceled by First Institute will receive a refund of all tuition, application/ registration, book charges and other charges paid. All cancellation refunds due will be made within forty-five (45) calendar days of the first scheduled day of class, or the date of cancellation, whichever is earlier.

After the second week and through 60% of the period of enrollment, tuition charges retained will not exceed a pro rata portion of tuition for the period of enrollment. After 60% of the period of enrollment is completed by the student, First Institute may retain the full tuition for that period.

The percentage of the period of enrollment completed is the total number of calendar days (for credit hour programs) or clock hours (for clock hour programs) in the period of enrollment divided by the number of calendar days or clock hours completed in the period of enrollment.

$$\frac{\text{Number of Days or Clock Hours Scheduled through the Last Day of Attendance (LDA) in the Period of Enrollment}}{\text{Number of Days or Clock Hours in the Period of Enrollment}} = \text{Percentage Completed}$$

Tuition x Percentage Completed in Period of Enrollment Attempted = Tuition Retained by Institution

When a student withdraws, tuition adjustments are based on the total charges incurred, not the amount paid. The refund due will be calculated using the last date of attendance (LDA) and will be refunded within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination (DOD) is the date that the student provides written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress (SAP) policy.

First Institute shall refund all monies paid to it in any of the following circumstances:

- The school did not provide the prospective student with a copy of the student's valid enrollment agreement and the current catalog or bulletin;
- The school cancels or discontinues the course of instruction in which the student has enrolled;
- The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The school must refund any book and materials fees when: (a) the book and materials are returned unopened and unmarked; and (b) the student has provided the school with a notice of cancellation.

For tuition refunds and Financial Aid refunds, the date of withdrawal is the last date of attendance or participation in any academic activity and will be the date used to calculate all refunds and the Return of Title IV Funds. Refunds will be disbursed within forty five (45) days of the notice of withdrawal to either the student or, in the case of Title IV monies, the appropriate funding source. The school shall mail or email an acknowledgement of a student's cancellation or written withdrawal to the student within fourteen (14) calendar days of the date of notification. Such acknowledgement is not necessary if a refund has been mailed to the student within fourteen (14) calendar days.

After a R2T4 calculation is performed, any Title IV funds that the student has earned but have not yet been disbursed to the student will be disbursed as a post withdrawal. Grants must be disbursed within 45 days. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.

Last Date of Attendance
All refunds and Return of Title IV calculations are based on the last date of attendance as determined by the institution's attendance records.

Date of Determination
The date of determination of the student's withdrawal for an official notification of withdrawal is the date the student provides notification to First Institute. The date of determination for a student's unofficial withdrawal will be fourteen (14) calendar days after the student's last date of academic attendance and/or online academic related activity as determined by the institution's attendance records. In the event of an administrative withdrawal the date of determination is the date when First Institute notifies the student. If a student fails to return to class at the end of an approved leave of absence, the date of determination is the date that the student was expected to return from the leave of absence.

Financial Aid and Student Loans
Federal Regulations state that Financial Aid is earned only during periods when a student is enrolled in an eligible program. You have not earned 100% of your Financial Aid until you have been enrolled for more than 60% of the period of enrollment. If you withdraw on or before the 60% point of the period of enrollment, a portion of your Financial Aid has not been earned. With respect to students receiving Title IV funds, the students' refund is based on

Title IV funds earned while attending school. Eligible Title IV federal aid recipients who withdraw or are dismissed within the first 60% of the period of enrollment are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the period of enrollment. If the last date of attendance occurs after 60% of the period of enrollment is completed by the student, the institution retains the full funding and the student is not entitled to a refund. Period of enrollment is defined in terms of Financial Aid credits or clock hours. No period of enrollment will exceed one academic year.

The Return of Title IV (R2T4) Calculation
The R2T4 calculation is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance during the period of enrollment or, in the case of a clock-hour program, was scheduled to be in attendance during the period of enrollment. Once the R2T4 calculation is completed First Institute will know how much unearned Title IV funds the school will need to return, whether a post withdrawal disbursement is applicable, or if the student owes any portion of the Title IV grant funds.

Return of Unearned Funds
First Institute and the student (if applicable) will be required to return to the Title IV programs the amount of Title IV funds received in excess of the amount of Title IV program funds "earned" as of the student's withdrawal date.

First Institute Responsibility
The portion of the excess Title IV grants and loans funds that the school must return to the Title IV programs is equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of scheduled funds, or
- The entire amount of excess funds.

First Institute must return the amount of unearned Title IV funds to the federal student aid programs for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal. The funds will be returned in the order as prescribed by federal regulations:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Direct Parent PLUS Loan
- Federal Pell Grants

If the R2T4 calculation results in a credit balance on the student's account, the credit balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

Student Repayment Responsibility
The student is responsible for returning any portion of the unearned Title IV funds that is not returned by the school. For any unearned Title IV loan funds, the student is responsible for repaying those funds in accordance with the terms of the promissory note.

If the unearned Title IV funds to be returned are grant funds, the statute provides that the student may repay 50% of a federal grant rather than 100%. If the original amount of the Title IV grant overpayment is $50.00 or less, the student is not required to repay the overpayment.

Within thirty (30) days of determination that the student withdrew, First Institute will notify the student by certified mail that he or she must repay the Title IV grant overpayment or make satisfactory arrangements to repay it. If the certified mail return receipt is not received within ten (10) days of notification, a telephone call and email will be made to the student to ensure that they received the information. In the notification, First Institute will inform the student that:

- The student owes an overpayment of Title IV grant funds.
- The student's eligibility for additional Title IV funds will end if the student fails to take positive action, as listed below, by the 45th day following the date the school sent or was required to send notification to the student.
- There are positive actions the student can take to extend his eligibility for Title IV funds beyond the forty five (45) days:
    - Repay the Title IV grant overpayment amount in full.
    - Sign a repayment agreement with the school for up to two years.
    - Sign a repayment agreement with the U.S. Department of Education.

If the student does not take any action in the stated timeframe the student must be reported by the Director of Financial Aid to the National Student Loan Data System (NSLDS) after the forty five (45) days have passed. The Director of Financial Aid will report the Title IV grant overpayment through NSLDS within three (3) days of the conclusion of the forty five (45) day period.

The student should contact the U.S. Department of Education's Debt Resolution Services at 1-800-4-FED-AID (1-800-621-3115) TTY: 1-877-825-9923, online at https://myeddebt.ed.gov/ or by writing at the address below to inquire about repayment arrangements.

U.S. Department of Education PO Box 5609
Greenville, TX 75403-5609

Re-entry
If a student withdraws from a program of study and re-enters in the same program within 180 days of the withdrawal, the student is treated as returning to the same period of enrollment that was in place when the student withdrew and must complete any credit or clock hours for which the student previously received federal funding before being eligible for additional funding. If the student is returning within the original loan period, First Institute must re-disburse the money the school had returned. If the date of a student's return is outside of the period for which the loan was originated, First Institute must extend the loan period and set new dates for any future disbursements.

A student who re-enrolls into a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat and/or complete to obtain academic credit to graduate from the program. Students should meet with the Director of Financial Aid to discuss the conditions under which federal aid may be awarded for repeated courses.

Collection Fees & Reasonable Attorney's Fees
If the student receives notification of default for payment arrangements, the student will be charged a collection fee of 15% of the outstanding balance. In the event First Institute retains legal counsel to enforce any aspect of the Enrollment Agreement, the student shall pay reasonable attorney's fees and court costs.

Illinois Student Debt Assistant Act

Consistent with the Illinois Student Debt Assistance Act **(110 ILCS 66/)**, this policy establishes processes and procedures to assist students in limiting their student debt when a physical or financial hardship requires the student to withdraw from First Institute after the 100% tuition refund deadline has passed (after 60% of program completion), as well as implementing requirements of the Act as it pertains to access to student transcripts and past due debt. This policy should be read in conjunction with other school policies related to registration and records, financial aid, and student accounts.

Physical or Financial Hardship Policy

A student may apply for a hardship withdrawal from their academic enrollment at First Institute due to an unforeseeable and documented circumstance that occurs after the 100% tuition refund deadline date (after 60% of program completion), which had a significant impact on the student's ability to continue in their course of study and be successful. Examples of a physical or financial hardship include:

- Serious injury or illness of the student
- Chronic illness of the student
- A serious medical issue of a family member (spouse or partner, child, parent or guardian, grandparent, or sibling) for which the student is a part-time or full-time caretaker of that family member
- A mental health condition of the student
- A sudden or consistent lack of transportation that prohibits student presence on in class
- A significant, non-elective cost of living increase for the student

If a student is unable to successfully complete their courses due to documented financial, physical, or mental health reasons, the student may request a hardship withdrawal through Student Services. Students may request a hardship withdrawal when the emergency or situation that they are experiencing makes it impossible for them to continue in the program for which they are registered.

Hardship withdrawal submissions will be reviewed by the Student Services and Financial Aid. Students will be considered for a full or partial refund of the original tuition, fees, and any other charges for uncompleted courses at the time of the withdrawal. Outcomes will be based on the information submitted along with school records including but not limited to enrollment, financial aid, and billing. Students will receive communication regarding the review outcome or any requests for further information within two weeks of submission.

As a general rule, students are not eligible for hardship withdrawals if they have completed all course requirements (e.g., attended the final exam or completed the course.). A student receiving federal and/or state financial assistance should contact the Financial Aid Office to address any possible financial implications, including those related to Title IV funding. Hardship withdrawal requests will be processed according to the last date of course attendance. A student who files or attempts to file a fraudulent application for a withdrawal under this policy in order to avoid a failing grade or disciplinary action may be considered in violation of the Code of Conduct.

Physical or Financial Hardship Withdrawal Process
To request a hardship withdrawal under this policy, the student must complete the Hardship Withdrawal Request Form and submit supporting documentation of the physical/financial hardship evidencing the significant physical or financial hardship prior to the end of the course in which they intend to withdraw.

The student must submit the completed form along with clear, complete documentation proving the severe financial or physical hardship prior to the end of the course in which they intend to withdrawal. Supporting documentation is required. A student who withdraws pursuant to this policy should Student Services regarding how First Institute may be able to assist if they choose to return. This policy does not address the impact of a hardship

withdrawal on the student's academic record or ability to complete their program.

Questions regarding the Physical or Financial Hardship Withdrawal Policy should be emailed to the Student Services office at studentservices@firstinstitute.edu.

PAST- DUE DEBT POLICY

Consistent with the Illinois Student Debt Assistance Act (110 ILCS 66), the Past-Due Debt Policy outlines the process by which a current or former student may obtain a transcript or diploma that has been withheld from the student because the student owes a debt.

Official and Unofficial Transcripts:

Pursuant to and in compliance with the Student Debt Assistance Act, First Institute will not (i) refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt; (ii) condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript; or (iii) charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

For official transcripts, First Institute (i) will provide an official transcript of a current or former student to a current or potential employer, even if the current or former student owes a debt to the school; (ii) will not condition the provision of an official transcript to a current or potential employer on the payment of a debt, other than a fee charged to provide the transcript; and (iii) will not charge a higher fee for transferring an official transcript to a current or potential employer or provide less favorable treatment for such a request because a current or former student owes a debt.

First Institute will not withhold unofficial or official transcripts from a current or former student that owes a debt. A $10.00 fee must be paid for an official transcript. Unofficial transcripts are available upon request. To request an official or unofficial transcript, current and former students should contact Student Services at (815) 459-3500 or email studentservices@firstinstitute.edu.

Certificate of Completion (Diploma):

If a student has an unpaid balance at the time of graduation, the Certificate of Completion (diploma) will be withheld until the balance is paid in full.

Collections:

Upon graduation or withdrawal, if the account is not current and has a balance that is more than 60 days past due, the account will be sent to a third-party collection agency for further action.

Complaints:

Current or former students that wish to file a complaint, may do so in writing to Senior Management and/or the Illinois Attorney General's student loan ombudsperson. Borrowers can also call to file consumer complaints regarding issues with the billing and servicing of their loans by visiting:

https://www.illinoisattorneygeneral.gov/consumer-protection/student-loan-debt-assistance/

The Attorney General's Office also created the Student Loan Helpline, 1-800-455-2456, to provide struggling student borrowers with free resources about repayment options and information on avoiding default.

Performance Scholarship

First Institute Performance Scholarship

The First Institute Performance Scholarship is dedicated to the promotion of professionalism and academic performance within First Institute. This $2000 scholarship is awarded to a graduate that has met the criteria during their academic year at First Institute. The recipient selection is based both on exemplary academic performance and a profound understanding of how professionalism helps facilitate success in their career. The scholarship is offered twice per year, and recipients are announced during the spring and fall graduation ceremonies.

Performance Scholarship Requirements:

- Applicants must have obtained a minimum of a 3.75 GPA on a 4.0 scale at the time of graduation.
- Applicants must have a cumulative attendance of 95% or greater at the time of graduation, excluding all make-up work.
- Applicants must submit a minimum of a 500 word essay on one of the following topics:
    - *"How has your educational journey influenced your future goals and ambitions?"*
    - *"Describe a challenge you have overcome and how it has influenced your educational journey and future goals."*

Essays less than 500 words will be ineligible

Essays must be submitted electronically for review to **scholarship@firstinstitute.edu.**

All graduation requirements of First Institute must be met in order to be eligible for the scholarship.

At the Exit Counseling, eligible graduates will receive the application submission requirements for the Performance Scholarship.

Applications that meet all requirements for the scholarship will be scored and reviewed by the Scholarship Committee to determine the scholarship recipient. Applications will be scored based on the First Institute Performance Scholarship rubric included in the application packet provided at the exit interview. Only applications that score 48 points (out of a possible 60 points) or higher on the rubric will be considered.

There will be 1 scholarship awarded per graduation ceremony.

NOTE: Applications and Documentation for the Performance Scholarship must be received No Later than two weeks Prior to the Graduation Ceremony Date.



Student Information

Academic Assistance

First Institute provides assistance for students experiencing academic difficulties. Instructors are available during office hours and by appointment to assist with any area of difficulty the student is experiencing. Staff and faculty make every effort to identify and meet with students who are having difficulty in achieving the learning objective goals.

For academic assistance to be beneficial, students must be as committed to their own success as the school is and take the initiative to discuss their difficulties with their instructors and/or Student Services. Student mentors may be available to assist those who are having difficulty. Student mentoring is administered and monitored by the Student Services department.

Students are also encouraged to form study groups in order to support their learning experience. Special tutoring or classes are available to students experiencing academic difficulty on an as needed basis.

Advising
Faculty and staff have an open-door policy and try to be readily available to assist students with any school or personal issues. If necessary, students are referred to community counseling agencies for assistance.

School Staff Appointments
The staff makes every effort to be readily available to any student that wishes to speak with them. Sometimes, however, schedules do not provide for an immediate meeting. Students may arrange a meeting with any administrator through their instructor or via telephone. Every attempt will be made to schedule and conduct a meeting within 24 hours.

Academic Year / Payment Period

The Medical Assisting and Medical Assisting Blended are non-term programs measured in credit hours and consists of two payment periods. The academic year is 50 weeks, 38.40 financial aid credits and 52 academic credits. The second payment period begins after the first 25 weeks and 19.20 financial aid credits have both been completed.

The Dental Assisting and Dental Assisting Blended are non-term programs measured in credit hours and consists of two payment periods. The academic year is 50 weeks, 38.00 financial aid credits and 50 academic credits. The second payment period begins after the first 25 weeks and 19.00 financial aid credits have both been completed.



Massage Therapy is a non-term program measured in clock hours. The academic year is 792 clock hours and 44 weeks of instructional time. The second payment period begins after the first 396 hours and 22 weeks have both been completed.

Annual Campus Safety & Crime Statistics

First Institute is committed to providing a safe and secure educational environment for our students, staff, faculty and visitors. First Institute adheres to and supports federal statute “20 U.S.C. 1092(f) Disclosure of Campus Security Policy and Campus Crime Statistics Act” also known as the “Clery Act”. This law requires all colleges and universities that participate in federal financial aid programs to disclose and report campus crimes on an annual basis. Furthermore, the law requires that this information be available to current and prospective students and employees.

Annual Security Report
First Institute publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus in the Annual Campus Safety and Crime Statistics Report. This publication is distributed by October 1st annually to all students and employees, available to prospective students and employees upon request, and are published online at www.firstinstitute.edu/campus-safety-report**.** Paper copies can be obtained at any time from the Title IX Coordinator or Student Services. Crime statistics are also posted in common areas of the buildings.

Reporting a Crime
Students and employees should promptly report all criminal actions and emergencies occurring on or around First Institute campus facilities to the Title IX Coordinator either in person or by calling **815-459-3500** in Crystal Lake, **847-440-2000** in Libertyville or **331-688-3931** in Aurora. Reporting incidents of sexual assault, dating violence, domestic violence, and stalking is necessary to ensure victims of such conduct receive appropriate services and information, to track incidents or identify pat-

terns, to protect the campus community from future incidents, and to fulfill First Institute's reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

In the event of fire or medical emergencies, staff and employees should contact the local police department by dialing **911** and then notify the Chief Executive Officer (CEO) **815-459-3500** in Crystal Lake, **847-440-2000** in Libertyville and **331-688-3931** in Aurora.

Emergency Response

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Safety Coordinator, Chief Executive Officer (CEO) or Director of Compliance to report the situation, they will review the situation, and if appropriate confer with the local Police department or other first responders to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

In the event of a confirmed emergency situation, the authorized personnel will determine the appropriate campus population to receive notification and determine the content of the notification, which will then be passed on to the staff members for immediate dissemination to the campus community via campus alarm systems, verbal announcements, email, text/alert systems, Teams, Moodle, telephone, or other available methods as long as providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

Timely Warning

Timely Warnings, also called "Public Safety Notices", are provided to give students, faculty and staff notification of crimes that are considered by First Institute to present a serious or continuing threat to the campus community and to heighten safety awareness. First Institute will prepare a Timely Warning Notice when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff.

Timely Warning Notices are distributed by e-mail to all students, faculty, and staff. E-mails are drafted and distributed by the Director of Compliance. In some circumstances, Timely Warning Notice fliers may be posted in campus buildings, on the website www.firstinstitute.edu and Facebook page https://www.facebook.com/FirstInstitute/

Career Services

First Institute assists students and graduates with their career search including resume writing, job applications, interview techniques, industry networking and assistance in securing full-time employment.

The Career Services department offers students assistance with employment opportunities and every avenue is pursued to assist graduates in obtaining training-related employment. Throughout the year, part-time and permanent employment opportunities are communicated to students and graduates by phone, email and social media. Networking and communication with employers on a regular basis ensures that training is current and graduates are able to meet the requirements of the careers they are pursuing. Additionally, the Director of Career Services visits employer's offices, thereby strengthening the institution's standing in the business community and creating additional employment opportunity for graduates.

While it is impossible for First Institute to guarantee any student a job, the Career Services Department does contact prospective employers throughout the area and advise them of the student body's abilities and availability. Career Services is always available for guidance.

Chromebook Policy

All students will be provided a Chromebook to use for academic purposes during their program. It is the student's responsibility to care for the equipment and ensure it is maintained in a safe environment. If the Chromebook is lost, stolen or damaged please contact First Institute immediately.

The Chromebook and its charger are property of First Institute and are being provided to the student for academic purposes during the length of their program. Students may not deface or destroy this property in anyway. Inappropriate material on the Chromebook may result in the student losing their right to use this equipment outside of the premises of the school campus. The Chromebook and its charger will be returned to the school in the same good condition upon completion of their didactic training.

Students who do not return or have damaged their equipment will be charged additional fees of:

- $200 to cover the cost of replacing the Chromebook and charger, or
- $25 to cover the cost of replacing the charger if not returned

Use of Chromebooks

Chromebooks should only be used for academic purposes, and should follow these regulations while using the devices:

- Do not transmit language/material that is profane, sexual, obscene, abusive or offensive to others
- Do not disrupt, negatively impact or interfere with security, functions or availability while on-campus (i.e. network overload, spam email, excessive or simultaneous video streams)
- The laptop hardware and pre-installed software may not be modified in any way. No software can be

copied from the laptop, nor can any unapproved software be installed on the laptop
- **Do not leave Chromebooks unattended at any time.** Chromebooks that are found unattended on-campus will be returned to a member of the administrative staff, and we will document this in the students file. Refrain from leaving your device unattended at home or public spaces to avoid damage or risk of being stolen.
- The student is **not** responsible for normal wear and tear or hardware failures.
- All user files will be removed from the Chromebooks after they are returned to the school (i.e. graduation or withdrawal from the program). Any data saved will be lost, and First Institute is not responsible for lost data or deleted files.

Clock to Credit Hour Conversion

First Institute utilizes the quarter credit hour as the unit of academic measurement for the Dental Assisting and Dental Assisting Blended, Medical Assisting and Medical Assisting Blended programs and awards credits based on the successful completion of a minimum number of hours of work both inside and outside of the classroom. The Massage Therapy program is a clock-hour program.
One quarter credit is awarded for the successful completion of courses based on the following ratio:
- 10 lecture hours
- 20 laboratory hours
- 30 externship hours

For financial aid purposes, all credits will be converted using a 20:1 ratio for lecture, laboratory and externship hours.

For the purpose of calculating the number of quarter credits: 1 hour equals 50 minutes of instruction within a discrete 60-minute period.

First Institute utilizes the quarter credit hour conversion as the policy for determining clock to credit hour conversion.

Medical Assisting & Medical Assisting Blended
- Curriculum Length: 50 academic weeks
- Academic quarter credits: 52.00 cr.
- Financial Aid quarter credits: 38.40 cr.
- Total clock hours: 768 hrs

Dental Assisting & Dental Assisting Blended
- Curriculum Length: 50 academic weeks
- Academic quarter credits: 50.00 cr.
- Financial Aid quarter credits: 38.00 cr.
- Total clock hours: 760 hrs

Massage Therapy
Massage Therapy program is a clock-hour program
- Curriculum Length: 44 academic weeks
- Total clock hours: 792 hrs

An academic year does not include scheduled holidays and breaks.

Common Areas

First Institute provides space for students to relax and study, as well as eat and drink. All students are asked to treat common areas as they would their place of employment, and keep the areas clean.

Curriculum Changes

In keeping with First Institute's sincere effort to respond immediately to the changes in industry and the work place, we reserve the right to make modifications in the course content and the structure of the curriculum at any time upon receipt of approval from the applicable regulatory agencies.

Family Education Rights & Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- **The right to inspect and review the student's education records within 45 days after First Institute receives a request for access.**

Students at First Institute must submit a written request to the Student Services team that identifies the record(s) the student wishes to inspect. The Student Services team will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask First Institute to amend a record should write the Student Services team, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If First Institute decides not to amend the record as requested, First Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **The right to provide written consent before First Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

First Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by First Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of First Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for First Institute.

Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

FERPA requires colleges and universities to define the information that they will release without a student's prior written consent. First Institute's list of "directory information" items that may be released without the student's consent include:

- Student's Name
- Address
- Student ID Number
- Telephone Listing
- E-mail Address
- Photographic or Electronic Picture or Image
- Program of Study
- Enrollment Status (full-time or part-time)
- Dates of Attendance at First Institute
- Certificate and Awards Received

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by First Institute to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Student Privacy Policy Office (SPPO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Email: FERPA.Complaints@ed.gov
Web: https://studentprivacy.ed.gov/file-a-complaint

Grievances

First Institute is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and First Institute to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through First Institutes' internal complaint procedure. The link to access the Student Grievance Policy on First Institute's website is: https://www.firstinstitute.edu/student-grievances/

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty or other, the normal recourse is for the student to consult with their instructor first and then the Student Services team if the issue remains unresolved.

In the event a satisfactory resolution is not achieved at this level, the student's case may be presented for further review to Senior Management. First Institute will make every effort to satisfy student issues within reason.
After this point, if the issue is still not resolved, the student may file a written complaint with the Illinois Board of Higher Education (IBHE) or the Accrediting Council for Continuing Education and Training (ACCET). Refer to ACCET Doc. 49.1 posted in the common areas of the school and in FI Moodle Student Resources for steps to submit a complaint.

Complaints against the school may be registered with:

The Illinois Board of Higher Education
Private Business and Vocational School Unit
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
(217) 557-7359 or http://complaints.ibhe.org

ACCET
Phone: (202) 955-1113
Email: info@accet.org
Website www.accet.org

Health Services

First Institute offers no on-campus health services. Students requiring health services should contact Student Services for referral to nearby hospitals and clinics. In case of an accident or illness on campus, students should notify a member of the faculty or staff. In case of emergencies, emergency medical services may be called.

Housing

First Institute does not provide housing facilities. Housing options are available within a reasonable distance from the school. First Institute assumes no responsibility to find or assist students in finding housing.

Identity Verification

In accordance with the Higher Education Opportunity Act (HEOA)(Public Law 110-315), Federal Requirement 34 CFR §602.17(g), and HLC Policy Number FDCR. A.10.050, institutions offering distance or correspondence education shall have processes to establish that the student who registers in programs in such courses is the same student who participates in and receives academic credit. First Institute offers blended online courses, which fall under the definition of distance education, and this policy applies to all programs beginning with the application for admission and continuing through a student's final day at the institution.

Practices for Verification of Student Identity
In verifying the identify of students who participate in class or coursework the institution may make use of one or more methods at the option of the institution, which may include but not limited to:

- provide a government issued form of identification with photo to verify the student's identity;
- secure login and pass code;
- proctored examinations; and
- new or other technologies and practices that are effective in verifying the identity of students.

Such methods must have reasonable and appropriate safeguards to protect student privacy. Students must be informed at the time of registration and/or enrollment of any projected additional student charges associated with verification of student identity. There are no student fees relating to verification of student identity.

Government Issued Identification:
Students are required to provide a government issued photo id that can be used to verify the student's identification and is required for program enrollment. This document is maintained in the student academic file.

Secure Login and Password:
Each First Institute student is assigned a unique username and password to log into the College's learning management system (FI Moodle). Students are responsible for providing their complete and true identity information in any identification verification process.

All users of FI Moodle are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against First Institute's policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for all activity on their accounts.

Proctored Examinations:
Student exams are proctored within FI Moodle secure login and audio/visual identification by the instructor or proctor. Instructors are provided a class roster with student photos at the start of each course for visual identification of students.

Other technologies or practices:
In addition to the measures stated thus far, other technologies, practices, and policies aid in the verification of student identity. Users may not create their own courses or accounts, ensuring that only those with valid user accounts may access the system. Audio/Visual identification in the learning management system, the email system, and other applicable systems, students can associate a photo with their account, allowing for visual identification of the student. Technology for live audio and/or visual communication, which can be helpful in verifying student identity, is also available for faculty, staff, and students. Other learning management system features further tools that can be used by instructors to help ensure that students are performing their own work.

Faculty: Instructors teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the College's identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, First Institute designs courses that utilize assignments and evaluations that support academic integrity. Student Services is responsible for ensuring compliance with this policy and that program leads and faculty are informed of any changes in the policy in a timely fashion.

Privacy: First Institute is compliant with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, which protects the privacy of student educational records. Further information is available in First Institute's GLBA Information Security Program Policy.

Inclement Weather

Due to inclement weather or other emergency situations, it may be necessary to cancel classes. Class schedules will be adjusted appropriately to accommodate the missed classes. School closing information can be obtained by calling (847) 238-1234 or by visiting www.emergencyclosing.com. The following television stations will post information regarding school closings: CBS, NBC, ABC, WGN, FOX or CLTV by 7:00 a.m. First Institute also posts school closing information on its Facebook page.

Maintaining School Facilities

Maintaining and preserving school facilities and equipment are the obligation of all members of the school community. First Institute expects students to treat facilities and equipment with care. Students will be held responsible for any destruction to school property.
First Institute maintains an adequate faculty to student ratio to ensure class sizes enable sufficient attention to individual student learning needs. Teacher to student ratios have been set to create an educational environment that encourages participation from each student and facilitates interaction among students and teachers. Instructors are able to get to know each student and provide individual attention on a daily basis. Clinical Lab teacher to student ratios are established to ensure that safety measures are maintained as students practice and gain proficiency with hands-on clinical skills.



Maximum Class Size

Maximum Class Size
The Medical Assisting/Medical Assisting Blended, the Massage Therapy and the Dental Assisting/Dental Assisting Blended maximum class sizes are shown below:

Crystal Lake Campus
All programs offered at this campus
Online Lecture/Lab Classes
Medical Assisting &
Medical Assisting Blended: 30:1
Massage Therapy: 18:1
Dental Assisting &
Dental Assisting Blended: 20:1

Clinical Lab Classes
Medical Assisting &
Medical Assisting Blended: 16:1
Massage Therapy: 12:1
Dental Assisting &
Dental Assisting Blended: 12:1

Libertyville Campus
The Dental Assisting and Massage Therapy program is not offered at the Libertyville campus.
Online Lecture/Lab Classes
Medical Assisting &
Medical Assisting Blended: 30:1
Clinical Lab Classes
Medical Assisting &
Medical Assisting Blended: 12:1

Aurora Campus
The Dental Assisting and Massage Therapy programs are not offered at Aurora campus.
Online Lecture/Lab Classes
Medical Assisting &
Medical Assisting Blended: 30:1
Clinical Lab Classes
Medical Assisting &
Medical Assisting Blended: 12:1

Orientation

First Institute provides orientation for all new students and includes an introduction to campus personnel, facilities, amenities, student conduct, policies and procedures.

Parking

First Institute has ample parking available to its students at all campuses.

- The Crystal Lake campus has two parking lots available to students with ample parking.
- The Libertyville campus is located in a strip mall and has ample parking available. Students may park in the mall parking lot.
- The Aurora campus is located in a shopping center and has ample parking available.

Resource Library

A Resource Library is located in the student break room at the campuses and students have online access to Cengage Unlimited. There is a variety of related reference books that students may utilize. Cengage offers resources such as College Success Tips and Career Success Tips. FI Moodle also provides additional resources to assist students.

Services for Students with Disabilities

The Rehabilitation Act
Title V of The Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of The Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds.

Section 504 states (as amended):
"No otherwise qualified person with a disability in the United States… shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

The Americans with Disabilities Act (ADA)
The ADA is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to individuals without disabilities.

In relation to Section 504 of The Rehabilitation Act, the ADA states: "Institutions that receive federal funds are covered under Section 504. The ADA does not supplant Section 504, but in those situations where the ADA provides greater protection the ADA standards apply. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and The Americans with Disabilities Act."

Disability Services Policy Statement
First Institute recognizes and accepts its obligations under The Americans with Disabilities Act of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodation would not impose an unreasonable burden on the school or other students.

A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Student Services team has met with the student, consulted with Senior Management and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

First Institute is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by First Institute. To request auxiliary aids or services, please contact the Student Services team. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

Senior Management and the Student Services team manage determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students jointly. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning First Institute for its alleged noncompliance with The Americans with Disabilities Act of 1990 or the Rehabilitation Act of 1973.

Definition of Disability
According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,

- Having a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- Having a record of such an impairment; or
- Being regarded as having such impairment.

Otherwise Qualified Applicant
A student who provides First Institute with sufficient evidence of a disability meeting the standards established by the ADA or Section 504 is eligible for appropriate accommodations and services, provided the student is an otherwise qualified applicant. In order to be considered an otherwise qualified applicant, a student with a disability must be capable, either with or without accommodations, of fulfilling the essential requirements of a program of instruction.

Determining Appropriate Accommodations
First Institute does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, services or in the educational programs or activities it operates. It is also the policy at First Institute to ensure that no qualified student with a disability (one who has provided documentation of disability and has a letter of support from Student Services) is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any First Institute program or activity.

First Institute prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs and activities, including employment, admissions, financial assistance, and educational programs. It is also the policy of First Institute to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. The purpose of these procedures is to ensure that all complaints of

discrimination based on disability are thoroughly and fairly investigated by the school. First Institute will conduct a fair and impartial investigation of all allegations of discrimination, with due regard for the rights of all parties. Retaliation against any individual who has filed a complaint of discrimination or who has cooperated in the investigation of such a complaint is unlawful and is in violation of this policy.

If a student believes any First Institute employee has discriminated against him or her because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing a formal grievance. When filing a formal grievance, the student should first present his/her concern in writing to the Student Services team.

Upon receipt of this notice of grievance from the student, the Student Services team will undertake a review of the unresolved complaint during which time they may request additional documentation of the student's disability. Once all the information has been received and reviewed, the Student Services team will present the results of this review in writing to the student within sixty (60) days.

If the Student Services team is unable to produce a resolution to the student's satisfaction, the student may submit a formal written appeal to the Chief Executive Officer (CEO) of First Institute This written appeal should include a brief description of the disputed decision and/or perceived discrimination, reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision.

Once all information has been reviewed, the Chief Executive Officer (CEO) will provide a written response regarding the determination to the student within thirty (30) days. This response will state the final determination regarding the requested accommodation and/or discrimination and the specific reasons supporting the decision. Every effort will be made to produce this final determination in a prompt manner.

Complaint Procedures
If a student believes that First Institute is not in compliance, she or he may file a written complaint with the Office of Civil Rights:

U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Dept. of Education Bldg.
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov
To file a complaint online: https://ocrcas.ed.gov/

Student Mentoring

Students have the opportunity to become a mentor to other students or to seek help from student mentors. First Institute believes that serving as a mentor develops teamwork and leadership skills, and requesting help from a mentor indicates determination to succeed, allowing both parties to benefit from the experience.

Student Messages

First Institute staff will take messages on behalf of students and deliver them during scheduled breaks. In a case of an extreme emergency, staff will notify a student while they are in class.

Student Records

Administrative offices which maintain academic records on campus are in accordance with First Institute's Records and Retention Policy and developed based on recommendations by the American Association of Collegiate Registrars and Admission Officers' (AACRAO'S) Student Records Management Retention, Disposal, and Archive of Student Records (2019 Addition).

Academic transcripts are maintained permanently.

Student Addresses
Students have the responsibility to notify Student Services each time their information changes. Student information changes can be made in person or by email to **studentservices@firstinstitute.edu.**

Social Security Numbers
Social security numbers are collected from prospective and current students, for administrative coordination and record identification purposes only. The social security number is a confidential record and is maintained as such by the school in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley Act (GLBA) to safeguard the security and confidentiality of consumer information.

Policy on Student Names
First Institute's policy regarding student names and name changes require that the name on the student record should be the student's complete and legal name. In evaluating and processing all name change requests, the school reserves the right to require adequate and appropriate documentation as warranted.

Confidential Information
With the exception of directory information listed in the annual FERPA notice, all student records are considered to be confidential and are open only to school officials. A school official is a person employed by First Institute in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of

trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer, contractor or externship outside of First Institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. First Institute's notification of rights can be found in this catalog under Family Education Rights Privacy Act (FERPA) Policy. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for First Institute.

Transcript Request

Students receive a Certificate of Completion and an official transcript once all graduation requirements have been met. Only one certificate is issued for each graduate. By request, additional transcripts are available for a $10 fee. Requested transcripts will be mailed within two weeks of the date of request.

Visitors

First Institute welcomes visitors. All students are encouraged to invite parents, friends and relatives to the school to visit at any time. All visitors must check in at the front desk. Staff will make themselves available to answer questions as they arise. We encourage you to let your instructor know when you plan on bringing guests to the school.

Wi-Fi Available

Wi-Fi is available to both students and staff at First Institute. Students and staff can obtain the Wi-Fi connection information from the front desk or Student Services.



Academic Standards



Academic Integrity & AI Policy

Artificial Intelligence (AI) technology is becoming increasingly common in education and the workplace. First Institute recognizes the value of AI as a learning and productivity tool while also ensuring that students are maintaining academic honesty, ethical conduct and authentic skill development.

Students are expected to understand and use AI responsibly, transparently and in accordance with First Institutes policies. AI tools are intended to support – but not replace – student learning, critical thinking and professional growth. Any misuse of AI that undermines academic integrity standards or misrepresents a students work may result in disciplinary action under First Institutes Student Code of Conduct procedures.

Academic Integrity

The foundation of academic integrity is for students to complete all assignments honestly and ethically while demonstrating their own understanding, knowledge and skills in their respective program. Students that attempt to submit work that is not considerably their own work, including work created partially or fully by AI tools without proper authorization or disclosure, may result in disciplinary action under the Code of Conduct.

Students are responsible for understanding First Institutes expectations regarding AI use as they complete their respective program, some of these expectations include: honesty in coursework, original student work expectations, personal accountability, ethical use of technology and disciplinary actions for dishonesty.

Defining Artificial Intelligence (AI)

Artificial Intelligence (AI) is technology that is available as software, applications or systems capable of performing tasks that typically require a human aspect with tasks such as generating text, images, audio, video, code, summaries or recommendations.

Examples of popular AI tools may include:

- ChatGPT
- Microsoft Copilot
- Gemini
- Claude
- Grammarly AI
- AI image generators
- AI coding assistants

***This list is not exhaustive and may evolve as technology changes*

Guiding Principles for AI

- Learning comes first– AI tools should support learning, critical thinking, creativity and skill development – not replace them
- Transparency– Students must be honest and transparent when AI tools are being used in coursework
- Human accountability– Students remain fully responsible for the accuracy, originality and quality of all submitted work, even when AI tools are being used
- Ethical and responsible use – Students must avoid misuse of AI, including plagiarism, fabrication of sources, cheating or misrepresentation

Acceptable Uses of AI ☑

- Brainstorming ideas
- Generating study guides or practice questions
- Improving grammar or clarity
- Creating outlines
- Reviewing concepts
- Research topic exploration
- Tutoring and learning support
- Translation support when permitted/needed

Prohibited Uses of AI ☒

- Complete assignments on their behalf
- Generate essays, discussions posts or projects for submission as original work
- Produce exam answers or quiz responses
- Create fake citations or research sources
- Evade learning objectives
- Misrepresent AI-generated work as entirely their own
- Share confidential, personal or proprietary information with AI systems
- Upload non-public course materials into AI platforms without permission

Academic Misconduct & Violations

Students that misuse AI to deceive, fabricate, plagiarize or gain unfair academic advantage may result in disciplinary action based on our Code of Conduct. If an instructor suspects a students has violated this policy, they will need to report it to the Director of Educational Programming and Student Services team to a schedule a

meeting with the student to discuss and review the alleged violation.

During the meeting it will be determined the severity of this violation and what the outcome will be for the student. Consequences may include: assignment grade penalties, course failure, placement on academic probation, Code of Conduct violation, and may result in suspension or dismissal from school.

Privacy, Data Security & Confidentiality
Students should be cautioned when entering information into AI tools or platforms. Public AI tools may collect, store or reuse submitted content.
Students must not upload:

- Confidential student information
- Protected institutional information
- Proprietary materials
- Non-public course content without permission
- First Institute reserves the right to restrict or prohibit the use of AI tools or platforms that do not meet our privacy and security standards.

Attendance Policy

Attendance, punctuality, and participation are expected in all classes and learning experiences. Students enrolled in programs whether on-campus or a blended delivery format should plan to attend all scheduled classes and online live lectures, participate in discussion forums, and complete all online class activities. At First Institute, regular and punctual attendance and participation in the classroom, lab, clinical setting and online format is expected of all students and is essential to ensure that students acquire the necessary knowledge and skills to be successful in a professional healthcare environment. If a student is sick or anticipates that he/she will miss a classroom, clinical experience, or online activity, the student should notify the school, instructor or externship supervisor in advance.

When a student enrolls at First Institute, that student accepts the responsibility of regularly attending and participating in classes and completing all class work assigned. For satisfactory attendance, a student must maintain a minimum of 80% attendance. First Institute does not have excused absences and students may miss no more than 20% of scheduled class hours for emergencies. Students should always have a back-up plan for childcare, transportation and work.

Participation & Substantive Interaction for Academic Attendance
Students in a blended program with online course content are subject to the same attendance policy and procedures as the on-campus programs. However with an online component, attendance is defined in a different manner. Students participating in a blended program are expected to actively participate in the course through academically related assessments, activities, and discussions with both instructors and classmates, and on-campus scheduled classes.

Camera Policy for Online Participation in Live Lectures
Students are expected to have their video cameras turned on during live lectures by default. This practice is encouraged to foster a sense of community, enhance engagement, and promote active participation. Instructors have the discretion to modify the camera policy based on the nature of the lecture, class activities, or specific learning objectives. Students should be mindful of their surroundings and ensure that their camera background is appropriate for an academic setting. Students are expected to exhibit professionalism during live lectures, which includes appropriate attire and behavior conducive to a learning environment. Students requiring accommodations related to camera usage due to privacy concerns or other valid reasons should communicate with the instructor privately; reasonable accommodations will be considered.

Non-compliance with this policy may result in reminders, warnings, or other actions at the discretion of the instructor or relevant administrative authorities. Repeated or severe violations may be subject to disciplinary measures in accordance with the school's code of conduct.

Academic related activities:
Academic related activities are used to determine a student's official last date of attendance at First Institute and determine the effective date of active and withdrawn enrollment statuses. A student must participate in a discussion or submit online at least one academic related activity to be considered in attendance and actively participating.

Online class attendance will be documented based on the participation in virtual class lectures, and in activities and assigned online course assignments as defined in the course syllabus and course activities checklist.

An online class week is defined as 12 AM CST Monday and ends on Sunday 11:59 CST, unless otherwise indicated. The following activities are considered academically related activities for attendance:

- Submission of a gradable assignment, such as a paper, test, exam, quiz or online activities.
- Participation in a gradable online discussion, as directed by an instructor, with classmates, in a way that is substantively and academically related to the

enrolled course. Examples include:

- Participation in a gradable online discussion with an instructor, such as an asynchronous lecture, in a way that is substantively and academically related to the enrolled course.
- The purpose of substantive interaction in an online discussion forum or thread is to promote comprehension of the academic topic through a collaborative, collective and interactive conversation. Substantive interaction involves a sustained, interactive communication.
- A substantive post adds to the discussion and encourages a response from fellow students. A student's discussion post may include a well thought out opinion that applies ideas relevant to the course content. It may compare and contrast the posts of others, perceptions of each student experience of facts may also vary based on the student's perception. In some cases, the values of an outcome may be explored that further expands on the discussion thread. By substantively interacting, it opens up the lines of communication with fellow classmates and instructors to help foster and promote a deeper academic understanding of the topics discussed in the course, which will contribute to student academic achievement.

Some examples of non-substantive posts that are **not** considered to be an academically related activity:

- Discuss topics unrelated to the academic coursework (i.e. the plot line of your favorite television show).
- Mocking or insulting classmates for their opinions.
- Asking questions of the instructor that are not academically substantive in nature or related to the specific course (i.e. “will this test be hard?”)
- Offering a two word response like “I disagree,” without further explanation.
- Merely logging into an online course without active participation (as described above) does not constitute attendance.

Completion of weekly coursework, assignments and student submissions will be graded/evaluated in FI Moodle within 48 hours of the Sunday 11:59 pm due date. Attendance will be deducted for any assignments and class activities that are not completed by the weekly deadline.

Tardiness & Early Departure

Students are required to arrive on time for class and stay for the entire class session. Instructors document in 15 minute increments the arrival and departure time of students during the course of the class day on the attendance sheet. Students only receive attendance hours for the time that they are present in class. For students enrolled in blended online programs, instructors will document tardiness and early departure based up scheduled live online lecture and class discussion. Students in blended programs will have attendance deducted for online live lectures and class participation, discussion forums and incomplete online course activities as listed on the syllabus.

14 Day Attendance Policy

A student who is not in attendance for 14 consecutive calendar days (including weekends), will be administratively withdrawn from the program, unless the student notifies First Institute they are returning to class. If a student has an emergency situation where they will not be able to attend class for two weeks or longer, students may request a temporary leave as outlined in the Leave of Absence Policy. Scheduled breaks of five days or more are not included in the 14 day no attendance calculation.

Students enrolled in a blended online program follow the same 14 day attendance policy as on-campus programs. Students who do not attend at least one academic related activity in any two-week period will be dropped from the course and administratively withdrawn from the program. A students' participation and substantive interaction for academic attendance will be tracked using interaction with the instructor and the tools within the learning management system (FI-Moodle).

Throughout the course, students must participate to ensure successful completion by regularly submitting assignments and substantively interacting with other students and the instructor on a weekly basis. Students are expected to abide by First Institute’s Attendance Policy and online student attendance requirements. Students who do not engage in an academically related activity or attend scheduled on-campus classes for 14 consecutive days (excluding scheduled breaks over 5 days) will be withdrawn for lack of participation/ substantive interaction, resulting in a grade of “W” recorded on the student's academic transcript.

Make-Up Work

If a student’s attendance falls below 80% for attendance, the student will be required to perform make-up work to bring their attendance back to a satisfactory attendance status. All make-up hours must be completed outside of regular scheduled class hours and must be done either on campus or through FI-Moodle. Make-up assignments will be relevant to scheduled courses missed and will be comparable to the content, time and delivery of the classes missed. Make-up work is recorded as make-up attendance and documents are maintained by Student Services. Students may not complete make-up work related to material that has not yet been presented within their respective program of study.

Make-up may be done online or on-campus, however for clinical lab hands-on-skills, make-up can only be completed on-campus. Any class activities or missing assignments that are not complete one-week after the end of the course will receive a grade of 0 and will also negatively affect attendance. Make-up assignments may be completed at a later date for attendance purposes only, but make-up will not change the final grade for any assignments or class activities attempted after the course deadline.

Discussion forum make-up
Due to the nature of the discussion forums, active participation is required during the specific time frame when the discussion forum is open. Once the time has expired and a discussion forum is closed, students will not be able to submit make-up related to a closed discussion forum.

NOTE: Students may complete up to 15% make-up work of scheduled hours in their program. Students who exceed the 15% make-up limit will be required to meet with the Director of Educational Programming and/or a member of Student Services to develop an individualized success plan. The plan may include, but is not limited to:

- A commitment to maintain consistent attendance moving forward
- Staying current on all financial obligations
- A schedule for completing make-up hours
- Regular progress check-ins to ensure continued improvement

Each plan will be tailored to the individual student's circumstances and must be approved by Senior Management prior to implementation. This ensures consistency, accountability and fairness in all attendance-related decisions.

Attendance Warning & Probation

Recurring absences and tardiness are reviewed by Student Services on a monthly basis. If a student falls below the minimum 80% attendance requirement, the student is notified and placed on Attendance Warning for 30 days. If a student's attendance is still below 80% by the next review, the student will be placed on Attendance Warning #2 for an additional 30 days. After the second 30 day Attendance Warning, a student who is still not meeting the requirements is placed on Attendance Probation and has 30 days to complete make-up work and get in compliance with the 80% attendance policy. If a student is on Attendance Probation two times concurrently and does not bring their attendance into compliance at the end of the second Attendance Probation, the student will meet with Senior Management and may be withdrawn from the program.

Leave of Absence

Students may request a leave of absence for acceptable and unavoidable reasons such as a serious illness, debilitating injury, or death in the immediate family. Such requests are subject to approval by Student Services. A leave of absence may be requested with Student Services and is documented and approved in First Institute's Application & Document Management (ADM) system. The reason must be identified in order for the school to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. Upon return the student understands they will be placed into the appropriate course from where they left off prior to the leave and a new completion date will be established.

The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the curriculum. A leave of absence may not exceed 180 calendar days in any 12 month period or one-half the published program length, whichever is shorter. The Massage Therapy program is 11 months in length and the maximum days for a leave of absence for students in the Massage Therapy program is 150 days. Multiple leaves of absence may be permitted provided the total number of days does not exceed the 180 day limit for Medical Assisting and Dental Assisting students and 150 days for Massage Therapy students.

No Additional Charges for students on LOA
A leave of absence has no effect on a student's standard of progress but will extend the program completion time. Students are considered to be continuously enrolled while on an approved LOA. As such, they are not assessed additional charges while they are on the LOA or once they return from the LOA. While students are not charged any additional charges they also may not receive any additional Title IV monies for the period once they have returned. If a student fails to return by the end of the leave of absence, or request an extension not to exceed the maximum limit, the student will be withdrawn from the program. A refund is calculated at that time, including a return to Title IV (Federal Financial Aid) calculation.

Leave of Absence (LOA) and Direct Loans
Direct Loans for the student during the Leave of Absence (LOA) may not be disbursed (34CFR 682604(c)(4)). A student who has an approved LOA remains in an in-school status and the loan will remain valid while they are on the LOA. The loan will disburse once the student has returned from the LOA. If the student does not return from the LOA, the student will be withdrawn from the program and the school will report the last date of attendance as the date of withdrawal. Failure to return

from an LOA may have an adverse effect on a student's Title IV loan repayment terms, including the expiration of the grace period.

Leave of Absence and Return of Title IV Funds

A student who has an approved LOA is considered to be attending school. No return of Title IV funds is required. Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period. If the student fails to meet the requirements of the LOA or does not return, the student is considered to have ceased attending classes and a return of Title IV funds will be completed with the last date of attendance as the date of withdrawal.

Academic Testing, Online Class Assignments & Homework Policy

- **Missed Exam / Quiz Policy:** If a student is absent on a day that a quiz or exam is scheduled, the student is encouraged to make up the exam on the next scheduled day the student attends class. It is the responsibility of the student to make arrangements with the instructor or Student Services for any missed quizzes or exam. If a student is absent on the last day of a course, any make-up exams must be completed by the end of the following week or the student will receive a "0" for any quizzes and exams unless other arrangements have been set up with Student Services.
- **Retake Policy:** If a student scores less than 70% on any quiz or exam, the student is required to retake the quiz or exam and is encouraged to request tutoring before retaking the quiz or exam. Students who do not complete the exam or quiz retake within one week of the course end date will receive a "0" for the retake test. Retake exams must be completed within one week of the course end date, unless other arrangements have been set up with Student Services. The average of the two grades will determine the final grade for that particular exam or quiz.
- **Competency Testing Policy:** If a student scores less than 70% on a competency the student is required to retake the competency and is encouraged to retake it on the next scheduled day the student attends class. If a student does not score 70% on a competency by the second attempt, the student will receive an "F" and must repeat the course. The average of the two grades will determine the final grade for that particular competency. If a student is absent on the day of competency testing, the student must make arrangements with the instructor to complete the competency by the end of the course unless other arrangements have been set up with the instructor or Student Services.
- **Online Assignments & Homework Policy:** Students are expected to have online assignments and homework completed at the end of each week by Sunday 11:59 PM. On the last day of a course all homework and online assignments must be turned in no later than one week from the end of the course or the student will receive a "0" for any missing assignments unless other arrangements have been set up with Student Services.

Grading

Students are informed of their academic progress on an ongoing basis and have the right to access their grades at any time during their enrollment.

Course grades are based on the following:

100–90%	4.0 =	A	EXCELLENT
89–80%	3.0 =	B	GOOD
79–70%	2.0 =	C	SATISFACTORY
69–0%	0 =	F	FAIL
PASS	=		PASS
FAIL	=		FAIL
INC	=		Incomplete Course
W	=		Withdraw

Course Repeat Policy

Students who receive a failing grade for a course will be charged a fee of $150 to retake the course. This fee will be applied on the student's ledger and will be paid to First Institute directly. Student Services will reach out to discuss process for course retake, and review to determine the next course availability. The student is notified of ramifications this may cause, such as an extended graduation date and an impact to out of pocket cost.

Satisfactory Academic Progress (SAP) Policy

Federal regulations require all schools participating in federal financial aid programs monitor SAP. All periods of a student's enrollment count toward SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV financial aid.

Each student's academic progress is formally evaluated at the end of the payment period and students must demonstrate that they are making Satisfactory Academic Progress (SAP) toward the successful completion of course requirements in their selected program of study within a reasonable period of time. The SAP Policy consists of both a qualitative and quantitative cumulative component, includes all periods of attendance and is applied consistently to all students at First Institute.

Both the qualitative and quantitative requirements for SAP are evaluated at the end of the payment period of the program. Students are considered to be meeting SAP if they meet the following criteria:

Qualitative Progress - (Grade Point Average)

The policy requires that students must maintain a minimum cumulative grade point average (GPA) of 2.00. Students must earn a passing grade (A, B or C) for each course to earn credit for that course. A student must repeat any course in which they earn less than a 70% or C average. An "Inc" (Incomplete) or "W" (Withdrawn) grade does not affect GPA.

Quantitative Progress – (Pace of Completion)

Credit Hour Completion Ratio

The Medical Assisting and Dental Assisting programs are credit hour programs and the student is required to make quantitative progress toward program completion. Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. A student must successfully complete a minimum of 67% of attempted credit hours at the end of each payment period. All credit hours completed and attempted are tracked on a cumulative basis during each payment period and the required number must be attained to achieve SAP. Credit hours that are not completed successfully will count towards the maximum credits attempted for the program. Grades of "F" (Fail), "Inc" (Incomplete) and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower completion ratio. Students must repeat all classes in which credit hours were not completed successfully. Transfer credits, if applicable, are also calculated in the completion ratio.

Clock Hour Completion Ratio

The Massage Therapy Program is a clock hour program and the student is required to make quantitative progress toward program completion. A student must attend at least 67% or 265.32 hours of the scheduled clock hours on a cumulative basis at the end of the payment period. Grades of "F" (Fail), "Inc" (Incomplete) and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower completion ratio. Students must repeat all classes in which clock hours were not completed successfully. All clock hours that are not completed successfully will count towards maximum clock hours attempted for the program. Transfer credits, if applicable, are also calculated in the completion ratio.

Maximum Time Frame (MTF)

The maximum timeframe (MTF) for the completion of a program is defined as no more than 150% of the published length of a program as expressed in credit hours and weeks for the Medical Assisting and Dental Assisting programs and in clock hours and weeks for the Massage Therapy program. Students who maintain satisfactory academic progress must complete the program within the allowable maximum time frame listed below:

	Normal Time Frame	Maximum Time Frame
Dental Assisting & Dental Assisting Blended	50 weeks 38.00 fa credits 50 qtr credits	75 weeks 57.00 fa credits 75 qtr credits
Medical Assisting & Medical Assisting Blended	50 weeks 38.40 fa credits 52 qtr credits	75 weeks 57.60 fa credits 78 qtr credits
Massage Therapy Program	44 weeks 792 clock hours	66 weeks 1,188 clock hours

An approved leave of absence is not counted in the maximum time frame. Students exceeding the maximum time frame are no longer eligible to receive financial aid or to continue academically.

Monitoring Academic Progress

Student progress will be reviewed by First Institute on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. The informal progress review monitors progress on GPA, pace of completion and maximum time frame. If a student falls below the minimum qualitative or quantitative requirements, the student is required to meet with Student Services to discuss remedial actions and strategies for improvement. If there is no improvement at the next progress review, the student will be notified with actions needed to improve academic progress. The student will be required to meet with Student Services and develop an academic plan if there is no improvement after notification. Students have access to academic progress report through student portal and may request from Student Services at any time during their program.

Blended Online Programs

Students in a blended program with online course content are subject to the same attendance and academic policies as on-campus. Students participating in a blended program are expected to actively participate in the course through academically related assessments, activities, and discussions with both instructors and classmates, and on-campus scheduled classes.

Academic related activities:

Academic related activities are used to determine a student's official last date of attendance at First Institute and determine the effective date of active and withdrawn enrollment statuses. A student must participate in a discussion or submit online at least one academic related activity per week to be considered in attendance and actively participating. Online class attendance will be documented based on the class activities assigned for online class activities as defined in the course syllabus and

course activities checklist. An online class week is defined as 12 AM CST Monday and ends on Sunday 11:59 CST, unless otherwise indicated. The following activities are considered academically related activities for attendance:

- Submission of a gradable assignment, such as a paper, test, exam, quiz or online activity.
- Participation in a gradable online discussion, as directed by an instructor, with classmates, in a way that is substantively and academically related to the enrolled course.

Satisfactory Academic Progress (SAP) Evaluation
To determine student financial aid eligibility, Satisfactory Academic Progress (SAP) is evaluated at the midpoint of the program and aligns with the students' payment periods. The Medical Assisting and Medical Assisting Blended programs are 50 week programs with 38.40 financial aid credits and the Dental Assisting and Dental Assisting Blended programs are 50 week programs with 38.00 financial aid credits. These programs are credit hour programs with two payment periods. Medical Assisting and Medical Assisting Blended students are evaluated for SAP at the completion of 25 weeks and 19.20 financial aid credits. Dental Assisting and Dental Assisting Blended students are evaluated for SAP at the completion of 25 weeks and 19.00 financial aid credits. The Massage Therapy program is a 44 week, 792 clock hour program with two payment periods. Massage Therapy students are evaluated for SAP at the end of 22 weeks and 396 clock hours.

At the midpoint when students are evaluated for SAP, students must have successfully completed at least 67% of attempted courses. To be considered meeting SAP at the evaluation, Medical Assisting and Medical Assisting Blended students must have completed no less than 12.86 financial aid credits and Dental Assisting and Dental Assisting Blended students must have completed no less than 12.73 financial aid credits. Massage Therapy students are enrolled in a clock hour program and must complete at least 265.32 out of the 396 clock hours at the SAP evaluation.

Midpoint SAP Evaluation	Dental Assisting Blended Credit Hour Programs	Medical Assisting Blended Credit Hour Programs	Massage Therapy Clock Hour Programs
# Weeks	25 weeks	25 weeks	22 weeks
Financial Aid Hours Attempted at SAP Evaluation	19.00 fa credits	19.20 fa credits	396 clock hours
Minimum FA Hours Complete Required to meet SAP (67%)	12.73 fa credits	12.86 fa credits	265.32 clock hours

Students who meet First Institutes' standards for qualitative progress (GPA), and quantitative progress (pace of completion) within the maximum time frame are determined to be meeting SAP.

Students who do not meet First Institute's standards for both qualitative and quantitative progress with pace of completion are not meeting SAP. Students who do not meet SAP requirements at the end of the payment period are notified by email and placed on Financial Aid Warning. In conducting the SAP evaluation, the institution takes into consideration:

Incomplete Grades / Course Withdrawals: Students who receive an incomplete grade "Inc" for a course must complete that course to receive credit or clock hours for that course. Students who are withdrawn from their program and receive a withdrawn grade "W" must repeat the course if a student reenrolls. An incomplete grade does not affect a student's cumulative GPA for SAP, but counts as credit hours/clock hours attempted toward both the pace and maximum time frame. First Institute does not offer withdrawal failing vs. withdrawal passing.

Repeated Courses: Students must repeat any failed course and will be charged a fee of $150. Students who repeat a course will have their GPA recalculated to include the failed courses, once a successful repeated course has earned a passing grade. A repeated course will count toward both the pace and maximum time frame.

Noncredit Remedial Courses: First Institute does not offer noncredit remedial courses.

Transfer Credit/Clock Hours: Transfer credit/clock hours that have been awarded are included in the calculation of credit/clock hours attempted and earned, but do not affect the GPA.

Readmitted Students: Students who have completed credit/clock hour courses from a previous enrollment at First Institute and transferred to a second enrollment are included in the calculation of credit/clock hours attempted and earned and grades transferred to a second enrollment are included in the cumulative GPA.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program. First Institute does not offer common courses in its programs therefore; transfer of credit does not apply to courses from one program to another. SAP status of a student will be applied in continuation from one program to another, but the maximum time frame of each program will be counted separately.

Enrolling in a Second Program of Study: First Institute does not offer an option for two programs to be taken concurrently but a student may take another program after completing one program. SAP and maximum time frame of each program will be counted separately.

Financial Aid Warning
Students who fail to meet either of the two progress standards as determined by the SAP evaluation will be notified via e-mail by Student Services, placed on Financial Aid Warning (FAW) status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on FAW for consecutive payment periods. Students on FAW must take corrective action in order to meet the quantitative and qualitative standards on a cumulative basis and within the maximum time frame to be considered as making satisfactory academic progress and to graduate from the program.

Probation
Any student who fails to meet the published attendance and academic standards as a result of a SAP evaluation, and who is not eligible to be placed on Financial Aid Warning is considered as not making satisfactory academic progress and is ineligible for federal student aid for the following payment period. A student may reestablish federal financial aid eligibility by submitting a written appeal, and if approved will be granted probation as a result of written appeal and institutional approval and will be reinstated for that payment period. A student who is granted probation must meet the institutions published attendance and academic standards on a cumulative basis at the next SAP evaluation, or must be in compliance with the terms of an academic plan established by First Institute in order to maintain eligibility.

Appeals
Students who have been designated as not making satisfactory academic progress may appeal this determination based on mitigating circumstances. Mitigating circumstances may include the death of a relative, injury or illness of the student, or other special circumstances. The student's appeal must be made in writing to the Senior Management and must be received within 5 business days of the date that the institution notified the student of loss of eligibility. The students appeal must include documentation regarding the unusual or mitigating circumstances and information regarding what conditions have changed to demonstrate the student could re-establish satisfactory academic progress. The institution will review the students appeal within 5 business days the appeal was submitted and its resulting decision will be final.

Reinstatement of Federal Financial Aid
Students who have lost eligibility for federal student aid may reestablish their eligibility for aid in accordance with the appeal process contained in this policy. Students seeking reinstatement of federal aid must also meet with Student Services. An academic plan may be developed by First Institute and may include specific performance requirements that the student must successfully complete to maintain eligibility for federal student aid.

Credit Transfer
Credit hour transfer students from outside of the institute will be evaluated qualitatively only on the work completed while at this school. Students transferring from one cohort to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institute.
The qualitative requirements remain 67% for all students, but maximum time frame is based on the number of credits the student must complete in the current program. Clock hour program transfer students from outside the institute will be evaluated qualitatively only on the work completed while at the institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

Re-entry
Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial payment period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had when their prior period of enrollment ended. All satisfactory academic progress will be measured on a cumulative basis from the beginning of the period of enrollment through the date that each payment period has ended.

If a student withdraws from a program of study and reenters in the same program within 180 days of the withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any credit or clock hours for which the student previously received federal funding before being eligible for additional funding. If the student is returning within the original loan period, First Institute must re-disburse the money the school had returned. If the date of a student's return is outside of the period for which the loan was originated, First Institute must extend the loan period and set new dates for any future disbursements.

A student who re-enrolls into a program after more than 180 days have elapsed since withdrawal, is considered a new enrollment, and may be eligible for federal aid for any classes the student must repeat to obtain academic

credit. Students should meet with the Director of Financial Aid to discuss the conditions under which federal aid may be awarded for repeated courses.

Externship Policy

Career Services meets with students approximately eight (8) weeks prior to end of didactic training to review externship requirements and expectations. Students then meet individually with Career Services to discuss expectations, location and types of healthcare environments students are interested in. The Career Services Department attempts to secure an externship site for each student prior to the last day of didactic training. Before starting externship, Career Services meets with the students to confirm externship protocol and procedures and make sure students are prepared to start their externship.

If a student does not have an externship site scheduled by the last day of the didactic portion of the program, the Career Services Department will continue to meet with the student on a regular basis, working with them to secure a site. They will also work with the student on any identified deficiencies, as applicable, that may have surfaced or prohibited the student from being placed in an externship site. During this period the Career Services Department will continue to refine and polish the student's interview skills. Students will need to maintain contact with the Career Services Department until an externship is secured.

If a student withdraws or is terminated from the program, s/he will have to follow the institutional readmissions process to be reinstated into the program and proceed with the externship. If a student is dropped from the program, the institution will initiate a refund calculation and return any funds back to the respective entities in accordance with First Institute's refund policy as outlined in the catalog.

Externship Workshop

All students at First Institute are required to participate in the externship workshop. The workshop provides students with an overview of the externship experience and requirements for completing the externship portion of the program. The workshop is scheduled approximately 6 - 8 weeks prior to the end of didactic training.

Graduation Requirements

Students will be awarded a Certificate of Completion upon successfully completing all requirements in their chosen program. Students must achieve the following:

Credit Hour

Medical Assisting/Dental Assisting

- Successful completion of all courses in chosen program
- 2.0 cumulative GPA
- Minimum 80% cumulative attendance for the scheduled hours of instruction
- Medical Assisting: Completion of 160 Externship hours
- Dental Assisting: Completion of 120 Externship hours

Clock Hour

Massage Therapy

- Successful completion of all courses in chosen program
- 2.0 cumulative GPA
- Minimum 80% cumulative attendance of the scheduled hours of instruction
- Massage Therapy: Completion of 120 Internship Clinic hours

Once graduation requirements have been met, students will either attend their scheduled exit interview or if unable to attend the exit documents will be mailed within 30 days of graduation date via mail.



Student Conduct



Student Code of Conduct

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment or infringes on the rights of privacy, safety, personal enjoyment, or use of First Institute as an academic institution is strictly prohibited.

Mature behavior and conduct consistent with the highest professional business standards are expected of each student. The school reserves the right to dismiss or suspend a student whose conduct is regarded as unsatisfactory and who engages in harmful activity including but not limited to: equipment abuse, cheating, plagiarism, failure to adhere to school rules and regulations, disruptive behavior, destruction or theft of school property, activity which infringes on the rights of others, and/or possession or consumption of alcoholic beverages or illegal drugs on any part of the school property.

You should avoid any actions that interfere with teaching or learning in the classroom. Inappropriate behavior in the classroom includes:

- Tardiness / Leaving early
- Distraction of other electronic devices (i.e. cellphones, tablets, iPads etc…)
- Cheating or plagiarism
- Dominating discussion / Interrupting the instructor
- Speaking out of turn
- Making disruptive noises
- Inattentiveness/sleeping
- Poor personal hygiene
- Offensive remarks
- Verbal or physical threats
- Computer abuse

Student Services may place a student on probation for no less than one week and no more than two weeks. At the conclusion of the probationary period, should no improvement occur, the instructor may request, to the Chief Executive Officer (CEO), a formal dismissal of the student. All student dismissals are reviewed by Senior Management and final decisions are made by the Chief Executive Officer (CEO) based on the recommendation of the staff. Any student loading software, accessing/sharing content or downloading profane, sexual, obscene or offensive material on school computers that is not authorized will be expelled from school.

Cell Phone Use Policy

First Institute is aware that students need to carry cell phones to stay in contact with family and employers. At the same time, cell phones are a distraction in a learning environment to other students in the classroom as well as the instructor. To avoid any unnecessary disruption at school, all devices must be muted and placed out of sight in all academic settings, including classrooms, laboratories, and clinical/externship settings. Students may check and return messages during scheduled breaks. These devices should not be used near classroom doors or hallways while classes are in session.

This policy is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the school can be notified and we will pass along the message immediately. Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of the class period. Excessive disruptions will result in disciplinary action.

Copyright & Infringement Policy

First Institute complies with all copyright laws and strictly prohibits the illegal copying of copyrighted texts, publications, documents, works of art, music, peer-to-peer file sharing and computer software.

Federal copyright law allows a specific amount of text copying for educational purposes, and so instructors may use portions of texts for overhead transparencies to support lectures, or as handouts to illustrate certain knowledge or skills. An entire text or work, however, may not be copied without the written approval of the publisher.

Teachers and students consistently look for interesting and relevant material to use in class instruction and for completing assignments. While supplementing the core textbooks with other materials is useful, the following

guidelines must be observed when using copyrighted materials:

Teachers and students are allowed to make single copies of the following for their own use in research or classroom preparation:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, essay or short poem.
- A chart, diagram, drawing, cartoon or picture.

Teachers and students are permitted to make multiple copies of some copyrighted material for use in the classroom, however, the material copied for use in the classroom must not exceed one copy per student and must meet the tests of brevity, spontaneity and cumulative effect.

Brevity refers to the amount of material copied:

- A complete poem if it is less than 250 words in total length.
- An excerpt from a longer poem not to exceed 250 words.
- A complete article, story, or essay of less than 2,500 words.
- An excerpt from a written work not to exceed 1,000 words or 10 percent of the total work.
- One chart, diagram, cartoon, or picture per book or periodical.

Spontaneity refers to a situation where there is insufficient time to obtain permission if maximum instructional effectiveness of the material is to be achieved.

Cumulative effect refers to the total use and impact of the copied material, meaning the material must be for only one course in the school. No more than one poem, article or story from the author may be copied, and no more than three from the same collective work or periodical. In addition, there should be no more than nine instances of multiple copying for any one class during the term.

Students and instructors will not make unauthorized copies of copyrighted material on or using the school's computer systems, networks or storage media. Users will not store unauthorized copies of copyrighted works using the school's systems, networks and/or storage media. Teachers and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the school's Internet access, computer systems, networks, or storage media.

First Institute reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time without notice and with or without cause. Additionally, the school reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials found at any time and without notice.

Staff and students who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, termination, expulsion and other legal actions of a civil or criminal nature.

Dress Code Policy

First Institute, Inc. believes that professionalism begins with appearance and attire and the Dress Code Policy is formulated to ensure high standards of dress and appearance that represent our school to area medical facilities, hospitals, dental and doctor's offices and community settings.

First Institute provides students with two sets of the official school scrub uniform. Students are expected to wear the uniform to class on their scheduled days. First Institute sweatshirts are not to be worn as a replacement to the official uniform. Students may wear long sleeve or short sleeve shirts and leggings underneath the scrub uniform in colder weather.

To best prepare students for their careers, First Institute requires each student to wear appropriate closed toe, lace up tennis shoes to on-campus classes, labs, clinical and externship sites; examples include: Crocs, boots, sandals, flip flops, slippers, and moccasins are unacceptable footwear. During the winter season if students need to wear boots due to snow, students are required to bring appropriate shoes to wear during class. First Institute faculty and staff will ask a student to leave the classroom or clinical area if the student's attire does not reflect First Institute's Dress Code Policy.

Drug & Alcohol Policy And Awareness

First Institute recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drugs or alcohol on campus or at school sponsored functions poses serious risks to a person's health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs by students and employees on its property or as part of any of its activities. First Institute is designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21

and possession of alcohol by anyone under 21 years of age in a public place is illegal. It is also a violation of First Institute's policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the Chief Executive Officer (CEO).

This policy certifies that as an employer who contracts and receives funding from federal agencies, First Institute meets the requirements of the law for providing a "drug-free workplace." First Institute recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the school community, including faculty, staff, administrators, students, and visitors to the campus, including contractors, subcontractors, volunteers and service providers.

First Institute will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of illegal drugs, the abuse or improper use of prescribed drugs, and the unlawful use of alcohol on First Institute property is prohibited. Reporting to work or class under the influence of alcohol or illegal drugs is prohibited.

Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's work ability, job performance, or the safety of others. Any person who violates the policy shall be subject to disciplinary action. First Institute will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. School sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

Eating & Drinking in Classrooms

First Institute strives to keep its computers and laboratory equipment in top working condition to facilitate an environment that is conducive to learning and working. No food is permitted in any classroom or laboratory. Drinks with spill proof lids are allowed in classrooms only. Drinks with open or spill able lids are not permitted.

The OSHA Bloodborne Pathogens Standard [29 CFR 1910.1030(d)(2)(ix)] and First Institute's Exposure Control Plan prohibit the consumption of food and drink in which work involving exposure or potential exposure to blood or other potentially infectious materials takes place, or where the potential for contamination of work surfaces exists.

To maintain OSHA standards, prevent damage to the computer equipment and allow everyone to work in a clean environment, eating and drinking (without lids) in the classrooms and labs is strictly prohibited. Those found eating or drinking (without lids) in a classroom or lab will be asked to leave.

These policies, while perhaps inconvenient at times, are designed to maintain the kind of environment where students can enjoy their experience in the classroom and labs.

Disciplinary Policies & Procedures

All probationary cases are handled on an individual basis and action, which may be due to class conduct, will be documented on a probation document acknowledged by the student, and Student Services.

The probation period is for no less than one week and not more than two weeks. If at the end of a probationary period the student fails to follow the recommendations stated on his or her probationary document, Student Services will meet with Senior Management to review dismissal proceedings. Upon review, Senior Management will notify the student of the decision by certified letter.

Dismissal

All students are expected to maintain a satisfactory level of academic achievement, conduct themselves as responsible adults and attend classes regularly. The school reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress.
2. Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community or the school.
3. Fails to meet attendance requirements.
4. Fails to meet financial obligations to the school as agreed upon.
5. Deliberately sabotages equipment and or loads software not authorized by the school in writing.
6. Any unauthorized use of the Internet for personal use or exploring sexually explicit sites.

If a student is dismissed from First Institute all financial aid is canceled and a refund is issued based on the refund policy. If the student re-enrolls, the student may reapply for financial aid.

Appeal and Reinstatement Policy

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request within five business days of dismissal to the Appeals Committee describing any mitigating circumstances or conditions that warrant special considerations.

The Appeals Committee consists of the Senior Management.

The Appeals Committee will contact the student within five business days of receipt of appeal. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Appeals Committee. Upon reinstatement, students can reapply for financial aid. Financial aid will be awarded based on the timeframe of the withdrawal and the re-enrollment. If the student is enrolled prior to 180 days of the of the withdrawal the student is treated as if he or she never ceased attendance and financial aid will be awarded accordingly.

Barring Policy
Bar status shall be given to person(s) internal or external to the First Institute campus who has exhibited behavior (criminal or wrongful misconduct) which has been deemed harmful to the First Institute community (property or person) and is no longer welcomed on campus or specified campus locations.

Harmful behavior to the First Institute community includes but is not limited to actions by an individual that results in offenses against persons and/or property, disruption of First Institute events, programs, processes, violation of First Institute policy and procedures, and continued patterns of abuse and/or infringement of First Institute policy and procedures.

First Institute has full authority to execute barring notices to any person (student or non-student) who poses a safety risk and/or threat to the community.

Depending on the circumstances of the violation, where doubt exists as to the individual's status as a student, the bar notice will be executed by the local police department. The barring notice and associated paperwork will be provided to the Student Services Department.

The Chief Executive Officer has full authority to execute barring notices.

Notification of Indefinite Barring
1. Notification shall occur, when possible, at the time of the incident, to include full explanation and meaning of the barring status. If not executed at that time, notification should occur at the first opportunity by the best means available to include explanation of the barring restriction.
2. Notification shall, when possible, be acknowledged by the individual's signature on the barring/advising form. If not acknowledged by such individual's signature, the signature of the official implementing the barring notification must appear on the form. A copy of the barring notice is provided to the individual.
3. If notification is not feasible at the time of the incident, a formal barring letter will be sent to the barred individual's address provided by student documentation or through a public data base.
4. The effective date, purpose of the restriction, code violation, and individual's descriptive data will be included on the form.

Violation of Barring Status
If an individual designated as barred and who is in violation of the terms of the barring form, is found/reported on campus, the local police department will be contacted.

Police Department/Student Services Collaboration
If the barred individual is determined to be a student, the incident paperwork (police report, external law enforcement paperwork, statements, photos, etc.) will be forwarded to Student Services. The individual who is barred must arrange to make an appointment with the Chief Executive Officer who will contact the police department of the pending scheduled visit. For incidents involving students, the school will work with the local police department to discuss details of the incident, investigation, and subsequent outcomes to ensure full collaboration of the case.

Barring Appeal/Lift Review
A written request for appeal to lift an individual's barring status shall be made to the Chief Executive Officer and may be made one full year after the date the barring notice went into effect.

1. After a determination to impose barring status has been made; to capture the interest to re-enter the First Institute campus, the written request should include reasoning, objectives to re-enter the campus community, and come from the barred individual. Once the written request is received, an acknowledgement will be sent to the requestor. One request per year may be made to lift the bar status.
2. Depending on the circumstances of the existing barring, the Chief Executive Officer will collaborate with internal personnel and Student Services. The Chief Executive Officer will remain in contact, when possible, with the individual during the review process.
3. The barring status shall remain in effect pending the decision of the review. The Chief Executive Officer shall render a decision within ten working days of receipt of the request for review. Depending on the circumstances and dialogue, the decision timeframe may exceed ten working days. During such time, the police department, Chief Executive Officer will continue to remain in contact with the individual during the review.

Should a non-student with barring status decide to matriculate at First Institute, the Chief Executive Officer shall incorporate that information in the appeal decision.

Non-Discrimination, Sexual Misconduct & Harassment Policy

First Institute is an equal opportunity institution providing educational and employment opportunities, programs, and services, and therefore prohibits discrimination, harassment and retaliation. First Institute complies with all requirements of the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975 and the Illinois Human Rights Act. This policy applies equally to all members of the First Institute community: students, faculty, administrators, staff, contract employees and visitors.

First Institute does NOT discriminate on the basis of race, color, religious beliefs, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, parental status, marital status, age, disability, citizenship, veteran status or any other characteristic protected by federal, state or local law.

Individuals who experience discrimination or harassment may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. First Institute has information available through Student Services and FI Moodle Student Resources on various resources to assist individuals who have experienced discrimination or harassment, to address the effects of the incident, and to help them determine whether and how to make a formal complaint about the incident.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Coordinator. The Director of Compliance serves as the Title IX/ ADA/504 Coordinator and oversees implementation of the institutions Policy on Discrimination, Harassment, and Sexual Misconduct.

Katie Postelnick, Title IX Coordinator
790 McHenry Avenue Crystal Lake, IL 60014
(815) 459-3500 x 314
email: kpostelnick@firstinstitute.edu

Discrimination

This policy covers discrimination in employment and in access to educational opportunities. Discrimination is defined as adverse treatment of an individual based on that individual's membership in one or more of the protected groups listed above. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, housing and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the institutions policy on discrimination.

Discriminatory and harassing behavior is unacceptable and will not be tolerated. Incidents of discrimination will be met with appropriate disciplinary action, up to and including separation or dismissal from the school. When brought to the attention of First Institute, any such discrimination will be appropriately remedied by the institution according to the procedures outlined in this policy.

Retaliation

Retaliating against an individual who has reported or filed a complaint alleging discrimination or participated as a witness in such an investigation is strictly prohibited. Retaliation is a separate cause for complaint and individuals are encouraged to report such conduct in a timely manner. Individuals with supervisory duties who disregard, fail to investigate adequately, or delay investigation of discrimination claims also violate this policy.

Harassment

First Institute prohibits harassment against any employee, student, visitor, or guest on the basis of any class protected by law and identified above. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters. The sections below describe the specific forms of prohibited harassment under the schools policy.

Bias-Related Harassment

This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

Sexual Harassment

First Institute does not tolerate Sexual Harassment by any student, employee or vendor. Sexual Harassment is unwelcome sexual- or gender-based verbal, written, online, and/or physical conduct. Anyone experiencing Sexual Harassment on the campus is encouraged to report it to First Institute's Title IX Coordinator.

Sexual Harassment is in part defined as the following:

- Unwelcome verbal or physical conduct of a sexual nature, whether at work or off premises, if offensive to a reasonable person.
- Making submission to or rejection of such verbal or physical conduct the basis for employment advancement, or any academic decisions that affect the employees and the students.
- Creating an intimidating, hostile or offensive environment (quid pro quo).

Sexual Harassment creates a hostile environment and may be disciplined when it is sufficiently severe, pervasive, persistent, or objectively offensive that it has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the institutions educational programs.

Sexual Misconduct

First Institute is committed to fostering and maintaining an educational environment which is safe, secure and free from all forms of Sexual Misconduct. Any act involving sexual harassment, violence, coercion, or intimidation will not be tolerated. The policy prohibits all forms of Sexual Misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking.

First Institute has adopted the following standards of conduct for all members of our community—students, faculty, administrators, staff, vendors, contractors, and third parties—with respect to sexual assault, dating violence, domestic violence, and stalking. These standards apply to all regardless of gender, sexual orientation, or gender identity of any of the individuals involved.

Dating Violence

As defined in 34 U.S.C. 12291(a)(10), which means violence committed by an individual—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship.
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship.

Domestic Violence

As defined in 34 U.S.C. 12291(a)(8), which means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual Assault

as defined in 20 U.S.C. 1092(f)(6)(A)(v), which means one of the following offenses:

- Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim. (Note: this definition also includes offenses of sodomy and sexual assault with an object).
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Consent

Is informed, freely given, mutually understandable words or actions that indicate a willingness to participate in sexual activity. Effective consent may never be obtained when there is a threat of force or violence, or any other form of coercion, intimidation, force or threat of harm. Silence or lack of resistance, in and of itself, does not demonstrate consent. A person's manner of dress does not constitute consent. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be revoked at any time by expressing in words or actions that they no longer want the sexual activity to continue. When consent is withdrawn or can no longer be given, sexual activity must stop. Consent cannot be obtained from someone legally prevented from giving consent by their age, from someone who is unable to understand or who cannot communicate a lack of consent, or someone who is incapacitated. Voluntary intoxication is not an excuse for failure to obtain consent. **The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Professional Counseling /Advising Services

First Institute does not employ professional counselors on staff; however, in the event that a student demonstrates behaviors/thoughts consistent with issues related to an emotional or psychological issue, physical or sexual abuse, or substance abuse, the student will be referred to Student Services to further explore options for local counseling and/or abuse programs. If a student is seeking assistance outside of school hours, he/she is advised to contact the McHenry County Crisis Program **(800) 892-8900**, Zacharias Sexual Abuse Center for Lake County 24 hr support line at **(847) 872-7799**

www.zcenter.org and Mutual Ground for Kane County 24 hr support line at **630-897-8383**.

If a student believes they have been the victim of a sexual assault outside of school hours, he/she is advised to call 911.

Educational Program or Activity
Includes locations, events, or circumstances over which the recipient exercised substantial control over both the Respondent and the context in which the Sexual Misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the Institute.

Institutional Response to Reports of Sexual Misconduct
Upon receipt of a report of Title IX Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant and carry out an initial response and assessment. The primary goals of this process are to address immediate health and safety needs, to gather critical information, and to educate the Complainant regarding resources and options for moving forward.

When an incident of domestic violence, dating violence, sexual assault or stalking is reported, First Institute will provide victims with written notice of available options, resources, remedies and services available such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community to victims of domestic violence, dating violence, sexual assault, and stalking. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence. After an incident of sexual assault, dating violence, domestic violence, and/or stalking the victim should consider seeking medical attention and/or law enforcement assistance as soon as possible. Although First Institute strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report.

Procedures for Disciplinary Action
The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability. Disciplinary policies for Sexual Misconduct and procedures for the institutions response, assessment, investigation and hearing procedures are detailed in Title IX Sexual Misconduct & Harassment Policy.

Academic Accommodations
First Institute is committed to ensuring the safety and well-being of the victim. A student who has been a victim of Sexual Misconduct may request an academic accommodation after a report of Sexual Misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty and access to academic support such as tutoring services. Pursuant to Title IX, in most cases of sexual violence or Sexual Misconduct, First Institute will endeavor, to the extent practicable, to change the schedule of the accused student prior to changing the schedule of the victim.

Retaliation
No member of the First Institute community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Title IX Coordinator. First Institute prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

Sanctions
Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault or stalking, sanctions or protective measures may be imposed including SUSPENSION and/or EXPULSION from the school. Employees who violate this policy will be subject to discipline according to the applicable school policies and procedures, up to and including termination of employment.

External Sources
A complainant may choose to file a complaint with the following state and federal agencies:

Office for Civil Rights (OCR) – Chicago Office U.S. Department of Education John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Phone: (312) 730-1560 Fax: (312) 730-1576 TTY: (800) 877-8339
Email: OCR.Chicago@ed.gov
Web: https://www2.ed.gov/about/offices/list/ocr/index.html

Illinois Department of Human Rights
555 West Monroe Street - Suite 700Chicago, IL 60661
Phone:(312) 814-6200 Fax: (312) 814-1436
TTY: (866) 740-3953
Web: https://www2.illinois.gov/dhr/FilingaCharge/Pages/default.aspx

Smoke & Tobacco Free Campus Policy

First Institute is an entirely tobacco and smoke free environment, including all inside spaces and external grounds. Any form of tobacco product or surrogate tobacco product, such as cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco is strictly prohibited.

The use of smoking products of any sort is also prohibited on all school owned and operated campus grounds both indoors and outdoors. This tobacco ban does not apply to public right-of-way (sidewalks, streets) on the perimeter of the campus.

Littering campus with remains of smoking products is prohibited. This policy applies to all employees, students, visitors, contractors and externally affiliated individuals. All First Institute students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed of the policy.

Violators may be provided education, offered a referral for smoking cessation and, if a student or employee of First Institute, may be subject to disciplinary action as indicated below. Persons engaging in smoking and/or the use of smoking products in violation of this policy may be subject to the following:

- Students will be referred to the appropriate student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.
- Visitors will be required to leave the campus if they fail to conform to the policy when advised.
- No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be retaliated against in any manner.

Surveillance

First Institute has installed video cameras to monitor activity within school property for the purpose of security and safety for students and employees. The purpose of these security cameras and video monitoring is to deter theft or destruction and to monitor activity within and/or unauthorized entry onto school property after normal operating hours.

Footage from the security camera is continuously streamed 24 hours a day, 7 days a week to a local network server. Video footage is archived for thirty days and screen shot captures of security camera footage may be taken by management staff. All video and screen shot pictures can be used as evidence in disciplinary proceedings.

Information obtained through video monitoring will be used exclusively for security, disciplinary, policy enforcement, and/or law enforcement purposes. Access to video monitoring footage is limited only to select staff. Video monitoring of the company premises will be conducted in a professional, ethical, and legal manner. Video monitoring will be conducted in a manner consistent with all existing policies, including First Institute's non-discrimination policy, its sexual harassment policy, and other relevant policies. Monitoring will not be based on individual characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the schools non-discrimination policy. Video monitoring of the school premises is limited to uses that do not violate the standard of a "reasonable expectation to privacy" as defined by law.

Video / Audio Taping

Because of the interactive nature of training at First Institute video or audio taping of any activities, classroom or otherwise, is prohibited without authorization of all students present at the time and First Institute management and the presenting instructor.

Voter Registration

First Institute encourages all students to participate in the electoral process by registering to vote, and voting in every election. To expedite this process, voter registration forms for the State of Illinois are available to students by visiting Student Services and in FI Moodle Student Resources. You may also access voter registration forms from the Illinois State Board of Elections by https://ova.elections.il.gov/Step0.aspx
According to Illinois law, you must register to vote at least 28 days prior to each election to be eligible to vote in that election.

No Weapons Policy

First Institute is committed to maintaining a safe and secure environment and prohibits all persons who enter the College property from possession, use, manufacturing, distributing, sales, etc. of any firearm, knives, explosives of any kind, TASERs, or other weapons capable of threatening or producing bodily harm, regardless of whether the person is licensed to carry the weapon or not; with the exception of authorized law enforcement officials. Anyone found in violation of First Institute's policies shall be subject to disciplinary policies and procedures applicable to students, academic and staff personnel, and/or criminal prosecution by the appropriate jurisdiction.

Individuals should immediately report weapons violations to the Chief Executive Officer by dialing (815) 459-3500 in Crystal Lake, (847) 440-2000 in Libertyville, (331) 688-3931in Aurora or call 911 if they feel an immediate threat of bodily harm. It is important to provide a description and location of the individual carrying the weapon.

Wi-Fi Acceptable Use Policy

First Institute is committed to maintaining a quality network environment. As a consequence certain uses of the network are restricted by the following acceptable use policy.

First Institute network facilities may not be used for any of the following at any time:

1. Any activities which violate local, state, or federal statutes are prohibited.
2. "Cracking/Hacking" Example: Attempting to circumvent user authentication or security of any host, network, or account on First Institute, Inc.'s systems or the Internet at large is strictly forbidden.
3. "Denial of service" attacks of any kind are forbidden. Use of First Institute's systems or networks (willfully or negligently) in a manner that encumbers disk space, processors, bandwidth, or other system resources so as to interfere with others' normal use of services on First Institute systems or networks, or any other systems or networks is prohibited. Attempting to knock a server off-line, slow down our connection, or knock any other user offline is prohibited.
4. Use of TCP, or UPD port scanners to scan remote networks without the express written consent of that networks' administrator is prohibited.
5. Dissemination of spam and/or viruses, whether knowingly or as the result of a worm or virus on your computer, is prohibited. Attempting to send any virus or malicious material including any type of "Out of Band" packet to any other Internet user is prohibited.
6. Spamming is prohibited. Example: Sending unsolicited mass mailings of any nature, including those with an "opt-out option" for continuation. The opt-out option is inviting those who do not wish to receive more email to reply to you.
7. Mail-bombing is prohibited. Example: Sending a large number of email messages, or singularly large email messages, to a single address in order to flood someone's mailbox.
8. Forging any email header to obscure the originator of the message.
9. Creating or participating in pyramid schemes or chain letters.
10. Sending any type of harassing email, either by language, size, or frequency. This includes sending email or instant messages to any person who has asked explicitly that you do not.
11. The posting of pornographic or otherwise indecent or offending materials. First Institute, Inc. is the sole arbiter of what constitutes "indecent" or "offending."
12. Unauthorized use of copyrighted or trademarked logos, phrases or names by Internet, Web, or Domain Hosting customers.
13. Distribution of any software or materials in violation of any copyrights or distribution licenses. (Mp3's/ Warez/etc.) Example: Torrent Host/Client.
14. The posting of slanderous or defamatory materials or articles.
15. Distribution of any material which violates local, state, or federal statutes.

First Institute reserves the right to restrict or terminate Wi-Fi usage in the event of an Acceptable Use Policy (AUP) violation. First Institute reserves the right to take action on abuse which is not specifically named in this AUP at the sole discretion of First Institute. Use of First Institute's systems and network constitutes understanding and agreement of this policy. Any and all legal expenses incurred by First Institute resulting from failure to follow AUP guidelines will be borne by the account holder responsible for the infraction.

FIRST INSTITUTE

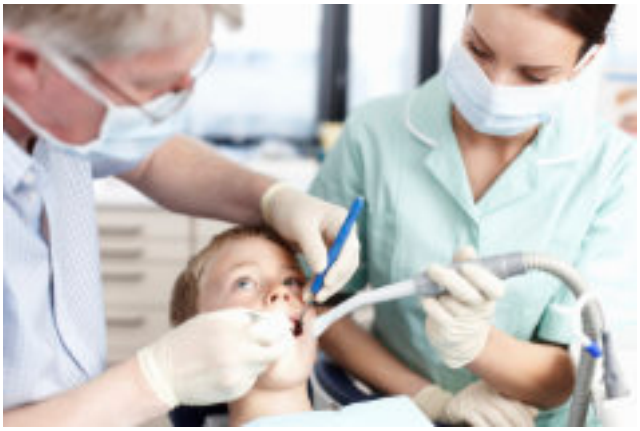
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SUCCESS TOGETHER



CAREER PROGRAMS

DENTAL ASSISTING BLENDED



Objectives

Objectives and course descriptions are the same for both programs. Dental Assistants perform a variety of duties in a dental office. In the front office they may schedule and confirm appointments, welcome patients to the office, send bills, process payments, and inventory supplies.

Dental Assistants assist the dentist during the examination and treatment of patients by handing required instruments to the dentist and using suction or other instruments to keep the patients mouth clear. Dental Assistants prepare instrument trays and assist patients with dental health care. Some Dental Assistants will make dental impressions, remove sutures, and apply anesthetics to the gums and cavity preventatives to teeth. Dental Assistants must be reliable, work well with others and have good manual dexterity. CPR Certification is included as part of program fees.

Career Opportunities

Dental Assistant Oral Surgery Assistant Orthodontic Assistant Surgical Dental Assistant

For additional information about dental assisting careers use o*net code 31-9091 at www.onetonline.org

DENTAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
DEN:101 Introduction to Dental Assisting	**40 hrs**	**2 cr.**	**3 cr.**
Introduction to Dental Assisting Lecture	*25 hrs*		
Introduction to Dental Assisting Lab	*15 hrs*		
DEN:102 Anatomy and Physiology for Dental Assistan	**40 hrs**	**2 cr.**	**3 cr.**
Anatomy and Physiology for Dental Assistants Lecture	*25 hrs*		
Anatomy and Physiology for Dental Assistants Lab	*15 hrs*		
DEN:103 Head and Neck Anatomy	**40 hrs**	**2 cr.**	**3 cr.**
Head and Neck Anatomy Lecture	*25 hrs*		
Head and Neck Anatomy Lab	*15 hrs*		
DEN:104 Infection Control	**40 hrs**	**2 cr.**	**3 cr.**
Infection Control Lecture	*25 hrs*		
Infection Control Lab	*15 hrs*		
DEN:105 Dental Health and Safety	**40 hrs**	**2 cr.**	**3 cr.**
Dental Health and Safety Lecture	*25 hrs*		
Dental Health and Safety Lab	*15 hrs*		
DEN:106 Embryology, Histology, and Tooth Morpholc	**40 hrs**	**2 cr.**	**3 cr.**
Embryology, Histology & Tooth Morphology Lecture	*25 hrs*		
Embryology, Histology & Tooth Morphology Lab	*15 hrs*		

DENTAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
DEN: 107 Chair Side Assisting I	**40 hrs**	**2 cr.**	**3 cr.**
Chair Side Assisting I Lecture	*25 hrs*		
Chair Side Assisting I Lab	*15 hrs*		
DEN: 108 Chair Side Assisting II	**40 hrs**	**2 cr.**	**3 cr.**
Chair Side Assisting II Lecture	*25 hrs*		
Chair Side Assisting II Lab	*15 hrs*		
DEN: 109 Dental Radiology	**40 hrs**	**2 cr.**	**3 cr.**
Dental Radiology Lecture	*25 hrs*		
Dental Radiology Lab	*15 hrs*		
DEN: 110 Laboratory Procedures I	**40 hrs**	**2 cr.**	**3 cr.**
Laboratory Procedures I Lecture	*25 hrs*		
Laboratory Procedures I Lab	*15 hrs*		
DEN: 111 Laboratory Procedures II	**40 hrs**	**2 cr.**	**3 cr.**
Laboratory Procedures II Lecture	*25 hrs*		
Laboratory Procedures II Lab	*15 hrs*		
DEN: 112 Oral Surgery and Periodontics	**40 hrs**	**2 cr.**	**3 cr.**
Oral Surgery and Periodontics Lecture	*25 hrs*		
Oral Surgery and Periodontics Lab	*15 hrs*		
DEN: 113 Dental Specialties and Pediatrics	**40 hrs**	**2 cr.**	**3 cr.**
Dental Specialties and Pediatrics Lecture	*25 hrs*		
Dental Specialties and Pediatrics Lab	*15 hrs*		
DEN: 114 Endodontics and Orthodontics	**40 hrs**	**2 cr.**	**3 cr.**
Endodontics and Orthodontics Lecture	*25 hrs*		
Endodontics and Orthodontics Lab	*15 hrs*		
DEN: 115 Clinical Dental Assisting I	**40 hrs**	**2 cr.**	**2 cr.**
Clinical Dental Assisting I Lab	*40 hrs*		
DEN: 116 Clinical Dental Assisting II	**40 hrs**	**2 cr.**	**2 cr.**
Clinical Dental Assisting II Lab	*40 hrs*		
DEN: 117 Externship	**120 hrs**	**6 cr.**	**4 cr.**
Total	**760 hrs**	**38.00 cr**	**50.00 cr.**

First Institute's Blended program courses will be offered online and on-campus as identified on the student schedule. Blended program students must perform the hands-on skills at the same competency level as on-campus programs prior to beginning externship.

NOTE: ***The classes above do not necessarily represent the order in which the classes are delivered. Scrubs are required for all classes on-campus.***

Introduction to Dental Assisting — DEN:101

This course provides an introduction to the dental assisting profession and establishes foundational knowledge for future coursework in the program. Students explore the history and development of dentistry, the structure and roles of the dental team, professional organizations, and career pathways within the field. Emphasis is placed on professionalism, communication skills, psychology in patient interactions, cultural competency, ethical principles, jurisprudence, and HIPAA regulations as they relate to dental practice.

Anatomy & Physiology For Dental Assistants — DEN:102

This course introduces anatomy and physiology, emphasizing directional terminology, structural relationships, and their relevance to dental treatment. Students explore the interaction of body systems as they relate to oral health and patient care. The course also covers foundational oral pathology, including the identification of common oral lesions, disease processes, and conditions affecting the oral cavity. Emphasis is placed on recognizing abnormal findings and understanding appropriate clinical responses within the dental assisting scope of practice.

Head and Neck Anatomy — DEN:103

Anatomical emphasis is placed on the head and neck including a detailed study of bony landmarks, muscular, circulatory, and nervous systems as well as landmarks of the face and oral cavity. Students learn the clinical significance of head and neck structures as they pertain to oral health and dental hygiene. Upon completion, students will be able to identify cranial and facial bones, muscles of mastication, facial features, bones and landmarks of the hard palate, salivary glands and lymph nodes, nerves of the maxilla and the mandible, and arteries and veins of the head and neck. The anatomical structures that make up the Temporomandibular Joint (TMJ), movements of the joint and clinical concerns associated with the TMJ.

Infection Control — DEN:104

This course introduces fundamental microbiology, infectious diseases, immunity, and infection control in the dental office. Topics include infection control and disinfection techniques for patient and occupational protection, disease transmission and prevention for healthcare settings. Upon completion, students will understand the proper methods for hand washing, use of PPEs, placement and removal of surface barriers, and treatment room cleaning and disinfection. Students will gain knowledge of in aspects of cleaning, disinfecting and sterilization within the dental setting. Proper maintenance of dental waterlines will be explained. These methods will be practiced on campus once they return to the classroom and lab.

Dental Health and Safety — DEN:105

This course introduces foundational concepts of dental health and safety, including hazardous materials management, infection control, pharmacology, and medical emergency preparedness as they relate to dental assisting practice. Students learn OSHA standards, workplace safety requirements, and proper handling of hazardous chemicals. The course provides an overview of pharmacology, including drug laws, medication administration, prescription interpretation, and medications commonly encountered in the dental setting. Emphasis is placed on reviewing medical histories, recognizing conditions and substances that may affect patient care, and understanding the dental assistant's role in emergency prevention and response. Additional topics include oral health promotion, nutrition, and preventive techniques, along with development of basic clinical support skills such as vital sign measurement, CPR, and operation of sterilization equipment.

Embryology, Histology & Tooth Morphology — DEN:106

This course introduces oral embryology, histology, and tooth morphology. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations to provide a foundation essential for understanding dental health. Overview of the dentitions, oral diagnosis, and treatment planning will be explained. Upon completion, students will be able to identify the structures and forms of the human teeth and their location in the mouth as well as the eruption schedule and function of each tooth in the primary and permanent dentition. Students will also be able to define cavity classifications and identify charting symbols as they apply for accurate dentition charting of teeth, existing and/or needed restorative treatment and conditions.

Chair Side Assisting I DEN:107

In this course students will learn how preparation for patient care is an important part of providing quality dental service to each patient. This includes obtaining personal, medical, and dental history, reviewing the information, and alerting the dentist to any areas of concern, as well as continuing to practice vital signs as part of the patient intake process. Students will learn about dental office design; the treatment rooms and dental equipment; routine office care, including opening and closing the dental office; how to prepare the treatment room; how to seat and dismiss patients; ergonomics for the operator and assistant; and working with patients with special needs. Students will be introduced to the principles of chair-side assisting, which include chair-side responsibilities, instrument identification, tray setups, four-handed techniques, and sequences of general dentistry procedures.

Chair Side Assisting II DEN:108

In this course, the student will learn principles of ergonomics and four-handed dentistry, including proper positioning of the operator, assistant, and patient, as well as instrument grasps and transfer techniques to promote efficiency and reduce the risk of injury. Methods to maintain a clear operating field in the oral cavity will be covered, including moisture control, isolation techniques, use of the dental dam, and alternatives based on clinical situations. Students will become familiar with managing pain and anxiety related to dental procedures, including topical and local anesthetics, vasoconstrictors, and nitrous oxide sedation, along with the armamentarium, techniques, safety protocols, and documentation associated with anesthetic administration. The course also includes the study of dental materials, including the properties, composition, and manipulation of dental amalgam, composite resins, glass ionomer, resin-reinforced glass ionomer, and compomers. Students will identify the armamentarium, matrix systems, and procedural steps for restorative treatments, as well as bonding techniques and the selection of appropriate materials for esthetic restorations. This course also covers advanced functions of matrix systems, wedges, and restorative procedures to support safe and effective patient care.

Dental Radiology DEN:109

This course is designed to introduce the essential skills of radiographic techniques for the practice of dentistry including theory and technique of oral radiography, radiation hygiene and safety, quality assurance, infection control, anatomical landmarks, and methods and materials for processing radiographs using film and digital radiology. Students will learn how to produce diagnostically acceptable intra oral radiographs with emphasis on film and digital sensor placement, cone angulations, exposing and developing radiographs, and mounting and evaluating processed films. Students will learn about extraoral radiographs; radiographic interpretation; imaging systems/digital imaging systems; digital radiography in the dental office; three-dimensional imaging in dentistry; and handheld intraoral radiography.

Laboratory Procedures I DEN:110

In this course, the dental assisting student will learn the types of restorative materials and cements used in general dentistry, the standards and organizations responsible for those standards, the role of the dental assistant in chairside restorative procedures, and the properties of dental materials. Students will be able to list the types of materials and cements used to restore teeth, describe the use of bonding agents and their proper manipulation, identify types of direct restorative materials, and list the steps in cavity preparation. Placement of cavity liners, cavity varnish, and cement bases are also discussed. The student will learn to identify the materials used in the dental laboratory and to perform associated procedures, demonstrate knowledge and skills required to prepare, take, and remove alginate impressions, elastomeric impression materials, and polyether impression material for the dentist. The student will also learn skills required to mix and manipulate gypsum products, pour, and trim impressions for diagnostic casts, understand the use of a dental articulator, identify different classifications and uses of dental waxes. Students will be able to understand the skills required to fabricate acrylic tray resin, custom trays, vacuum-formed and thermoplastic custom trays, how to contour prefabricated temporary crowns, and fabricate and custom fit temporary restorations.

Laboratory Procedures II DEN:111

In this course, the dental assisting student will learn the scope of fixed prosthodontics, the recommendations for various types of prostheses, and their functions. Students will learn the materials used in the fabrication of fixed prostheses. Techniques for retention of prostheses, implants, and techniques for maintaining fixed prosthetic appliances are taught. The use of computerized impression technology and corresponding restorative treatment systems will be explained. The advanced function of gingival retraction in restorative dentistry is explained. The student will learn the scope and fundamentals of cosmetic dentistry. Restorative types and material options are described. Tooth whitening in dentistry is discussed. Causes of tooth stain, whitening techniques and equipment/materials associated with teeth whitening are reviewed. The student will understand the fundamentals of over-the-counter whitening options versus professional whitening treatments. The choices of removable prosthodontics are explained. Students will learn the steps in diagnosis and materials required for fabrication along with the advantages/disadvantages of partial, full, immediate and over dentures. Polishing, relining, and repair of removable prosthetics are reviewed.

Oral Surgery & Periodontics DEN:112

In this course, the dental assisting student will learn an overview of the specialties of Oral and Maxillofacial Surgery and Periodontics. Patient diagnosis and necessary treatment will be explained. The instruments, procedures, and evaluation for patients for each specialty is discussed. The dental assisting student will learn how to prepare the patient for surgical treatment, create tray setups for treatments, explain procedures and postoperative instructions to patients. Students will be able to understand the cause of postsurgical complications and prevention measures. Fundamentals of information regarding oral cancer prevention, diagnosis, biopsies and treatments are described. The scope of dental implants and their place in modern dentistry will be reviewed. Types of dental implants, surgical placement procedures and restorative treatment procedures are explained.

Dental Specialties & Pediatrics DEN:113

In this course, the dental assisting student is expected to learn about the common dental practices and procedures within the scopes of Preventative Dentistry and Pediatric Dentistry and identifying types of treatments specific to these particular areas. Nutrition and patient preventative dental care including oral hygiene techniques and recommendations are discussed. The placement of dental sealants as part of preventative dentistry is explained and the patient selection, indications/ contraindications and placement procedure are examined. Students will be introduced to coronal polishing and will have a fundamental understanding of the steps of the procedure as well as how to maintain the oral cavity while the procedure is being performed.

Endodontics & Orthodontics DEN:114

In this course, the dental assisting student will learn about the branch of dentistry that deals with diagnosis and treatment of diseases of the pulp and periapical tissues, endodontic procedures, root canal treatment, and periapical surgical procedures. Students will learn the definition of orthodontics and the orthodontic office setting; define the role of the dental assistant in an orthodontic practice; define and describe occlusion and malocclusion; and identify the causes of malocclusion. The student will learn about preventive, interceptive, and corrective orthodontics. The process of tooth movement is explained. Students learn the importance of the preorthodontic and consultation appointments with diagnostic records. Differentiation is made between fixed and removable appliances, the function of basic orthodontic instruments, and stages of treatment. Procedures for both the placement and removing orthodontic appliances is explained and how the teeth are retained in position afterward.

Clinical Dental Assisting I DEN:115

This course provides students the opportunity to practice the skills learned in a clinical setting. Emphasis is placed on the basic skills of dental assisting and provides the student with hands on dental chair-side assisting and laboratory experience and enables the dental assisting student to practice skills

and competencies developed throughout the program. Upon completion, students should also be comfortable demonstrating administrative office procedures and customer service skills.

Clinical Dental Assisting II DEN:116

A continuation of Clinical Dental Assisting I, students continue practicing and refining their proficiency and efficiency with dental assisting skills acquired throughout the program. Fundamental skills of dental assisting are practiced with hands on dental chair-side assisting and laboratory experience and enables the dental assisting student to practice skills and competencies developed throughout the program. Upon completion, students should also be comfortable demonstrating administrative office procedures and customer service skills.

Externship DEN:117

Upon successful completion of all other courses, students conclude their training in the Dental Assisting program with a 120-hour clinical externship. The clinical externship provides students an opportunity to work with patients and staff at a dental office where they will apply the principles and practices learned throughout the program in the classroom and laboratory settings.

MEDICAL ASSISTING BLENDED



Objectives

Objectives and course descriptions are the same for both programs. Students of the Medical Assisting Blended program gain the skills necessary to aid the physician and other medical personnel as they examine and treat patients. Medical Assistants perform administrative and clinical tasks that keep a medical office or clinic running smoothly. Upon successful completion, graduates will be prepared to work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

First Institute prepares students to obtain certification from American Medical Technologists (AMT) for the Registered Medical Assistant (RMA) and/or National Healthcareer Association (NHA) for the Certified Clinical Medical Assistant (CCMA). Optional certifications include: Certified Phlebotomy Technician (CPT), Certified Billing & Coding Specialist (CBCS) and Certified EKG Technician (CET). Onsite testing is available for these NHA certifications.

First Institute provides related coursework, online test preparation with focused review, and teacher led study reviews for the CCMA certification. The cost for CPR testing and the first certification attempt, either the RMA or CCMA, is included as part of program fees.

Career Opportunities

Chiropractor Assistant
Clinical Medical Assistant
Doctor's Assistant
Health Assistant
Ophthalmic Assistant
Ophthalmological Assistant
Optometric Assistant
Outpatient Surgery Assistant
Phlebotomist
Registered Medical Assistant (RMA)

For additional information about medical assisting careers use o*net code 31-9092 at www.onetonline.org

For additional information:
RMA: www.americanmedtech.org
CCMA, CPT, CBCS or CET: www.nhanow.com

MEDICAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
MA:100 Medical Assisting Fundamentals	**64 hrs**	**3.20 cr.**	**5 cr.**
Medical Assisting Fundamentals Lecture	*44 hrs*		
Medical Assisting Fundamentals Lab	*20 hrs*		
MA:101 Administrative Medical Assisting & Career Readines	**80 hrs**	**4 cr.**	**7 cr.**
Administrative Medical Assisting & Career Readiness Lecture	*60 hrs*		
Administrative Medical Assisting & Career Readiness Lab	*20 hrs*		
MA:102 Anatomy & Physiology A	**48 hrs**	**2.40 cr.**	**4.50 cr.**
Anatomy & Physiology A Lecture	*48 hrs*		
MA:103 Anatomy & Physiology B	**48 hrs**	**2.40 cr.**	**4.50 cr.**
Anatomy & Physiology B Lecture	*48 hrs*		
MA:104 Anatomy & Physiology C	**48 hrs**	**2.40 cr.**	**4.50 cr.**
Anatomy & Physiology C Lecture	*48 hrs*		

MEDICAL ASSISTING BLENDED (50 Week Program)	*CLOCK HRS	FINANCIAL QTR. CREDITS	ACADEMIC QTR. CREDITS
MA:105 Medical Billing & Coding	**48 hrs**	**2.40 cr.**	**4 cr.**
Medical Billing & Coding Lecture	*38 hrs*		
Medical Billing & Coding Lab	*10 hrs*		
MA:106 Introduction to Clinical Practice	**48 hrs**	**2.40 cr.**	**3 cr.**
Introduction to Clinical Practice Lecture	*28 hrs*		
Introduction to Clinical Practice Lab	*20 hrs*		
MA:107 Certification Review	**56 hrs**	**2.80 cr.**	**3.50 cr.**
Certification Review Lecture	*16 hrs*		
Certification Review Lab	*40 hrs*		
MA:108 Clinical Procedures	**84 hrs**	**4.20 cr.**	**5.50 cr.**
Clinical Procedures Lecture	*34 hrs*		
Clinical Procedures Lab	*50 hrs*		
MA:109 Laboratory Procedures	**84 hrs**	**4.20 cr.**	**5.50 cr.**
Laboratory Procedures Lecture	*34 hrs*		
Laboratory Procedures Lab	*50 hrs*		
MA:110 Externship	**160 hrs**	**8 cr.**	**5 cr.**
Total	**768 hrs**	**38.40 cr**	**52.00 cr.**

First Institute's Blended program courses will be offered online and on-campus as identified on the student schedule. Blended program students must perform the hands-on skills at the same competency level as on-campus programs prior to beginning externship.

NOTE: ***The classes above do not necessarily represent the order in which the classes are delivered. Scrubs are required for all classes on-campus.***

Medical Assisting Fundamentals MA:100

Students will discuss the role of the medical assistant including general responsibilities and skills of the MA and professional organizations that certify or credential medical assistants. Students will be able to list and describe different types of physicians, non-physician specialties, and the role of other allied health professionals, and be able to state how they fit into the medical environment. Students will learn the difference between ethics and law, identify areas of medical ethics of particular concern, list the AAMA Code of Ethics, and define important terms as related to medical law and ethics. Students will understand the key components of HIPAA, PHI, and important aspects of medical laws. Students will learn the basics of medical terminology, including the three basic components of a word and the rules for joining prefixes and suffixes to a word root. Body organization including the body cavities, body regions, and directional terms will be reviewed.

Administrative Medical Assisting & Career Readiness MA:101

This course will assist students in building knowledge and skills as an administrative medical assistant as well as aid in preparing students for career readiness with emphasis on professionalism. Students will discuss interpersonal communication as it relates to the medical setting, telephone etiquette, and professional appearance. Students will discuss different types of appointment scheduling and the critical information required, as well as steps for greeting new and established patients, Patient's Bill of Rights, and financial obligations. This course presents the use of an integrated medical practice management and electronic health record system. Students learn the conceptual framework for using an electronic health record in medical documentation and patient management. By working through exercises of increasing difficulty that simulate use of PM and EMR, students develop transferable skills needed to manage the required software tasks used throughout a patient encounter. Students will work on resume building and developing and understanding of the positive work attitudes that contribute to work ethic and professionalism. Students will refine their job search and communication skills by participating in the Interview & Resume Prep Workshop.

Anatomy & Physiology A MA:102

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, abbreviations, and diagnostic techniques associated with the body systems that include the skeletal system, muscular system, cardiovascular system, and lymphatic and immune systems.

Anatomy & Physiology B MA:103

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, abbreviations, and diagnostic techniques associated with the body systems that include the respiratory system, digestive system, urinary system, and the nervous system and mental health.

Anatomy & Physiology C MA:104

Students will learn the anatomical terms, appropriate combining forms, pathological conditions, abbreviations, and diagnostic techniques associated with the body systems that include the special senses, the integumentary system, endocrine system, and the reproductive systems.

Medical Billing & Coding MA:105

Students will study and define basic medical insurance terminology and will learn the different types of medical insurance programs available in today's healthcare system. At the completion of this course, students will have a basic knowledge of how to code diagnoses and procedures, perform basic medical insurance billing and complete common administrative forms. Students will discuss interpersonal communication as it relates to the medical setting, and methods used in the healthcare setting to maintain compliance and HIPAA privacy.

Introduction to Clinical Practice MA:106

Students will learn methods of infection control, universal precautions, OSHA Bloodborne Pathogens, and the importance of asepsis and sterilization techniques. Students will learn safety techniques that can be used in responding to accidental exposure to blood, other body fluids and needle sticks. The process for screening patients, recording the chief complaint and components of the health history form are discussed. Students will learn how to assist the physician with general, physical, pediatric

examinations, geriatric, and other specialty examinations including mental health.

Certification Review MA:107

This course will assist students in preparing for NHA's CCMA exam. Students will complete NHA's practice assessments throughout the course along with utilizing the NHA Focused Review and NHA CCMA Online Study Guide. At the completion of the course students will complete mock rooming utilizing procedure skills taught throughout the program and while displaying professionalism to aid in externship preparation. Students will also demonstrate career readiness by completing a professional mock interview.

Clinical Procedures MA:108

In this course, students will explore the study of pharmacology and be able to identify the laws and governing agencies that enforce the safe manufacture, distribution and use of common medications. Drug actions/interactions that occur within the body, drug classifications, calculations, and schedules are reviewed. Students will learn to administer intramuscular, intradermal, and subcutaneous injections. Minor surgical procedures and instrument identification are also introduced. Students will perform body measurements including height and weight, and perform vital signs including pulse, respirations, blood pressure, and pulse oximetry. The student will learn to instruct and prepare patients for EKG's and will discuss radiology procedures. Students will learn the necessary steps and be expected to pass hands on testing for administering injections, performing a blood pressure, and running an EKG at the conclusion of the course. Students and patient safety will be areas of concentration as well as professionalism and patient satisfaction.

Laboratory Procedures MA:109

Students will be introduced to medical laboratory procedures for preparation of specimen collection and basic laboratory procedures for urine, sputum, and stool. The student will learn to instruct and prepare patients for procedures and other diagnostic tests. Students will explore additional topics including emergencies, rehabilitation, and nutrition and exercise. Students will learn the necessary steps and be expected to pass hands on testing for capillary punctures and venipunctures at the conclusion of the course. Students and patient safety will be areas of concentration as well as professionalism and patient satisfaction.

Externship MA:110

This is a capstone course that provides students with 160 hours of practical experience in a healthcare setting. Students will utilize and demonstrate the skills and knowledge learned throughout the program and will perform various clinical, laboratory, and administrative skills in a medical setting outside the classroom. The site supervisor provides practical guidance for students to refine skills. Upon completion of this course, students will gain practical experience in a healthcare setting such as a physician's office, urgent care or other outpatient facility.

MASSAGE THERAPY



Objectives

Graduates of the Massage Therapy Program learn how to assess the musculoskeletal system and present massage treatment methods and techniques that address disorders of the neck, back, elbow, knee, and shoulder. Massage Therapy students develop strong business acumen and customer service skills while completing their internship at First Institute's Massage Clinic.

First Institute prepares students of the Massage Therapy Program to take the Massage & Bodywork Licensing Examination (MBLEx) through the Federation of State Massage Therapy Boards (FSMTB). The MBLEx is an entry level licensure examination utilized in 46 of the 49 regulated states, the District of Columbia, as well as the territories of Puerto Rico and the U.S. Virgin Islands.

First Institute provides related coursework, online test preparation, and teacher led study review for the MBLEx. CPR Certification and the fee for the first MBLEx attempt is included as part of program fees.

For additional information for the MBLEx visit: www.fsmtb.org

Career Opportunities

Bodywork Therapist
Clinical Massage Therapist
Deep Tissue Massage Therapist
Licensed Massage Therapist
Massage Therapist
Soft Tissue Specialist
Therapeutic Massage Technician

For additional information about massage therapy careers use o*net code 31-9011 at www.onetonline.org

MASSAGE THERAPY (44 Weeks/792 Clock Hour Program)	*CLOCK HRS
MT:101 Introduction to Anatomy	**48 hrs**
Anatomy Lecture	*48 hrs*
MT:102 Swedish Massage	**48 hrs**
Swedish Massage Lecture	*10 hrs*
Swedish Massage Clinical Lab	*38 hrs*
MT:103 Anatomy, Physiology and Pathology - A	**40 hrs**
APP Lecture	*40 hrs*
MT:104 Anatomy, Physiology and Pathology - B	**40 hrs**
APP Lecture	*40 hrs*
MT:105 Anatomy, Physiology and Pathology - C	**40 hrs**
APP Lecture	*40 hrs*
MT:106 Anatomy, Origins, Insertions and Actions (OIA)	**60 hrs**
Anatomy OIA Lecture	*60 hrs*

MASSAGE THERAPY (44 Weeks/792 Clock Hour Program)	*CLOCK HRS
MT:107 Deep Tissue/Neuromuscular Therapy	**80 hrs**
Deep Tissue/Neuromuscular Therapy Lecture	*24 hrs*
Deep Tissue/Neuromuscular Therapy Clinical Lab	*56 hrs*
MT:108 Aromatherapy	**20 hrs**
Aromatherapy Lecture	*10 hrs*
Aromatherapy Clinical Lab	*10 hrs*
MT:109 Chair Massage	**12 hrs**
Chair Massage Lecture	*2 hrs*
Chair Massage Clinical Lab	*10 hrs*
MT:110 Kinesiology	**20 hrs**
Kinesiology Lecture	*5 hrs*
Kinesiology Clinical Lab	*15 hrs*
MT:111 Reflexology	**20 hrs**
Reflexology Lecture	*10 hrs*
Reflexology Clinical Lab	*10 hrs*
MT:112 Special Populations	**20 hrs**
Special Populations Lecture	*10 hrs*
Special Populations Clinical Lab	*10 hrs*
MT:113 Sports Massage	**20 hrs**
Sports Massage Lecture	*8 hrs*
Sports Massage Clinical Lab	*12 hrs*
MT:114 Hot Stone Therapy	**20 hrs**
Hot Stone Therapy Lecture	*5 hrs*
Hot Stone Therapy Clinical Lab	*15 hrs*
MT:115 Therapeutic Applications	**24 hrs**
Therapeutic Applications Lecture	*8 hrs*
Therapeutic Applications Clinical Lab	*16 hrs*
MT:116 Self-Wellness	**20 hrs**
Self-Wellness Lecture	*10 hrs*
Self-Wellness Clinical Lab	*10 hrs*
MT:117 Professional Development	**20 hrs**
Professional Development Lecture	*10 hrs*
Professional Development Clinical Lab	*10 hrs*

NOTE: ***The classes above do necessarily represent the order in which the classes are delivered. Scrubs are required for all classes.***

MASSAGE THERAPY (44 Weeks/792 Clock Hour Program)	*CLOCK HRS
MT:118 Business Management	**40 hrs**
Business Management Lecture	*15 hrs*
Business Management Clinical Lab	*25 hrs*
MT:119 Ethics, Boundaries, Laws and Regulations	**20 hrs**
Ethics, Boundaries, Laws and Regulations Lecture	*20 hrs*
MT:120 Five Elements / Eastern Massage	**40 hrs**
Five Elements - Eastern Massage Lecture	*20 hrs*
Five Elements - Eastern Massage Clinical Lab	*20 hrs*
MT:121 Energetic Techniques	**20 hrs**
Energetic Techniques Lecture	*10 hrs*
Energetic Techniques Clinical Lab	*10 hrs*
MT:122-A Clinical Practical Internship - Part I	**60 hrs**
Massage Clinic Internship	*60 hrs*
MT:122-B Clinical Practical Internship-Part II	**60 hrs**
Massage Clinic Internship	*60 hrs*
Total	**792 hrs**

NOTE: ***The classes above do necessarily represent the order in which the classes are delivered. Scrubs are required for all classes.***

Introduction to Anatomy MT: 101

This basic course in human anatomy is designed to give the student a working anatomical vocabulary. Using these terms, gross anatomical structures will be identified and the integration of these structures will be examined.

Swedish Massage MT:102

This course teaches students to perform the techniques involved in a complete Swedish Massage, including the use of oils. Students will be able to explain and demonstrate the applications and the effects of massage on the circulatory system for relaxation and stress reduction.

Anatomy, Physiology And Pathology - A MT:103

This is one of three APP courses wherein students will study the structure, function and pathologies of the human body as they relate to the practice of massage therapy. This will become an essential skill that will serve as the foundation for the critical thinking required of massage therapists when making therapeutic decisions. In this course, students will learn basic medical terminology, body organization, basic cytology and histology, as well as the structure, function and pathologies of the integumentary, skeletal and muscular systems as they relate to massage therapy. Primarily a lecture and discussion course, students are encouraged to develop self-study and basic critical thinking skills in an engaging educational environment.

Anatomy, Physiology And Pathology - B MT:104

This is one of three APP courses wherein students will study the structure, function and pathologies of the human body as they relate to the practice of massage therapy. The systems covered in this course include the nervous system, with a look inside the senses of the body, the endocrine system, blood and the cardiovascular system. Through increased understanding of both the normal and abnormal structure and function of these systems, students develop their ability to relate anatomy, physiology and pathology to the practice of massage therapy. Utilization of proper medical terminology and critical thinking skills is actively reinforced in classroom experiences and students are encouraged and supported in the development of self-study skills.

Anatomy, Physiology And Pathology - C MT:105

This is one of three APP courses wherein students will study the structure, function and pathologies of the human body as they relate to the practice of massage therapy. The systems studied in this course include the lymphatic, immune, respiratory, digestive, urinary and reproductive systems. A discussion of common pathologies that effect these systems will serve to provide students a foundation for the critical thinking required of massage therapists when making therapeutic decisions in their practices. Additionally, students will study basic body metabolism and nutrition while discussing the principles of healthy eating. The use and development of self-study skills and professional medical terminology is encouraged.

Anatomy Origins, Insertions & Actions (OIA) MT:106

This course teaches students the bony landmarks and attachments of the major muscle groups, which enables them to locate the origins, insertions, and actions of each muscle. This skill allows for more specific hands-on application of massage techniques taught in other classes.

Deep Tissue/ Neuromuscular Therapy MT:107

This study in deep tissue massage provides the student with the skills to release stagnation, knots, and spasms that lie deep within the muscular tissue. Techniques for acute and chronic muscular conditions are also covered.

Aromatherapy MT:108

This course examines the practice of using essential oils including the tradition of ancient aromatherapy with respect to mental and physical well-being. Students will learn how to prepare a variety of common essential oils, their applications, and the therapeutic qualities of individual essential oils. Safety guidelines for the use of essential oils are reviewed and applied.

Chair Massage MT:109

Students will learn, practice and demonstrate massage techniques that utilize the massage chair for seated clients and involve the manipulation of soft tissue and acupressure. This type of bodywork is geared toward the corporate on-site massage when a massage table is inconvenient.

Kinesiology MT:110

Kinesiology is the study of movement. Students learn joint ranges of motion, as well as the lever action muscle groups that act upon these joints. They will be able to describe the interaction of agonistic, synergistic and antagonistic muscle groups, along with how they relate to each other.

Reflexology MT:111

Massage applications are learned using reflex points, primarily in the feet that correspond to other physiological systems in the body. The student will learn the basic principles and techniques of this relaxing and therapeutic treatment.

Special Populations MT:112

Students learn to massage those with special needs such as infants, pregnant women, the elderly, terminally ill, and cancer patients. Possible benefits will be discussed as well as contraindications, cautions and different types of massage for each special need.

Sports Massage MT:113

Massage, used in conjunction with sports, is considered by many athletic competitors to be essential for peak performance with minimal risk of injury. This course provides the student with pre/post sporting event massage techniques, as well as developmental training massage methods.

Hot Stone Therapy MT:114

Hot stone massage incorporates heated basalt river stones and cooled marble stones to facilitate a very relaxing treatment for the client and therapist. The stones are used as tools to provide deep penetrating heat at specific locations on the body, which brings relief to stiff and sore muscles.

Therapeutic Applications MT:115

This course examines methods of assessing musculoskeletal clinical pathologies, and presents massage treatment methods and techniques that address disorders of the neck, back, elbow, knee, and shoulder. This course is designed specifically to teach skills that are useful when working with chiropractors or other licensed health care providers.

Self-Wellness MT:116

This course teaches the importance of caring for the self as it relates to the ability to care for others. It is an opportunity for self-discovery and the possible need for improvement in areas such as: stress management, time management, nutrition, and exercise. Diet, goal setting, breathing exercises, and progressive relaxation are just a few of the tools taught in this class. These self-care exercises promote the student's physical and mental well-being which in turn helps promote better care for others.

Professional Development MT:117

In this course students will learn techniques on how to design a professional resume. Students will also practice professional correspondence by creating cover letters and thank you emails. Students will compare diverse employment settings, practice interviewing skills, and develop job search methodologies. Presentation and professionalism, including the importance of proper attire will be emphasized. The goal of this course is to prepare students for entering the professional massage environment with confidence.

Business Management MT:118

This course teaches students how to manage their massage practice. They will learn how to effectively communicate with clients and associates, and will be gain knowledge in permit requirements, record keeping, tax information, employment versus independent contracting, and advertising methods.

Ethics, Boundaries, Laws & Regulations MT:119

This course teaches the students to understand Ethics in their practice. The students will learn how to manage conflict, as well as provide methods to resolve issues and problems that can occur in the massage room. The definition and differences be-

tween laws, scope of practice, morals, values, and ethics is discussed as well as the value of ethical practice and professionalism in all areas of their practice and interpersonal relationships. The State of Illinois Massage Therapy Act is also reviewed.

Five Elements/ Eastern Massage — MT:120

This interactive course introduces students to principles and practical applications of various Eastern massage techniques and modalities. Topics include: history, theory, Qi, Yin/Yang, Five Elements, acupuncture, acupressure, cupping, and meridian theory. Students will gain tools to integrate Eastern techniques with a Western massage foundation.

Energetic Techniques — MT:121

This course is designed to aid students in the development of energetic techniques applicable to the practice of massage therapy. Students will be introduced to Reiki, Grounding, Body Scanning, Chakra Systems, and other energetic modalities.

Clinical Practical Internship Part I — MT:122-A

Students will practice massage therapy techniques acquired in the program in a clinical environment. Students learn and apply skills and techniques in a real massage clinic setting. Students practice and refine communication skills by interacting with a wide variety of clients. Integration of classroom and clinical learning is expected throughout this course. ***(MT:101 and MT:102 must be completed to begin Internship.)***

Clinical Practical Internship Part II — MT:122-B

This is a continuation of Clinical Practical Internship Part I. Students will continue to practice and fine tune the techniques and communication skills they have developed. Upon completion of clinical internship, students will be able to illustrate competent massage therapy techniques, prepare SOAP notes, perform daily clinic operations tasks, demonstrate professional communication skills, and execute proper body mechanics during massages. ***(MT:101 and MT:102 must be completed to begin Internship.)***



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2026 - 2027 Academic Calendar

Crystal Lake Campus

Medical Assisting Day Class Start Dates

January 19, 2026 – January 20, 2027 **(M/W) - CL**

May 4, 2026 – May 5, 2027 **(M/W) – CL**

July 14, 2026 – July 15, 2027 **(T/TH) - CL**

September 14, 2026–September 15, 2027 **(M/W)–CL**

December 3, 2026 – December 2, 2027 **(T/TH) – CL**

Medical Assisting Night Class (M-TH)

January 19, 2026 – January 21, 2027 **(EVE) - CL**

March 10, 2026 – March 11, 2027 **(EVE) – CL**

May 4, 2026 – May 6, 2027 **(EVE) – CL**

July 14, 2026 – July 15, 2027 **(EVE) - CL**

September 14, 2026–September 16, 2027 **(EVE)–CL**

December 3, 2026 – December 2, 2027 **(EVE) – CL**

Dental Assisting Day Class

March 9, 2026 – March 10, 2027 **(M/W)**

May 7, 2026 – May 6, 2027 **(T/TH)**

October 19, 2026 – October 20, 2027 **(M/W)**

Massage Therapy Day Class

January 26, 2026 – December 2, 2026 **(M/W)**

June 02, 2026 – April 20, 2027 **(T/TH)**

October 21, 2026 – September 15, 2027 **(M/W)**

***Dental Assisting & Massage Therapy are at the Crystal Lake campus only*

There will be no Class on the Following Days:

	2026 Holidays	**2027 Holidays:**	**2026-2027 Scheduled Breaks:**
** Presidents Day:*	*Feb. 16, 2026*	*Feb. 15, 2027*	** Spring Break: March 20, 2026 – March 29, 2026*
** Memorial Day:*	*May 25, 2026*	*May 31, 2027*	** Winter Break: Dec. 18, 2026 – Jan. 3, 2027*
** Juneteenth*	*June 19, 2026*	*June 19, 2027*	
** 4th of July:*	*July 3, 2026*	*July 5, 2027*	
** Labor Day:*	*Sept. 7, 2026*	*Sept. 6, 2027*	**Spring Break: March 20,2027 – March 28, 2027*
** Thanksgiving Day:*	*Nov. 26, 2026*	*Nov. 25, 2027*	**Winter Break: Dec. 18, 2027 – January 2, 2028*

ALL COURSE SCHEDULES ARE SUBJECT TO CHANGE

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2026 - 2027 Academic Calendar

Libertyville Campus

Medical Assisting Day Class Start Dates

January 19, 2026 – January 20, 2027 **(M/W) - LV**

March 10, 2026 – March 11, 2027 **(T/TH) – LV**

May 4, 2026 – May 5, 2027 **(M/W) – LV**

September 14, 2026–September 15, 2027 **(M/W) – LV**

December 3, 2026 – December 2, 2027 **(T/TH) – LV**

There will be no Class on the Following Days:

	2026 Holidays	**2027 Holidays:**	**2026-2027 Scheduled Breaks:**
* *Presidents Day:*	*Feb. 16, 2026*	*Feb. 15, 2027*	* *Spring Break: March 20, 2026 – March 29, 2026*
* *Memorial Day:*	*May 25, 2026*	*May 31, 2027*	* *Winter Break: Dec. 18, 2026 – Jan. 3, 2027*
* *Juneteenth*	*June 19, 2026*	*June 19, 2027*	
* *4th of July:*	*July 3, 2026*	*July 5, 2027*	
* *Labor Day:*	*Sept. 7, 2026*	*Sept. 6, 2027*	**Spring Break: March 20,2027 – March 28, 2027*
* *Thanksgiving Day:*	*Nov. 26, 2026*	*Nov. 25, 2027*	**Winter Break: Dec. 18, 2027 – January 2, 2028*

ALL COURSE SCHEDULES ARE SUBJECT TO CHANGE

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2026 - 2027 Academic Calendar

Aurora Campus

Medical Assisting Day Class Start Dates

February 18, 2026 – February 17, 2027 **(M/W) - AU**

August 11, 2026 – August 12, 2027 **(T/TH) – AU**

December 3, 2026 – December 2, 2027 **(T/TH) – AU**

Medical Assisting Night Class (M-TH)

May 4, 2026 – May 6, 2027 **(EVE) - AU**

August 11, 2026 – August 12, 2027 **(EVE) - AU**

October 12, 2026 – October 14, 2027 **(EVE) - AU**

December 3, 2026 – December 2, 2027 **(EVE) - AU**

There will be no Class on the Following Days:

	2026 Holidays	**2027 Holidays:**
* *Presidents Day:*	*Feb. 16, 2026*	*Feb. 15, 2027*
* *Memorial Day:*	*May 25, 2026*	*May 31, 2027*
* *Juneteenth*	*June 19, 2026*	*June 19, 2027*
* *4th of July:*	*July 3, 2026*	*July 5, 2027*
* *Labor Day:*	*Sept. 7, 2026*	*Sept. 6, 2027*
* *Thanksgiving Day:*	*Nov. 26, 2026*	*Nov. 25, 2027*

2026-2027 Scheduled Breaks:

* *Spring Break: March 20, 2026 – March 29, 2026*
* *Winter Break: Dec. 18, 2026 – Jan. 3, 2027*

Spring Break: March 20,2027 – March 28, 2027
Winter Break: Dec. 18, 2027 – January 2, 2028

ALL COURSE SCHEDULES ARE SUBJECT TO CHANGE

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2026 Textbook List

DENTAL ASSISTING/BLENDED PROGRAMS (Institutional)		ISBN/Description	List Price
1)	Dental Assisting, A Comprehensive Approach, 7th Edition – Singhal, DeFiore, Alvarez, Kantz, Phinney & Halsted (2026)	ISBN: 979-8-214-11385-2	$260.95
2)	Dental Assisting Instruments and Materials Guide, 3rd Edition – Norman, Phinney & Halstead (2022)	ISBN: 978-0-357-45740-5	$80.99
3)	Dental Terminology, 4th Edition – Kindle & Dofka (2022)	ISBN: 978-0-357-45682-8	$128.95

(E-Books Offered via Cengage Unlimited: https://www.cengage.com/)

MEDICAL ASSISTING/BLENDED PROGRAMS (Institutional)		ISBN/Description	List Price
1)	Medical Terminology for Health Professions, 9th Edition – A. Ehrlich, C. Shroeder, L. Ehrlich, K. Schroeder Smith (2022)	ISBN: 978-0-3575-1369-9	$161.95
2)	Medical Assisting: Administrative & Clinical Competencies, 9th Edition – Michelle Blesi (2022)	ISBN: 978-0-357-50281-5	$168.95
3)	Medical Assisting: Administrative & Clinical Competencies, 10th Edition – Michelle Blesi (2026)	ISBN: 979-8-214-11358-6	$168.95

(E-Books Offered via Cengage Unlimited: https://www.cengage.com/)

MASSAGE THERAPY PROGRAM (Institutional)		ISBN/Description	List Price
1)	Massage Principles and Practices, 7th Edition – Susan Salvo (2022)	ISBN: 978-0-323-87815-9	$102.99
2)	Trail Guide to the Body, 6th Edition – Andrew Biel (2019)	ISBN: 978-0-9987850-6-6	$82.95
3)	Trail Guide to the Body Student Workbook, 6th Edition – Andrew Biel (2019)	ISBN: 978-0-9914666-7-2	$32.95
4)	Trail Guide to the Body's Quick Reference to Trigger Points – Andrew Biel (2019)	ISBN: 978-0-9987850-8-0	$18.95
5)	A Massage Therapist's Guide to Pathology, 7th Edition - Ruth Werner (2019)	ISBN: 978-0-9982663-4-3	$85.95

*(**Books for the Massage Therapy Program will be physical copies)*

ADMINISTRATION & FACULTY

ADMINISTRATION

Eric Beier, Chief Executive Officer

Tricia Maxim, Director of Career Services

Natalie Mosteller, Career Services Coordinator

Katie Postelnick, Director of Compliance

Sandi Anderson, Student Services Administrator

Sumana Banerjee, Student Services Assistant

Darrell Russell, Director of Financial Aid

Victoria Patterson, Director of Educational Programming

Scott Lerette, Director of Admissions

Abby Dowell, Admissions Advisor

MEDICAL ASSISTING FACULTY

Sumana Banerjee	Jessica Brock	Shannon Burns	Karen Grube
Medical Instructor	CPR Instructor	Medical Instructor	Medical Instructor
Tina Horkey	Shawna Mendoza	Ashley Orona	Shameela Othman
Medical Instructor	Medical Instructor	Medical Instructor	Medical Instructor
Lynette Reedy	Emily Rojas	Bobbi Sandoval	
Medical Instructor	Medical Instructor	Medical Instructor & CPR Instructor	

DENTAL ASSISTING FACULTY

Hajira Syeda

Dental Instructor

MASSAGE THERAPY FACULTY

Candi Bax	Jeannie Christofalos	Andrew Luna	James Nemecek
Massage Instructor	Massage Instructor	Massage Instructor	Massage Clinic Coordinator
Kimberly Petersen	Coralee Watkin		
Massage Clinic Manager	Massage Instructor		

CAMPUS SAFETY & CRIME DISCLOSURE

ANNUAL CAMPUS SAFETY REPORT & CRIME STATISTICS

First Institute, Inc. is committed to providing a safe and secure educational environment for our students, staff, faculty and visitors. First Institute, Inc. adheres to and supports federal statute "20 U.S.C. 1092(f) Disclosure of Campus Security Policy and Campus Crime Statistics Act" also known as the "Clery Act". This law requires all colleges and universities that participate in federal financial aid programs to disclose and report campus crimes on an annual basis. Furthermore, the law requires that this information be available to current and prospective students and employees.

First Institute publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus in the Annual Campus Safety and Crime Statistics Report. This publication is distributed by October 1st annually to all students and employees, available to prospective students and employees upon request, and are published online at https://www.firstinstitute.edu/campus-safety-report/. Paper copies can be obtained at any time from the Title IX Coordinator or Student Services. Crime statistics are also posted in common areas of the buildings.

Institutional Disclosures Reporting Table

Reporting Period July 1, 2025 - June 30, 2026

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: First Institute

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name	*Medical Assisting*	*Dental Assisting*	*Massage Therapy*		
	CIP*	51.0801	51.0601	51.3501		
	SOC*	31-9092	31-9091	31-9011		
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		142	19	21		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	122	21	21		
	b) Re-enrollments	1	0	0		
	c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		265	40	42		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0	0		
	b) Completed or graduated from a program or course of instruction	121	18	20		
	c) Withdrew from the school	26	5	1		
	d) Are still enrolled	118	17	21		
1						
	a) Placed in their field of study	82	13	17		
	b) Placed in a related field	4	0	0		
	c) Placed out of the field	11	1	1		
	d) Not available for placement due to personal reasons	15	3	1		
	e) Not employed	6	1	1		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		137	0	20		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		110	0	17		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		5	2	5		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		$20.39	$18.78	$29.57		

***CIP**--Please insert the program CIP Code. For more information on CIP codes: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

***SOC**--Please insert the program SOC Code. For more informaiton on SOC codes: http://www.bls.gov/soc/classification.htm

***A course of instruction** is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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First Institute's Massage Clinic

Massage Therapy has many beneficial qualities such as relieving stress brought on by day to day life. It can promote peace of mind, relax muscle tension, increase circulation and it can also help foster a healthier lifestyle.



Student Massage Services

As part of our Massage Therapy program, students take full advantage of **First Institute's** approach to hands-on training. At our Massage Clinic students not only perfect the art of massage but gain confidence in a professional, real-world setting.

Swedish Massage		Hot Stone Massage	
60 minute Swedish Massage	$40.00	60 minute Hot Stone Massage	$60.00
90 minute Swedish Massage	$65.00	90 minute Hot Stone Massage	$75.00

***Hot-Stone has limited availability based on student course completion*

Special Pricing on 60-Minitue Swedish Massage for First Institute Active Students and Graduates

Active Students	$20.00
Graduated Students	$35.00

To schedule your appointment today

Call: 815-788-1057

Relaxation awaits!

Massage Clinic Address: 790 McHenry Ave. Crystal Lake, IL 60014

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Crystal Lake
Main Campus
790 S. McHenry Avenue
Crystal Lake, IL 60014
815-459-3500

Libertyville
Branch Campus
1139 S. Milwaukee Avenue
Libertyville, IL 60048
847-440-2000

Aurora
Branch Campus
405 North Eola Road, Suite C
Aurora, IL 60502
331-688-3931

www.firstinstitute.edu