



Disclosures and  
Student Consumer Information  
2024-2025

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## Introduction

Evora Health Institute (EHI) is committed to transparency and providing accurate, relevant, and timely information to our students, prospective students, families, employees, and the public. In accordance with the requirements of the Higher Education Opportunity Act (HEOA), EHI developed this consumer information document to provide convenient access to required information. Additional information regarding the HEOA may be found here: [Higher Education Opportunity Act](#).

## General Institutional Information

### Contact Information

Evora Health Institute  
14106 58th St. North  
Clearwater, Florida 33760

727-425-8001

[www.EvoraHealthInstitute.org](http://www.EvoraHealthInstitute.org)

## School Licensure, Accreditation Status, and Approvals

Evora Health Institute (EHI) is licensed by the Commission for Independent Education, Florida Department of Education—License #12948.

Additional information regarding Evora Health Institute may be obtained by contacting:

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

Evora Health Institute's Pharmacy Technician program is recognized as an approved pharmacy technician program by the Florida Department of Health, Division of Medical Quality Assurance. The license number is RTTP1462.

Evora Health Institute's Dental Assistant with Expanded Functions program is a Florida Board of Dentistry Approved Expanded Functions/Radiology Program consistent with Chapter 466.024, F.S. and Rule Chapter 64B5-16, F.A.C.

Evora Health Institute is not institutionally accredited. This lack of institutional accreditation makes the EHI ineligible to participate in the Title IV federal student aid program.

## Academic Programs

Evora Health Institute offers the following academic programs:

### Diploma Programs

- Behavioral Health Technician
- Dental Assistant with Expanded Functions
- Limited Scope Radiology
- Medical Assistant
- Pharmacy Technician

Program Descriptions, instructional hours, courses and course descriptions, credit hours, and program completion requirements are found in the Academic Program Information section of the Evora Health Institute Catalog. Start dates, last days to enroll, registration dates, and program end dates are found in the Evora Health Institute Catalog Supplement.

## Certification and Professional Licensure Requirements

### Limited Scope Radiography Program

Students in the Limited Scope radiography program are required to obtain their AART Limited Scope certification upon completion as well as a Florida state Licensure in Basic X-ray Machine Operator to be eligible for employment as a limited scope radiologist or to perform limited scope radiology as part of their scope of practice. The cost of one national certification attempt is included in the cost of Limited Scope Radiography program tuition.

### Pharmacy Technician Program

To obtain Registered Pharmacy Technician license in Florida, an individual must have completed a Board of Pharmacy approved pharmacy technician training program. Evora Health Institute's Pharmacy Technician program is approved by the Florida Board of Pharmacy (License # RTTP1462). As such, graduates of the Pharmacy Technician program will meet Florida's Pharmacy Technician Registration requirements. The cost of one national certification attempt is included in the cost of Pharmacy Technician program tuition.

### Dental Assistant with Expanded Functions Program

While dental assistants do not require a license to work in Florida, they must complete formal training with a Florida Board of Dentistry-approved program to perform expanded functions (EFDA) including radiology. Evora Health Institute's Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry. As such, graduates of the program are approved to perform expanded duties including dental radiology and do not require separate expanded functions or radiology certification to practice. The cost of one national certification attempt is included in the cost of Dental Assistant with Expanded Functions program tuition.

### Medical Assistant Program

Medical Assistants are not required to attain national industry certification or state licensure to work as a Medical Assistant in Florida. However, some employers require or strongly prefer Medical Assistants to hold national certification. As such, Evora Health Institute highly encourages all Medical Assistant program graduates to attain national industry certification. The

cost of one national certification attempt is included in the cost of Medical Assistant program tuition.

#### Behavioral Health Technician Program

Behavioral Health Technicians are not required to attain national industry certification or state licensure to work as a Behavioral Health Technicians in Florida. However, some employers and certain positions require or strongly prefer Behavioral Health Technicians to hold national certification. As such, Evara Health Institute highly encourages all Behavioral Health Technician program graduates to attain national industry certification. The cost of one national certification attempt is included in the cost of Behavioral Health Technician program tuition.

#### Blended Learning

Evara Health Institute delivers instruction via a blended learning modality. This modality was selected because it allows for increased flexibility for students (e.g., decreased commuting demands) while maintaining the integrity and effectiveness of technical instruction. Online didactic instruction and learning activities align with students' abilities, skills, and needs and include universally available learning resources and support (e.g., audio textbooks, optional graphic organizers). Technical competencies are effectively taught using hands-on practice with appropriate equipment and supervision, and students' competency achievements are well-documented. More information is found in the Evara Health Institute Catalog/Addendum. The Catalog, Addendum and Supplement are available on the Evara Health Institute website.

#### Textbook Information

Program	Title
Behavioral Health Technician	<ul style="list-style-type: none"> <li>• Foundations of Mental Health Care by Michelle Morrison-Valfre, published by FA Davis, 2021</li> <li>• Mental Health First Aid Training Materials, National Council for Mental Wellbeing, latest edition, 2021</li> <li>• Self-Care Rx for Healthcare Professionals, latest edition, 2023</li> <li>• The Resilient Handbook: Approaches to Stress and Trauma, latest edition, 2014</li> <li>• Treatment Planning for Person-Centered Care, latest edition, 2014</li> </ul>
Dental Assistant with Expanded Functions	<ul style="list-style-type: none"> <li>• Modern Dental Assisting by Doni L. Bird and Debbie S. Robinson, published by Elsevier, 2020</li> <li>• Modern Dental Assisting Workbook by Doni Bird and Debbie S. Robinson, published by Elsevier, 2020</li> <li>• Dental Instruments: A Pocket Guide by Linda R. Bartolomucci Boyd, published by Saunders, 2020</li> </ul>
Limited Scope Radiology	<ul style="list-style-type: none"> <li>• Radiography Essentials for Limited Practice, 6th Edition, published by Elsevier, 2020</li> <li>• Language of Medicine by Davi-Ellen Chabner, published by Elsevier, 2024</li> </ul>
Medical Assistant	<ul style="list-style-type: none"> <li>• Kinn's Medical Assistant: An Applied Learning Approach by Brigitte Niedzwiecki and Julie Pepper, published by Elsevier, 2022</li> <li>• Language of Medicine by Davi-Ellen Chabner, published by Elsevier, 2024</li> </ul>

Pharmacy Technician	<ul style="list-style-type: none"> <li>• Mosby's Pharmacy Technician Text and Workbook/Lab Package, published by Elsevier, 2022</li> <li>• Mosby's Pharmacy Technician Exam Review, published by Elsevier, 2020</li> </ul>
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## Administrative Personnel and Faculty

Information regarding Evara Health Institute's administrative personnel and faculty is found in the Evara Health Institute Catalog Supplement.

## Academic Calendar

Evara Health Institute's academic calendar is found in the Evara Health Institute Catalog Supplement. Whenever feasible, the Institute mirrors the Pinellas County Schools academic calendar in recognition that many of our students have children enrolled in Pinellas County Schools and that alignment makes coordination of schedules easier.

## Vaccinations

Adults whose occupations place them in contact with patients with contagious diseases are at increased risk for contracting vaccine-preventable diseases and, if infected, for transmitting them to their patients. Healthcare personnel, including physicians, nurses, students, support personnel, and students are encouraged to protect themselves and susceptible patients by receiving appropriate immunizations.

Florida Statute Section 1006.69 requires postsecondary educational institutions to provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 people die.

All students are encouraged to consider being vaccinated against these diseases.

All Evara Health Institute programs include requisite externship experiences completed within a healthcare facility. Immunization requirements can vary based on healthcare facilities' policies, the specific role of the healthcare worker, and regional regulations. In addition to required immunizations, many healthcare organizations require students to be screened for Tuberculosis. If a student tests positive, the student must present evidence of a clear chest x-



ray before starting the externship. Healthcare organizations may also require students to undergo physical examinations to establish that they are capable of performing the required tasks and to reduce the risk of injury.

Participation in externship/clinical experiences at a healthcare facility requires that students comply with the organization's immunization, screening, and examination requirements. Students will not be released to begin their externship/clinical experience until proof of compliance with the health policies of their assigned externship site (e.g., immunization records) is provided to Evara Health Institute. The following vaccinations are commonly required to participate in an externship/clinical at a medical facility:

- MMR (measles, mumps, rubella)
- Varicella (chicken pox)
- Tdap (Tetanus, Diphtheria, and Pertussis)
- Hepatitis B (HBV)
- Influenza
- Pneumococcal

Evara Health Institute supports students to meet immunization, screening, and examination requirements of their assigned externship/clinical site(s) including placing the orders for the procedures and covering associated expenses.

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

This Family Educational Rights and Privacy Act (FERPA) Policy outlines the guidelines and procedures followed by Evara Health Institute to ensure compliance with the federal law known as the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations, 34 C.F.R. Part 99. FERPA grants eligible students certain rights with respect to their education records and establishes the privacy of these records.

Evara Health Institute's FERPA Policy is designed to safeguard the privacy and confidentiality of student education records in accordance with federal law. The Institute is committed to upholding the rights and responsibilities outlined in FERPA and will take all necessary steps to ensure compliance and protect the information entrusted to its care.

A student is any individual who is currently or has been enrolled at Evara Health Institute and for whom the Institute maintains education records.

Education Records include all records, files, documents, and other materials maintained by Evara Health Institute that are directly related to a student, excluding records of instructional, administrative, and support personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker. Evara Health Institute notifies students of their FERPA rights during the enrollment process.

### FERPA Rights and Guidelines

**Right to Access:** Students have the right to inspect and review their education records within 45 days of the day Evara Health Institute receives an access request. Students should submit a written request to the Registrar's Office specifying the records they wish to review. The Institute will make access arrangements and notify the student of the time and place where the records may be inspected.

**Right to Amend Records:** If a student believes that information contained in their education records is inaccurate, misleading, or otherwise in violation of their privacy rights, they may request the Evara Health Institute to amend the records. The Institute will consider the request and, if appropriate, make the necessary corrections.

**Consent for Release of Records:** Evara Health Institute will not disclose personally identifiable information from a student's education records without written consent, except as permitted by law. Consent must be provided by the student in writing via completion of a FERPA Release form and must specify the records to be disclosed, the purpose of the disclosure, and the parties to whom the disclosure may be made.

**Third-Party Requests:** Evara Health Institute may release education records to a third party, including parents or guardians, only with a student's written consent or if the third party provides evidence that the student is a dependent for tax purposes as defined by the Internal Revenue Code.

**Disclosure without Student Consent under FERPA:** Evara Health Institute may release private information under certain exceptions consistent with FERPA regulations. These circumstances include:

1. School Officials with Legitimate Educational Interests:

- One exception to the consent requirement under FERPA involves the disclosure of personally identifiable, non-directory information to school officials with legitimate educational interests. In such cases, Evara Health Institute may share education records with these individuals without obtaining a student's prior written consent.
- A "school official" can be an individual employed by Evara Health Institute in various roles, including administrative, supervisory, academic, research, or support staff positions. It can also refer to a person or organization contracted by Evara Health Institute to provide specific services on its behalf. This could include individuals serving on the Board of Trustees or students involved in official committees, such as disciplinary or grievance committees, or assisting other school officials in their roles.
- A school official is deemed to have a legitimate educational interest if accessing an education record is necessary to fulfill their professional responsibilities at Evara Health Institute.

2. Health and Safety:

- Another exception to the consent requirement under FERPA pertains to the disclosure of personally identifiable information when there is a need to protect the health or safety of the student or others. This exception allows for the sharing of information with appropriate parties, including law enforcement officials, trained medical personnel, public health officials, and parents, but only when there is an actual, impending, or imminent danger.
- It's important to emphasize that this exception is not invoked lightly, and personally identifiable, non-directory information is only disclosed under this exception when there is a clear and immediate threat. This exception is limited to the duration of the emergency.

3. Other Schools:

- In cases related to a student's enrollment or transfer, Evara Health Institute may share education records with other schools that have requested these records. This applies to schools in which the student intends to enroll, is currently enrolled, or is seeking enrollment.

#### 4. Directory Information:

- Evara Health Institute may disclose certain directory information without obtaining a student's consent unless the student has chosen to restrict the release of this information. Directory information recognized by Evara Health Institute includes:
  - Student's name
  - Address
  - Telephone listing
  - Photograph or video
  - Program of study
  - Dates of attendance
  - Participation in officially recognized activities
  - Credentials, honors, and awards received

**Record of Disclosures:** Evara Health Institute will maintain a record of each request for access to and each disclosure of personally identifiable information from a student's education records. The record will indicate the name of the party making the request, any additional parties to whom the information may be disclosed, and the legitimate interests these parties had in requesting or obtaining the information.

**Student Complaints:** A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Evara Health Institute to comply with the requirements of FERPA. FERPA administration is overseen by:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

For more information about FERPA or to submit requests related to education records, please contact the Registrar.

#### Leave of Absence (LOA) Policy

Evara Health Institute's Leave of Absence (LOA) policy is designed to provide students with the opportunity to temporarily interrupt their education due to specific extenuating circumstances while maintaining their enrollment status. This policy outlines the conditions, procedures, and responsibilities associated with requesting and granting a leave of absence.

**Eligibility:** To be eligible for a leave of absence, a student must meet the following criteria:

- Be currently enrolled in a program at Evara Health Institute.
- Have completed at least one term of study.

- Demonstrate valid reasons for the leave, such as medical issues, military service, personal emergencies, or other circumstances as approved by Evara Health Institute.

**Requesting a Leave of Absence:** Students wishing to take an LOA must adhere to the following procedures:

- Submit the Leave of Absence Request and Approval Form to the Director of Education.
- Provide documentation or evidence, if required, supporting the reason for the requested leave (e.g., medical certificates, military orders, or other relevant documents).

**Duration of Leave:** An LOA may be granted for a minimum of one course term (e.g., 6 weeks) and a maximum of four consecutive terms. The total duration of all LOAs during a program may not exceed 180 days in any 12-month period.

**Approval and Denial of Leave:** Evara Health Institute will review and respond to LOA requests within seven (7) days of receipt. LOAs will be approved or denied based on the validity of the reason provided, the impact on academic progress, and the institution's ability to accommodate the request.

**Tuition and Financial Assistance Considerations:** During an approved LOA, students will not be required to make tuition payments. However, tuition obligations remain unchanged.

**Returning from Leave:** Students on an approved LOA must:

- Notify the Director of Education their intention to return at least one week before the end of the approved leave period or one week before a requested early return.
- Complete all required re-entry paperwork and procedures.

**Academic and Programmatic Considerations:** Students returning from an LOA will be re-admitted to the same program, with the same academic and financial assistance status they had at the start of the leave. Students should work closely with academic advisors to plan their return and ensure a smooth transition.

**Termination of Enrollment:** If a student exceeds the maximum allowable leave duration or fails to return from an approved leave, their enrollment at Evara Health Institute may be terminated. Termination may also occur if the student does not meet the academic and financial obligations upon returning from the leave.

**Appeals:** Students have the right to appeal the denial of an LOA request by following the established appeals process.

**Administrative Leave of Absence:** At times, students may be put on an Administrative Leave of Absence due to challenges related to course availability. This situation is most likely to arise when a student fails a course and needs to retake it, but that specific course is not currently being offered. Additionally, it can occur when a student has completed all available courses or cannot enroll in available courses because the failed course is a prerequisite. In such cases, students are temporarily placed on Administrative LOA, and their return date aligns with the availability of the next program course for which they are eligible to enroll.

**Contact Information:** For questions or assistance regarding the Leave of Absence Policy, students should contact the Director of Education.

Additional information related to Evara Health Institute's Leave of Absence policy can be found in the Evara Health Institute Catalog.

## Tuition and Fees

Program	Credits	Tuition	Books	Fees	Total Program Cost
Behavioral Health Technician	27.5	\$7500	Included	Included	\$7500
Dental Assistant with Expanded Functions	30	\$7500	Included	Included	\$7500
Limited Scope Radiology	29.5	\$7500	Included	Included	\$7500
Medical Assistant	33	\$7500	Included	Included	\$7500
Pharmacy Technician	28.5	\$7500	Included	Included	\$7500

Fees Included in Total Program Cost for All Programs
Eligibility Screening—background check, drug testing, basic skills assessment
Cost of required Titters, immunizations, physical exam and testing

Lab instruments, equipment, supplies, and materials
Two pairs of student scrubs and a lab jacket (if required for program)
Textbooks
Certification/Board exam fees

NOTE: Tuition costs for standard-term programs vary when courses are failed and must be repeated. Full tuition is charged equal to the original cost of the course being retaken.

### Total Cost of Attendance

A student's cost of attendance is an estimate of the student's educational expenses for the period of enrollment. Cost of attendance components include tuition and fees, books, supplies, transportation, room and board, dependent care, and loan fees. It is important to consider both direct costs (i.e., tuition and fees) and indirect costs (e.g., transportation, housing) during the time a student plans to attend school. A student's financial need is determined based on the student's cost of attendance minus the student's expected family contribution. The total cost of attendance may vary depending on a student's individual situation and decisions. More information about how to calculate the total cost of attendance can be found at [Estimate your college cost | USAGov](#).

### Satisfactory Academic Progress

Evora Health Institute is committed to ensuring that all students make satisfactory academic progress toward their educational goals. This policy outlines the standards, guidelines, and procedures for measuring and maintaining satisfactory academic progress. The institute recognizes the importance of consistent monitoring, equitable application, and supportive measures to help students succeed.

#### SAP Evaluation Points

Evora Health Institute evaluates SAP at designated SAP evaluation points. Specifically, the Institute evaluates SAP in terms of Cumulative Grade Point Average (CGPA) and Pace of Progress (POP) at the end of each semester for students enrolled in programs 18 weeks or longer. The Institute evaluates SAP in terms of MTF at the end of each academic year or midway through a student's program, whichever is shorter.

Satisfactory Academic Progress standards encompass both academic quality and attendance requirements and include both quantitative and qualitative evaluation of standards including grade point average (CGPA), Pace of Progress (POP), and Maximum Time Frame (MTF), which are measurable against established norms.

**Cumulative Grade Point Average (CGPA)**—CGPA is calculated to evaluate SAP at the end of each semester for students enrolled in programs 18 weeks or longer. All courses completed to date, including internal transfer credits, are included in the CGPA calculation. To meet SAP standards at the first evaluation point, students must earn a CGPA of 1.5. To meet SAP standards beyond the first evaluation point, students must earn a CGPA of 2.0. At the end of the second academic year, students are required to have a CGPA of 2.0 or higher to meet SAP standards.

**Pace of Progress (POP)**—POP is calculated at the end of each semester for students enrolled in programs 18 weeks or longer. POP is calculated by dividing the total number of credit hours

the student successfully completed by the total number of credit hours the student attempted in the current program including transfer credits. To meet SAP standards at the first evaluation point, students must demonstrate a minimum POP of 62%. To meet SAP standards beyond the first evaluation point, students are required to demonstrate a POP of 67 (normal rounding rules apply).

**Maximum Time Frame (MTF)**—The MTF required for the successful completion of one’s educational program cannot exceed 150% of the normal program length. Transfer credits are treated as attempted and included in the calculation. MTF is evaluated at the end of each academic year or midway through each student’s program, whichever is shorter. To meet SAP standards, students must have attempted fewer than 150% of program credits and be on track to finish the program within 150% of program credits.

#### Grades and Credits Included in SAP CGPA, POP, and MTF Calculations

The following table identifies each of the grades/transcript designations utilized by Evara Health Institute. The chart includes percentage bands (if applicable), quality points (if applicable), and a description for each letter grade or transcript designation. The table also designates which grades are included in credits earned, credits attempted CGPA calculations, POP calculations, and MTF calculations. and quality points define the impact of various academic factors on satisfactory progress, including course withdrawals, incomplete grades, repeated courses, transfer credits, proficiency credits, and non-punitive (pass/fail) grades.

#### Notification of SAP Evaluation Results

Evara Health Institute performs SAP calculations and provides written notification of evaluation results for each student who did not meet SAP standards no later than ten (10) calendar days from the end of an evaluation point. This notification includes information regarding the change in academic standing and details about the implications of the change in standing, requirements, expectations, and next steps.

Students on an LOA at the time of the SAP evaluation point are notified upon their return from the LOA. Students returning from LOA who are informed that they have been placed on Academic Suspension must submit a SAP Appeal and an Academic Improvement Plan within seven (7) calendar days (excluding scheduled breaks) after notification. Students who fail to fulfill these requirements are dismissed. Students returning from LOA who are informed that they have violated MTF are dismissed and are required to follow the procedures outlined in the “Failure to Meet SAP due to Maximum Time Frame (MTF) Violation” section of this policy.

#### Failure to Meet SAP Due to CGPA or POP—Academic Standing

The policy outlines the process for warning or probation, including the criteria for placement on and removal from probation. This approach offers students a chance to improve their performance while receiving guidance and support.

**Academic Warning**—Students who fail the first or subsequent SAP evaluation due to CGPA or POP after meeting SAP in the previous evaluation are placed on Academic Warning. Students placed on Academic Warning are notified of their change of academic standing in writing and required to meet with their Program Director and/or Director of Student Services to discuss available support and resources. Students who meet SAP standards at the next evaluation point



are considered in good academic standing. Students who fail to meet SAP standards at the next evaluation point are placed on Academic Probation.

**Academic Probation**—Students who fail to meet SAP standards at the evaluation point following being placed on Academic Warning are placed on Academic Probation. Students placed on Academic Probation are notified in writing of their change in academic standing and of the requirement to work with their Program Director to create a formal Academic Improvement Plan which they agree to implement to improve their academic performance by the next SAP evaluation point. Students who meet SAP at the evaluation point following being placed on SAP Probation are considered in good academic standing. Students who do not meet SAP standards at the next SAP evaluation point are placed on Academic Suspension.

**Academic Suspension**—Students who fail to meet SAP standards at the evaluation point following being placed on Academic Probation are placed on Academic Suspension and are at risk of being dismissed. Students placed on Academic Suspension are notified in writing of their change in academic standing and that the submission and subsequent approval of a formal SAP Appeal and an updated Academic Improvement Plan are required to avoid dismissal from their program.

**SAP Appeal Process**—Students who are placed on Academic Suspension are required to submit a formal SAP Appeal and an updated Academic Improvement Plan within seven (7) calendar days (excluding breaks of 5 or more days and LOAs) of being notified regarding their change in academic standing.

**Program Dismissal**—Students who fail to submit a required SAP Appeal and updated Academic Improvement Plan within seven (7) calendar days of notification (excluding breaks of 5 or more days and LOAs) are dismissed from their program. A student whose SAP Appeal is denied is dismissed from his/her program. Upon dismissal, students are unregistered from all enrolled courses. The student will not be charged for unregistered courses.

**Re-Entry Conditions**—Students seeking to re-enter after being dismissed from their program while in Academic Suspension standing must submit a SAP Appeal and Academic Improvement Plan for consideration along with his/her application for re-entry. A student whose SAP Appeal and Academic Improvement Plan is approved will be allowed to re-enter their program, provided their re-entry does not violate another Institute policy.

**Progress Expectations**—Students who are allowed to re-enter after being dismissed for failing to meet SAP standards are expected to demonstrate academic engagement and earn passing grades to be allowed to continue in their program. Once SAP standards are achieved, the student will be considered in good academic standing. Students who fail one or more courses or violate the attendance policy following re-entry will be dismissed and will not be allowed to re-enter the same program in the future.

#### Failure to Meet SAP due to Maximum Time Frame (MTF) Violation

**Program Dismissal**—Students who have taken greater than 150% of the program's credit hours or for whom it has been determined that they will not be able to finish the program within 150% of the program's credit hours are dismissed.

Maximum Time Frame Thresholds by Program		
Program	Program Credit Hours	Maximum Credit Hours Attempted



Behavioral Health Technician	27.5 Credits	41.25 Credits
Dental Assistant with Expanded Functions	30 Credits	45 Credits
Limited Scope Radiology	29.5 Credits	44 Credits
Medical Assistant	33 Credits	49.5 Credits
Pharmacy Technician	28.5 Credits	42 Credits

**Completer Students**—Evara Health Institute students who complete all academic program requirements but do not achieve the required 2.0 CGPA to graduate from their program may repeat courses within their academic program. Completer students will be placed on Extended Enrollment during this period and will not be eligible for student assistance and will not be charged tuition for courses repeated after completing their program requirements.

Completer students in an Extended Enrollment status who exceed MTF will be dismissed. Completer students approved to re-enter will return to Evara Health Institute in an Extended Enrollment status, will not be eligible for student assistance, and will not be charged tuition for repeated courses.

**Re-Entry Conditions**—Any student dismissed for MTF who desires to re-enter into his/her program of study must submit a SAP Appeal and Academic Improvement Plan for consideration along with his/her application for re-entry. Students whose appeals and academic improvement plans are approved will be allowed to re-enter their program.

**Expected Progress**—Students who are approved for re-entry after being dismissed for MTF are expected to demonstrate academic engagement and earn passing grades to be allowed to continue in their program. Students who fail one or more courses or violate the attendance policy following re-entry will be dismissed and will not be allowed to re-enter the same program in the future.

#### SAP Appeal and Academic Improvement Plan Approval Process

Evara Health Institute has established an appeal process for students who fail to meet SAP standards and are consequently at risk for dismissal or have been dismissed from their program. The appeal process provides students with an opportunity to provide information regarding factors that impacted their ability to be academically successful, action steps that have or will be taken to address those factors, and confirmation that they will adhere to their Academic Improvement Plan until SAP standards are met.

SAP appeals must identify the circumstances and factors that interfered with the student's ability to be academically successful. Acceptable circumstances or factors for a SAP appeal approval include:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Evara Health Institute

Students must describe what strategies have been applied or will be applied to address or overcome the circumstances/factors that caused or contributed to the student's lack of academic success.

Finally, students must agree to adhere to the Academic Improvement Plan submitted with the SAP Appeal and to seek support if the improvement plan is insufficient or ineffective.

SAP Appeal approval is determined on an individual basis. Each appeal is unique and assessed individually during the review process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The completeness of the appeal
2. The student's accurate and comprehensive description of:
  - The circumstances/factors causing or contributing to his/her failure to meet SAP standards.
  - The strategies applied or planned to address identified circumstances/factors.
3. The perceived uniqueness and impact of identified circumstances/factors
  - Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP.
4. The student's CGPA, POP, and/or MTF. These variables are assessed to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., graduation).
5. Prior SAP appeals made by the student. Evara Health Institute may consider information from other sources, such as prior appeals, when appeal approval decisions.

SAP Appeal decisions are made by the SAP Appeal Committee consisting of the Vice President of Education and Curriculum, the student's Program Director, and a student service provider. Students are informed if their SAP Appeal was approved within five (5) calendar days of the appeal decision. If a SAP Appeal is denied, the reason for the appeal denial is documented in the student's academic record two (2) business days after the appeal decision.

Appeal decisions are final.

Additional detailed information related to SAP expectations and procedures is found in the Evara Health Institute Catalog.

## Program Withdrawal

### Student Voluntary Withdrawal Requests

Students who wish to voluntarily end their enrollment after Evara Health Institute's official cancellation period may withdraw from Evara Health Institute at any time. A student is considered officially withdrawn on the day he/she notified an Evara Health Institute faculty or staff member of his/her intent to withdraw from his/her program. Students who seek to withdraw from school after the cancellation period and before the completion of their program should contact the Registrar's Office by visiting the office in person, via telephone, or by email at [EvaraRegistrar@hcnetwork.org](mailto:EvaraRegistrar@hcnetwork.org) officially request to withdraw from their program.

### Process to Stop or Reverse Withdrawal Procedures

Any student who requests to withdraw from Evara Health Institute and then subsequently decides to remain enrolled may stop or reverse the withdrawal process by communicating his/her intent to remain enrolled in his/her program. Students must communicate their intent to remain enrolled in writing within three (3) business days (excluding scheduled breaks of 5 calendar days or more) from the date of their official withdrawal notification.

Only students who are eligible to return to school may cancel their official withdrawal notification. Any student whose reinstatement or continued enrollment would violate another Evara Health Institute policy (e.g., the student was subject to dismissal) is not eligible to cancel their official withdrawal and is required to adhere to the Student Re-Entry Policy and procedures to return to school.

#### Program Withdrawal Due to Nonattendance

Evara Health Institute will withdraw any student who:

1. Violates the published attendance policy or
2. Fails to return from a leave of absence.

**Student Notification**—All withdrawn students are notified of their official withdrawal from their programs in writing.

**Grading**—Students who are withdrawn from their program of study during a grading period will receive a W grade as outlined in the Grading System Policy for any course currently in progress. Students receive a WD grade for any courses scheduled in which the student did not begin attendance.

**Financial Obligations**—Students who are withdrawn from their program may owe tuition following the provision of appropriate institutional refunds. Additional information may be found by reviewing the Institutional Refund Policy within this catalog. Students are responsible for paying the final balance owed to Evara Health Institute.

### Student Dismissal and Expulsion

In accordance with established Evara Health Institute policy, a student may be dismissed or expelled from school for conduct, academic, and program eligibility violations including:

#### Conduct

1. Serious or chronic violations of the Student Code of Conduct
2. Violation of the Non-Discrimination, Anti-Bullying, No Harassment, Anti-Hazing, or Retaliation Policies

#### Academic

3. Failure to meet Satisfactory Academic Progress Policy requirements.
4. Failing the same course or equivalent courses three times

#### Program Eligibility

5. Violation of Drug Screening Policy
6. Violation of Background Screening Policy

**Student Notification**—All students who are dismissed or expelled are notified in writing.

**Grading**—Students who are dismissed or expelled from their program during a grading period will receive a W grade as outlined in the Grading System Policy for any course currently in progress. Dismissed or Expelled students receive a WD grade for any courses scheduled in which the student did not begin attendance.

**Financial Obligations**—Students who are dismissed or expelled from their program may owe tuition following the provision of appropriate institutional refunds. Additional information may be found by reviewing the Institutional Refund Policy within this catalog. Students are responsible for paying the final balance owed to Evara Health Institute.

### **Institutional Refund Policy**

Evara Health Institute is committed to providing an equitable and transparent refund policy for all students in accordance with federal refund guidelines and the refund guidelines set by the Commission for Independent Education (CIE) rule. The refund policy is designed to ensure fairness and clarity in the event that a student withdraws, is dismissed, is placed on an Administrative Leave of Absence, transfers programs, or fails to return from a leave of absence.

**Equitable Policy Administration:** Evara Health Institute's refund policy applies to all students and is uniformly administered. The policy is designed to ensure that students are fairly reimbursed based on the length of time they remain enrolled in their program.

**Disclosure in Catalog and Enrollment Agreement:** Evara Health Institute's refund policy is fully disclosed in both the Institute's catalog and enrollment agreement (i.e., Enrollment Agreement (EA)) to provide transparent information about important financial aspects of their enrollment.

**Integration of Expenses:** Evara Health Institute does not charge students separately for supplies, books, equipment, uniforms, services, or any other program-related resource. All associated program expenses are integrated into the cost of program tuition.

**Provisional Registration Period:** Evara Health Institute has established a provisional registration period commensurate with the length of a student's first course (typically 6 weeks) during which students are provisionally registered. No tuition is charged to a student's account during the provisional registration period. Once a student satisfies all registration requirements, they become responsible for paying tuition and may receive any student assistance for which they are eligible, retroactive to the beginning of the student's program. See the Provisional Registration Period Policy for additional information.

**Billing, Calculation, and Refund Timelines:** Evara Health Institute students are billed by payment period (i.e., semester) for all courses scheduled for that semester. All institutional refund calculations are completed within thirty (30) calendar days of the date of determination. The date of determination is the date Evara Health Institute determined the student to be no longer enrolled in a program including those who were withdrawn, dismissed, placed on an Administrative Leave of Absence, transferred to another Evara Health Institute program, or failed to return as planned from a leave of absence. Refund calculations are based on a student's last day of attendance. The last day of attendance for a student is the last day the student was physically present in a scheduled class, earned externship/clinical hours, or engaged in attendance-generating academic activity within the online course room such as discussion boards, submission of assignments, or assessments (blended programs only). If the student is owed a refund from the institutional refund calculation, Evara Health Institute processes the necessary refund within thirty (30) calendar days and returns unearned student assistance within 45 calendar days of the date of determination. Students are responsible for any balance due on their accounts following the application of an appropriate pro-rata refund.

Proration Process: Evara Health Institute students are billed for tuition by semester payment period (i.e., typically 18 weeks) for all courses scheduled for that semester. A student who is no longer enrolled in an Institute program receives a pro-rata refund based on the percentage of the payment period (semester) completed by the student as follows:

- A student who is no longer enrolled before the start of a payment period for which they have been charged, the student receives a refund of 100% of tuition charges.
- A student who is unenrolled after the start of a payment period for which they have been charged but before or at the 60% completion of the payment period is issued a pro-rata refund as follows:
  - The pro rata amount of tuition refunded is determined by dividing the number of calendar days after a student's last day of attendance in the payment period by the number of calendar days in the payment period.
  - The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period. Scheduled breaks of 5 calendar days or more and periods of leave of absence are excluded from the calculation.
  - Refunds are rounded to the nearest whole dollar.

Evara Health Institute is dedicated to maintaining fairness and transparency in all aspects of our educational programs, including financial matters. If you have any questions or concerns regarding our refund policy, please don't hesitate to contact our Student Finance office for assistance.

### Transfer Credit Policy

Students may be eligible to receive transfer credit for successfully completed equivalent coursework or prior learning, as validated, evaluated, and confirmed by a qualified instructor at Evara Health Institute. The decision to accept transfer credits is at the discretion of the accepting institution. Students are responsible for confirming whether or not credits will be accepted by another organization of the student's choice. As such, Evara Health Institute cannot guarantee the transfer of credits from the Institute to other organizations or from another organization to Evara Health Institute. All potential credits are reviewed on a case-by-case basis and accepted credits are awarded at the discretion of the Evara Health Institute.

Evara Health Institute considers previous education for transfer credit from the following sources:

- Advanced Placement Courses approved by the College Board.
- DANTES Subject Standardized Tests (DSSTs).
- CLEP credits that meet minimum ETS or ACE scores.
- Military training approved by ACE.
- Postsecondary institutions that are accredited by an accrediting agency recognized by the U.S. Department of Education or CHEA (Council for Higher Education Accreditation).

- Organizations that are members of the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE), or American Association of Collegiate Registrars and Admissions Officers (AACRAO).
- Credits previously earned at Evara Health Institute.

Evara Health Institute references the following guidelines when determining the transferability of credits:

- Prior learning or credits earned more than five years ago generally will not be accepted.
- Only credits earned for courses outside of Evara Health Institute for which the students earned a grade of “C” or better will be considered for transfer credit.
- Evara Health Institute reserves the right to waive any requirements or require additional proof of mastery through skill demonstrations.
- Students must complete a minimum of 25% of the total credits in the program for which they are enrolled at Evara Health Institute.

#### Transfer Credit Evaluations For Previous Education

Students who previously attended a post-secondary organization other than Evara Health Institute or attended Evara Health Institute but did not complete their program may request a Transfer Credit Evaluation to determine the transferability of previously earned credits to the student’s current program of study at Evara Health Institute.

Credit transfer evaluation requests should be submitted before starting the program, but no later than the end of the first week of the student’s first course period. A Transfer Credit Evaluation Request form may be requested from the Registrar. Students are responsible for ensuring the form is completed in its entirety. Incomplete or ineligible forms will not be processed. Unofficial transcripts, course descriptions, and/or the outside organization’s catalog (URL for electronic catalog access) may be provided to the Registrar for initial, unofficial evaluation and consultation.

Official transcripts may not be issued to the student and must be sent directly to:

Evara Health Institute  
Attn: Registrar  
14106 58<sup>th</sup> St. N.  
Clearwater, FL 33760

Before submitting for a transfer credit evaluation, Evara Health Institute requires that all foreign transcripts and any transcript in a language other than English be processed for translation and evaluation by an organization recognized by the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE), or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Evara Health Institute reviews and awards appropriate transfer credit within 30 days of receiving all required documentation, including official transcripts. Transfer credit evaluations are completed by the Registrar with input from Program Directors as needed. Awarding of transfer credit is based on a thorough transcript analysis completed to validate and confirm potential transfer credits and determine the congruence and applicability of potential transfer credits to the student’s program of study at Evara Health Institute. Transcript analysis includes the following steps:



1. Course level
2. Course title
3. Earned grade—courses with earned grades below a “C” are not evaluated past this step.
4. Number of credits
5. Course description
6. Course objectives

Transfer Credits are granted only in semester credit hours. If the transcript contains quarter hours, the quarter hours are divided by 1.5 to obtain semester credit hour equivalent. Partial hours are not rounded up. Students granted transfer credit for courses taken outside of Evara Health Institute will be awarded a grade of “TC.”

External transfer credits do not affect a student’s Cumulative Grade Point Average (CGPA) but do affect a student’s Pace of Progress (POP) and Maximum Time Frame (MTF). Please see the Satisfactory Academic Progress (SAP) section of this catalog for more information.

Transcripts of students who previously completed a program at Evara Health Institute are automatically evaluated for transfer credit following the student’s completion of the Enrollment Agreement. Evara Health Institute has made all attempts to create stackable programs through which students may acquire specialization within their field or have an expedited pathway to entering a new field by completing articulating Evara Health Institute programs.

#### Internal Transfer Credit

A full transcript review will be conducted for any previous Evara Health Institute student seeking to return to the Institute after having left before graduating from their program of study. Internal transfer credit may be awarded for courses with the same course code if credits were earned less than three years before re-entry. Evara Health Institute reserves the right to deny internal transfer credit for courses with the same course code if significant curriculum changes occur. Internal transfer credit will not be awarded for courses with course codes that have changed or are no longer part of the program requirements unless an equivalency crosswalk for the course code has been established by Evara Health Institute. Students re-entering after one year who are seeking internal transfer credit for courses with clinical competency requirements are required to demonstrate clinical proficiency by completing a competency check with a qualified instructor. Only students who demonstrate clinical proficiency via this competency check may be awarded internal transfer credit.

Registrar reviews transcripts upon reentry and un-associates any courses that no longer apply to the program due to program requirement changes, significant course curriculum changes, lack of clinical proficiency, or timeframe course credits were earned (e.g., more than three years from date of re-entry).

#### Transfer Credit When Transferring Programs

Students may decide to transfer from one Evara Health Institute program to another. Similarly, re-entering students may choose to re-enter into a different program from which they withdrew. In some instances, programs share or have equivalent courses. Same and equivalent courses are accepted for transfer into the student’s new program of study, given course credit was earned less than three years prior for returning students. These transferred credits and associated grades are applied to the student’s new program and included in the calculation of SAP as both attempted and earned (if successfully completed), and affect CGPA, POP, and

MTF based upon the earned grade. Please see the Satisfactory Academic Progress section of this catalog for more information.

#### Credit For Prior Learning/Proficiency

Evora Health Institute students may be awarded credit for prior learning/proficiency that is validated, evaluated, and confirmed by a qualified Institute instructor. Credit for prior learning is evaluated and awarded only if the student's prior learning aligns with program requirements within the student's chosen field of study and the student can demonstrate basic proficiency for relevant skills via a Prior Learning Evaluation. Students are responsible for requesting a prior learning evaluation to determine their eligibility for credit. Requests are made by completing a Prior Learning Evaluation form and submitting it to the Registrar. The Prior Learning Evaluation form will be provided by the Registrar. Requests for prior learning evaluation should be submitted before the start of the student's program, but no later than the end of the first week of the program. Students are responsible for ensuring the form is completed in its entirety. Incomplete or ineligible forms will not be processed.

The prior learning evaluation will be scheduled with a qualified Institute instructor within seven days of receiving a complete Prior Learning Evaluation form. Students should expect to spend between one to three hours (or more) engaged in the evaluation process, depending on the number of skills requiring assessment.

Students awarded credit for prior learning/proficiency are awarded Proficiency Credit (PC). Proficiency Credits awarded do not affect a student's Cumulative Grade Point Average (CGPA) but are used to calculate a student's Pace of Progress (POP) and Maximum Time Frame (MTF). Please see the Satisfactory Academic Progress (SAP) section of this catalog for more information.

Evora Health Institute maintains a signed, written record of credit granted for prior learning/proficiency in the student's file. Students are notified in writing regarding the outcome of the prior learning evaluation within 14 days following completion of the evaluation. If prior learning credit is awarded, notification is sent to the Student Finance department.

#### Transfer Credit And Credit For Prior Learning/Proficiency Decision Appeal Process

Any student denied transfer credit or credit for prior learning/proficiency and believes the decision to be incorrect, may appeal within five (5) calendar days. Appeals will be reviewed by the Vice President of Education and Curriculum within three (3) business days. All documentation regarding prior education (e.g., course descriptions) and the rationale for the denial of transfer credit will be reviewed. Similarly, the results of the Prior Learning Evaluation and the rationale for the denial of credit will be reviewed. In some cases, re-assessment of a student's proficiency with a different instructor may be offered. Final decisions will be communicated within four (4) business days of the receipt of the appeal unless a second evaluation of student proficiency is recommended. Re-evaluations of a student's proficiency are typically completed within 10 days of the appeal, depending on student availability. Appeal decisions are considered final.

Evora Health Institute maintains a signed, written record of transfer credit decisions, including appeal decisions, in the student's file. Each student is provided a copy of this record. If transfer credit is awarded, notification is sent to the Student Finance department and the value of the awarded transfer credit is applied to the student's ledger card.



## Constitution Day

The federal government requires each school that receives federal funding to hold an annual educational program and/or activities for Constitution Day on September 17th. The law requires that Constitution Day be held on September 17th of each year, commemorating the September 17, 1787 signing of the Constitution. Please note, if the 17th falls on a weekend, then the program will be held the following week. A scanned copy of the U.S. Constitution may be reviewed via The National Archives' website at:

[http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html) .

## Student Services

Evora Health Institute is committed to providing a comprehensive range of student support services to ensure the success and well-being of its students throughout their educational journey. These services are designed to facilitate student access, engagement, and successful completion of education programs, as well as to prepare them for industry certification and career placement after graduation. These services are available during regularly scheduled hours and by appointment, and students are strongly encouraged to utilize them to enhance their educational experience and career prospects. Evora Health Institute actively seeks feedback from students through surveys and focus groups to continually improve the quality of these student services and ensure student satisfaction. Brief descriptions of each of the student services offered at Evora Health Institute are provided below:

### Admissions and Enrollment Support

Evora Health Institute offers enrollment support to prospective students. This support includes campus tours to familiarize potential students with the institute's facilities. Prospective students receive information about the educational programs offered, as well as the admission criteria. The institute provides an overview of its transfer credit policy and procedures. Admissions Representatives guide students through the enrollment paperwork and process, ensuring a smooth transition into their chosen programs. Individuals seeking information about the Institute's educational programs and/or interested in enrolling in a program may contact the Student Services team by emailing [EvoraAdmissions@hcnetwork.org](mailto:EvoraAdmissions@hcnetwork.org) , calling 727-824-8181, or visiting the campus Monday through Thursday between the hours of 9:00 am and 8:00 pm or Friday between the hours of 9:00 am and 4:00 pm.

### New Student Orientation

Evora Health Institute conducts a comprehensive orientation program for new students before their first day of class. This orientation serves to acclimate students to various aspects of their educational journey. Orientation includes an introduction to campus facilities, staff members, and available student services. Students receive information about their educational programs, blended learning methodologies, and the technology they will use, with guidance on accessing technical support if needed. Expectations for participation, academic integrity, dress code, and the Student Code of Conduct are discussed. Logistics such as parking, course locations, and externship details are also covered during orientation.

### Personal Advising and Student Support Services

Evora Health Institute offers personal advising and support services to students. These services include referrals to community resources and mentoring to help students overcome potential barriers to engagement and program completion. Students in need of personal advising and/or student support services may contact the Student Services team by emailing [EvoraStudentSupport@hcnetwork.org](mailto:EvoraStudentSupport@hcnetwork.org) , calling 727-824-8181, or stopping by the Student Services office on campus Monday through Thursday between the hours of 9:00 am and 8:00 pm or Friday between the hours of 9:00 am and 4:00 pm. .

#### Academic Advising, Tutoring, and Supplemental Skill Practice

Throughout their programs, students' progress and competency attainment are regularly evaluated by instructors. Academic advising is provided on an ongoing basis to help students understand their progress and identify areas of strength and weakness. Tutoring and open clinical skill practice sessions are available during scheduled times and by appointment. Students needing intensive academic support receive personalized Academic Support Plans, which include remediation sessions and regular meetings with program staff. Tutoring and supplemental skill practice schedules are posted in each classroom/laboratory. Students may also schedule tutoring/skills practice sessions directly with their instructor.

#### Certification Services

Evora Health Institute assists students with the application, registration, and scheduling of industry certification exams, ensuring they are well-supported to earn their credentials. Students seeking additional information regarding certification services may email [EvoraCareerServices@hcnetwork.org](mailto:EvoraCareerServices@hcnetwork.org) or contact the Director of Education at 727-824-8181.

#### Career Readiness and Job Placement Services

Evora Health Institute provides career readiness and graduate job placement services, including professional resume development, interview coaching, and job sourcing at no cost to students. Students are assisted with the job search process. No guarantees or promises of placement or salary are directly or indirectly implied. Students also receive instruction in crucial intra- and interpersonal skills essential for healthcare professionals, such as communication, teamwork, and problem-solving. For more information regarding career services, students may email [EvoraCareerServices@hcnetwork.org](mailto:EvoraCareerServices@hcnetwork.org) or call to schedule an appointment at 727-824-8181.

#### Technical Support

Evora Health Institute offers technical support to help students access online resources, resolve technical issues, and navigate learning management systems. During orientation, students are provided with written instructions on how to access available technical support, including technical support hours, technical support services and personnel, help request procedures, and expected response times. Students experiencing technical difficulties should contact the Director of Operations for technical assistance at [EvoraTechSupport@hcnetwork.org](mailto:EvoraTechSupport@hcnetwork.org) or (727) 824-8181. Students may also contact [Moodle Support & Training Services - Certified Partner Services](#) for technical assistance related to issues with the learning management system. Expected response time is 24 hours.

#### Disability Services

Evora Health Institute is committed to providing reasonable accommodations for students with disabilities. The institute's facilities comply with ADA requirements and are accessible to all students, ensuring an inclusive learning environment. Students seeking accommodations must contact the Disability Coordinator at [EvoraDisabilityServices@hcnetwork.org](mailto:EvoraDisabilityServices@hcnetwork.org) and complete all required documentation.

#### Financial Assistance Services

Financial assistance is available for those who qualify. Evora Health Institute is committed to helping students access the financial assistance they need to pursue their educational goals. Institute financial assistance services are provided to students to assist them with accessing and managing funding received from outside entities such as private scholarships and grants, Workforce Innovation and Opportunity Act (WIOA) funding, and employer partner tuition reimbursement. The Institute works collaboratively with students' employers and community partners that offer financial support for training (e.g., tuition reimbursement, scholarships) to facilitate student access to these resources. For more information regarding financial assistance, students may contact [EvoraStudentFinance@hcnetwork.org](mailto:EvoraStudentFinance@hcnetwork.org) or call 727-824-8181 to schedule an

appointment.

It is important to note that Evara Health Institute does not currently hold institutional accreditation, which means the Institute is not eligible to accept federal Title IV financial aid. Evara Health Institute remains committed to providing high-quality education despite the current lack of accreditation and offers alternative financial assistance options to support students' educational journey including information about community resources and payment plans. Students are provided entrance and exit counseling to ensure they understand the financial commitment they are making and options (e.g., payment plans), responsibility, and procedures for paying tuition.

**Program Tuition Transparency:** Evara Health Institute believes in transparency regarding program costs and provides this information before enrollment, allowing students to make informed decisions about their education. Students receive a clear breakdown of tuition and fees for their program, including total program tuition and the tuition cost per billing period, allowing students to plan their finances accordingly. The cost of equipment, supplies, books, and services are included in the program tuition which is reflected on the program tuition and fees overview and discussed during entrance counseling.

**Payment Terms:** Students receive a detailed overview of the terms and schedule of tuition payments before enrollment. Evara Health Institute assists students with the development of tuition payment plans, if applicable, designed to help each student manage their financial commitments while pursuing their education. Students may pay more than the amount owed at any given payment period.

Students will not be billed until they have met all registration requirements and have been officially registered in their program. Official registration typically occurs on the first Thursday of students' second course. Once registered, students will be billed for the cost of the courses taken during their first and second terms and those scheduled during the third term which collectively make up the first semester payment period. Beginning in their second semester (i.e., terms 4, 5, and 6), students are billed during the first week of the first term of the semester.

Students who owe tuition following completion of their academic program are placed on a payment plan with payment dates set for the 15<sup>th</sup> of each month. Students may pay more than the amount billed each month.

Payments may be made with cash, person check, electronic check (ACH), credit (Visa, MasterCard, Discover, American Express) or money order. Returned checks incur a \$25 fee. Students who do not adhere to their payment plan and schedule may be dismissed from Evara Health Institute. Inactive students and graduates who do not adhere to their payment plan and schedule may be subject to collection procedures.

**Institutional Refund Policy and Registration Period:** Evara Health Institute understands that circumstances may change, and students may need to adjust their enrollment. Students are provided information on the Institute's prorated refund policy and the Provisional Registration Period so that they are aware of their options should they need to make changes to their program.

**Transfer Credit Policies:** Students are provided information regarding Evara Health Institute's transfer credit and credit for prior learning policies prior to enrollment. Students seeking transfer credit for courses completed at another institution and those interested in arranging a Prior Learning Evaluation are walked through the associated procedures in detail.

**Exit Counseling:** Students who complete/graduate, withdraw, or are dismissed from their program

are provided with exit counseling and informed of their tuition balance, rights and responsibilities, and payment options. A summary of this information is also sent to the student within 30 days of the student's last date of attendance.

#### Library, Learning Resources, And Information Services

At Evara Health Institute, the Learning Resources and Information Services play a pivotal role in enriching the educational experience of students across various medical education programs. The Institute ensures that a comprehensive array of learning resources is available to support student learning and foster academic excellence. All instructors and student service personnel receive training in the utilization of library resources to equip them to assist students in effectively selecting, checking out, utilizing learning materials, ensuring students can make the most of the available resources. Students may access library support by emailing [EvaraAskTheLibrarian@hcnetwork.org](mailto:EvaraAskTheLibrarian@hcnetwork.org) or calling 727-824-8181. Library Office Hours are offered Wednesdays and Thursdays 10:00 am to 2:00 pm and by appointment.

**Diverse Collection for Each Program:** Evara Health Institute maintains a curated collection of learning resources tailored to the specific needs of each education program. This collection includes a wide range of current titles, periodicals, and professional journals that align with the curriculum and provide students with up-to-date information relevant to their respective fields. Both physical and online library resources are made available for students. Physical library holdings are accessible at any time during campus operational hours and may be checked out by students for personal use.

**Physical Library Holdings:** The Institute houses physical library holdings within the student lounge, offering convenient access during campus operational hours and may be checked out by students for personal use. The student lounge houses the Institute's physical library holdings and provides students with computers with internet access and space for student research and collaboration.

**Online Library Collections:** Evara Health Institute recognizes the importance of accessibility and offers 24/7, year-round access to an extensive online collection of resources. This virtual library enables students to conduct research, and access e-books, journals, and multimedia materials, enhancing their learning flexibility. Online library resources are accessible to students 24-7 via the Student Portal.

**Classroom Resources:** Students receive one set of scrubs/uniform and essential personal clinical equipment (e.g., stethoscopes) during new student orientation. Textbooks and other core physical learning materials are distributed on the first day of each course. Electronic copies of textbooks and associated materials are also provided in the online course room for ease of access and are typically available for review online the Sunday before each course start date. Ample learning and clinical laboratory equipment, supplies, and consumables are provided within each classroom/laboratory for student access during didactic/laboratory instruction, practice, and assessment. Additionally, learning tools and resources, such as manikins and teaching models, are strategically placed in each classroom. Students can access these resources during scheduled class times to enhance hands-on learning experiences.

**Trained Personnel Assistance:** All instructors and student service personnel receive training in the utilization of library resources to equip them to assist students in effectively selecting, checking out, utilizing learning materials, and ensuring students can make the most of the available resources.

**Integrated Learning Approach:** Evara Health Institute ensures that instruction and learning activities are deliberately designed to integrate learning resources seamlessly into the learning process. This encourages regular and meaningful engagement with the resources, enhancing student comprehension and skill development.

**Current Inventory Maintenance:** The Institute meticulously maintains a current inventory of all learning resources. This inventory is regularly updated to reflect changes to the collection, ensuring accurate records and facilitating efficient access for students.

**Continuous Assessment and Improvement:** The Institute maintains a robust assessment and improvement strategy for its learning resources and information services. Feedback from both instructors and students is actively solicited and utilized to refine the library offerings on an annual basis, ensuring the collection remains relevant and responsive to evolving educational needs. Incorporating these comprehensive learning resources and information services strategies, Evara Health Institute provides a robust and supportive environment for students to acquire the knowledge, skills, and competencies necessary for success in their chosen medical education programs.

## Student Right To Know Information

### Student Body Diversity

Demographic Information for Evara Health Institute student population will be reported annually to the National Center for Education Statistics Integrated Postsecondary Education Data System annually beginning in January 2025. The 2025 report will provide a summary of student demographics for all students registered in an Institute academic program. This information will include race/ethnicity and sex. A link to the most current IPEDS report will be provided in this section for ease of access.

### Student Performance and Outcome Data:

A variety of student performance and outcome data will be provided following the completion of Evara Health Institute's first full cohort year (i.e., July 1, 2024-June 30, 2025). These data will include:

- Student Retention Rates
- Program Completion Rates
- Program Graduation Rates
- Job Placement Rates
- Certification/Licensure Exam Pass Rates—for programs aligned with occupations that require certification/licensure to work.

Data will be reported for the whole campus, each program, and by demographic category.

Beyond the data outlined above, the following data will also be shared:

- Revenue by source of private nonprofit using FASB standards
- Financial Value Transparency data including debt-to-earnings and earning premium test calculations for each program.

## Copyright and Computer File Sharing

### Copyright Infringement Policy

**Copyright Regulations—**Evara Health Institute has established this Copyright Infringement Policy to ensure compliance with copyright laws governing the use of copyrighted material on Evara Health Institute's computer systems, networks, and copiers. This policy aims to inform all users about the seriousness of and consequences associated with the unauthorized use of



copyrighted materials, which is deemed illegal.

All Evara Health Institute faculty, staff, and students are required to familiarize themselves with and adhere to the provisions of this policy. Any member of the Evara Health Institute community found engaging in the unauthorized use or distribution of copyrighted material may face sanctions imposed by Evara Health Institute, including but not limited to dismissal or termination. Violators may also be subject to federal criminal charges for copyright law violations.

**Understanding Copyright**—Copyright is a legal protection afforded by United States law (Title 17, U.S. Code) to creators of original works such as literary, dramatic, musical, artistic, and certain other intellectual works, whether published or unpublished. While copyright confers certain rights to the owner, these rights are not without limits. Sections 107 through 121 of the 1976 Copyright Act delineate restrictions on these rights. In some cases, exemptions from copyright liability are specified, such as the doctrine of 'fair use' detailed in section 107 of the 1976 Copyright Act. In other cases, a 'compulsory license' may be granted for limited uses of copyrighted works, contingent upon specified royalties and compliance with statutory conditions. For further information regarding the limitations of these rights, consult the copyright law () or the U.S. Copyright Office (<http://www.copyright.gov>).

**Examples of Copyright Infringement in an Academic Setting:** In an educational context, the following activities may constitute copyright infringement:

1. Downloading and sharing MP3 files of music, videos, or games without permission from the copyright owner.
2. Unauthorized use of corporate logos.
3. Placing an electronic copy of a standardized test on a department's website without permission from the copyright owner.
4. Incorporating music downloaded or artwork scanned from a book into a departmental website without proper attribution or permission from the copyright owners.
5. Scanning and using a published photograph without permission or attribution.
6. Uploading full-text articles to a non-password-protected course webpage accessible to anyone on the internet.
7. Downloading licensed software from unauthorized sources without the copyright or license holder's permission.
8. Making a movie file or a substantial segment of a movie available on a website without the copyright owner's permission.

**Legal Alternatives to Unauthorized Downloading:** In accordance with the Higher Education Opportunity Act, Evara Health Institute offers legal alternatives to unauthorized downloading. Please visit our recommended website: <http://www.educause.edu/legalcontent> for legal options.

**Summary of Civil and Criminal Penalties for Copyright Violations:** Penalties for copyright infringement encompass both civil and criminal consequences. Those held liable for civil copyright infringement may be required to pay actual damages or statutory damages ranging from \$750 to \$30,000 per infringed work. In cases of "willful" infringement, courts may award up to \$150,000 per infringed work. Additionally, courts have the discretion to assess costs and

attorneys' fees. Detailed information can be found in Title 17, United States Code, Sections 504 and 505. Willful copyright infringement may also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For further information, please refer to the U.S. Copyright Office's website at <http://www.copyright.gov>, especially their FAQs section: <https://www.copyright.gov/help/faq/index.html>.

### Computer File Sharing

Institutions are required to implement a plan to combat the illegal downloading of music, videos and other copyrighted works on campus networks. Evara Health Institute takes this responsibility seriously. Campus computers are monitored closely to address copyright violations related to illegal downloads. Each computer user should understand what material is illegal or legal to download/share and what sites are authorized distributors of copyrighted material. For example, popular sites such as iTunes, Rhapsody, Amazon, etc., have downloads available for a fee. Any unauthorized or illegal downloads or unauthorized file sharing, including peer to peer file sharing, by any member of the Evara Health Institute community subjects that member to sanctions by the Institute up to dismissal from school or termination of employment. Individuals are subject to federal criminal offenses for copyright law violations. For a full list of offenses, visit <http://www.copyright.gov/title17/92chap5.html>.

## Campus Health and Safety

### Campus Safety and Security Reporting

Evara Health Institute is committed to ensuring the safety and security of all students, faculty, staff, and visitors on campus. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Institute has established a comprehensive Campus Safety and Security Report Policy. This policy outlines the Institute's responsibilities, procedures, and guidelines for providing accurate and timely information regarding campus safety and security.

Evara Health Institute prepares and publishes an Annual Campus Safety and Security Report by October 1st of each year consistent with mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This report includes statistics for the past three calendar years on specific campus crimes, fires, and other incidents, as well as information about campus safety policies, procedures, and resources. The purpose of this annual update is to provide accurate and current information to students, faculty, staff, and the public about the safety and security measures in place on campus. It helps individuals make informed decisions regarding their safety and well-being and ensures transparency and accountability on the part of educational institutions.

The Annual Campus Safety and Security Report covers the following areas:

- Crime statistics for on-campus, non-campus, and public property areas.
- Policies and procedures related to emergency response, evacuation, and lockdown protocols.
- Information about the Institute's security personnel and their roles.
- Details about crime prevention programs, including education, training, and awareness initiatives.
- Policies on alcohol and drug use, sexual assault prevention, and other safety-related topics.
- Information about registered sex offenders on campus, if applicable.
- Procedures for reporting crimes and emergencies, including contact information for campus security and local law enforcement.
- Timely warning and emergency notification policies.

Distribution and Accessibility—All current and new students are directed to Evara Health Institute's

Annual Campus Safety and Security Report which can be accessed at any time on the Institute's website at [2024-EHI-Annual-Campus-Safety-and-Security.pdf](#). The report is updated annually no later than October 1<sup>st</sup> and all current are notified and encouraged to review the updated information. New students are provided a link to the report prior to enrollment and encouraged to review. Printed copies are made available upon request.

Annual Review and Updates—This policy will be reviewed annually to ensure its effectiveness and compliance with the Clery Act and other relevant laws. Updates will be made as necessary to address changing circumstances and requirements.

Evora Health Institute is dedicated to fostering a secure and nurturing environment for all members of the campus community. By adhering to the Campus Safety and Security Report Policy, we aim to provide transparent and valuable information that empowers individuals to make informed decisions and actively contribute to the safety and security of our campus.

#### Resources for Victims of Sexual Misconduct

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

#### RAINN

The Rape, Abuse & Incest National Network is the nation's largest anti-sexual violence organization. The National Sexual Assault Hotline is available 24/7:

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

Online chat: <https://www.rainn.org/>

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

Sexual Predator/Offender Registry—Students and employees seeking public information regarding individuals required to register as Sexual Predators or Offenders with the Department of Law Enforcement may access this information at <https://offender.fdle.state.fl.us/offender/sops/search.jsf> or by calling 1-888-357-7332. This contact information is provided during student and employee orientations.

#### Sex Offender Registry

The following link contains the Florida state sex offender registry. <http://offender.fdle.state.fl.us>

#### National Sex Offender Registry:

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

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

#### Drug And Alcohol Abuse Prevention Policy

Evora Health Institute is committed to maintaining a safe, healthy, and productive environment for all members of the campus community. In accordance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989, the Institute has established a comprehensive Drug and Alcohol Abuse Prevention Policy. This policy outlines the Institute's stance on substance abuse prevention, educational programs, enforcement, and support services.

Prohibited Activities: The possession, use, distribution, sale, or manufacturing of illicit drugs and unauthorized alcohol consumption is strictly prohibited on Evora Health Institute premises, at campus-sponsored events, or as part of any campus-related activities. Even when permitted



under local law, alcohol or marijuana use, possession, or influence on Institute premises, activities, or events is prohibited, unless specifically authorized by Institute leadership.

**Education and Prevention:** Evara Health Institute is dedicated to fostering a culture of awareness and responsibility. The Institute will provide information and resources to inform students, faculty, and staff about the risks associated with drug and alcohol abuse, as well as available support services.

**Enforcement:** Violations of this policy will result in disciplinary action up to and including dismissal (students) and termination (faculty and staff). In accordance with applicable federal and state laws, legal action may be pursued against individuals involved in the distribution or sale of illicit drugs.

**Confidentiality and Reporting:** Evara Health Institute encourages individuals to report any drug or alcohol-related concerns promptly. Reports will be treated confidentially to the extent permitted by law. Individuals who seek help voluntarily for substance abuse issues will be provided with information about available resources and support services. Referrals to community resources and support groups will be made available to those seeking help.

**Annual Review and Updates:** This policy will be reviewed annually to ensure its effectiveness and compliance with relevant laws. Updates will be made as necessary to address changing circumstances and needs.

Evara Health Institute is dedicated to fostering an environment of academic excellence, personal growth, and responsibility. Through the implementation of this Drug and Alcohol Abuse Prevention Policy, we aim to create a campus community that is safe, supportive, and conducive to the overall well-being of our students, faculty, and staff.

### Smoking Policy

Evara Health Institute is committed to protecting the health of its students, employees, and their families. The use of tobacco products, including cigarettes, cigars, pipes, and smokeless tobacco, can lead to disease and death. Smoking or other use of tobacco or tobacco products (including but not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, dip, snuff, pipes, etc.) is prohibited on Evara Health Institute and all Evara Health owned and/or leased locations/premises, including all internal and external areas, parking areas, and Company vehicles. The policy will also apply to all Institute-sponsored events, regardless of location.

### Possession of Firearms and Dangerous Objects/Substances

Evara Health Institute prohibits the possession or use of weapons or dangerous substances on campus and at Institute-sponsored activities or events. If a weapon or dangerous substance is brought on campus or to an Institute activity or event, appropriate action will be taken to protect the community which may include involvement of local law enforcement. Students found in possession of weapons or dangerous substances will typically receive an interim suspension while the situation is investigated and are subject to disciplinary measures per the Code of Conduct up to and including school expulsion. Examples of violations of this policy include, but are not limited to the following:

- Possess or brandish a firearm
- Possess any knife or other dangerous object of no reasonable use
- Brandish a knife or other dangerous object
- Possess an explosive device

- Unlawfully possess a controlled substance
- Commit or attempt to commit assault or battery
- Commit or attempt to commit sexual assault or battery
- Cause serious physical harm to another person, except in self-defense

Nothing in this policy should be construed as limiting or preventing Evara Health Institute's discretion to take action which in the Institute's sole discretion, is necessary or advisable to promote safety and security.

### Threats and Threatening Behavior Policy

Evara Health Institute will not tolerate any violent, aggressive, or threatening verbal or physical behavior, that results in physical or emotional injury or otherwise places a person's safety or productivity at risk. Threats to harm others will be handled through the Code of Conduct discipline process and may involve an interim suspension and/or engagement with law enforcement.

If a member of the Evara Health Institute community makes a threat to harm themselves, the Institute may call for law enforcement or other persons acquainted with the individual making the threat to check on the person's welfare. Evara Health Institute will assist the individual in determining available resources and appropriate next steps.

### Reporting of Known or Suspected Child Abuse

Evara Health Institute administrators, faculty, and staff will report known or suspected child abuse, abandonment, or neglect to the Florida Abuse Hotline.

Florida Statute 39.201(1) defines a mandatory reporter as any person who knows or has reasonable suspicion to believe, that a child has been abused, abandoned, or neglected by an adult responsible for the child's welfare. As such, any Evara Health Institute community member who knows or has reasonable suspicion of child abuse, abandonment, or neglect by an adult is required to report these concerns to the Florida Abuse Hotline by calling 1-800-962-2873.

### Occupational Safety and Health Act (OSHA)

Evara Health Institute will comply with all recognized applicable standards, record keeping, posting, reporting, and related provisions of this act requiring employers to furnish students with a safe learning environment and employees with a safe workplace that is free from recognized hazards to life or health.

Evara Health Institute pledges to do its best to provide a safe learning environment for its students and workplace for its employees and to provide safety for its property and equipment. This cannot be accomplished without the full participation and cooperation of every student and employee. A safe learning environment and workplace can be attained through knowledge and understanding of the hazards of the healthcare industry and knowing what precautions are necessary to keep from becoming a victim of these hazards. The success of this depends on the alertness and personal commitment of all. To accomplish this goal, the Institute must establish safety rules and regulations to be observed by all students and employees at all times. Any student or employee who disregards any Institute safety rule and/or regulation is subject to disciplinary action including school expulsion and separation of employment.

Regarding these rules, the following will be considered standard procedure for all students and employees:

- Should a safety regulation be modified so that a student's or employee's safety is something less than it should be the student or employee should inform the Vice President of Education and Curriculum.
- All questions concerning the reason for doing something in a certain manner may be asked of any member of the Institute leadership team at any time.
- Students' and employees' decisions should always be guided by the Institute's commitment to safety.
- Should a hazardous situation or condition exist, and a decision must be made on safety or production, safety concerns should always take precedence over production.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules – these rules are made for your protection. Report any personal injury IMMEDIATELY, however minor. Report all dangerous conditions and practices to Institute Program Directors or Vice President of Education and Curriculum.

### Health and Safety Rules

1. Personal Protective Equipment (PPE) must be worn within designated work areas and removed before leaving the area.
2. Biohazard waste must be always discarded appropriately.
3. Infectious waste, except for sharps, shall be contained in disposable plastic bags or containers that are tear-resistant, leak-proof, and secured to prevent leakage or expulsion of solid or liquid waste during storage, handling, or transport.
4. Disposal of non-sharps must be disposed of in plastic bags or containers that are tear-resistant, leak-proof, and secured.
5. Disposal of sharps, such as needles, must be disposed of in puncture-resistant containers that are labeled and sealed when  $\frac{3}{4}$  full.
6. Know where and be familiar with the Safety Data Sheet (SDS), which provides information about hazardous materials and chemicals in the workplace, and abide by the instructions. Direct any questions to your instructor or Program Director.
7. No food or drink is allowed in school laboratory environments.
8. Obey and follow procedures during a fire drill.
9. Safety vests must always be worn when applicable.
10. Wear protective clothing when working around acids, epoxies, creosote, cement, or other irritating substances.
11. Substantial – closed-toe shoes must be worn by all individuals engaged in providing patient care within a healthcare facility or a simulated laboratory environment. Open-toed shoes, sandals, etc., are not permitted to be worn.
12. Students must wear school uniforms when attending lecture and laboratory classes and during their externship experience.
13. Proper respiratory protective equipment shall be issued and used for individuals working with or around dust, fumes, mist, and gasses or in an atmosphere lacking oxygen.
14. Know where the fire extinguishers are located and know how to use them.
15. Defective materials or tools must be turned in to the Facility Department and not remain within the learning environment.
16. Extension cords used with portable electric tools and appliances shall be of the three-wire type. Defective cords shall be replaced on the day they become defective.
17. Students should check with their instructor, Program Director, or externship supervisor

regarding any potentially hazardous material.

18. Drive within the safe speed limits of all posted and known traffic regulations and existing conditions.
19. Practice good housekeeping. Keep the work area neat, clean, and free from stumbling hazards, grease, etc.
20. Learn to lift the correct way. Bend knees, keep back erect, and get help for heavy loads.
21. No scuffling or horseplay on campus or while at an Institute-sponsored activity or event.
22. Do not run. Keep firm footing and proper balance at all times.
23. Keep materials out of walkways.
24. Do not throw anything before checking to be sure no one will be hit.
25. Keep guards and protective devices in place at all times. If guards are removed or faulty, notify your instructor or Program Director immediately and do not use equipment until the guards are replaced.
26. Obey all Lock-Out/Tag-Out rules.
27. Use tools only for their intended purposes. Do not use broken tools. Report broken tools immediately to your instructor or Program Director.
28. Do not attempt to operate machinery or equipment that you have not been trained for, without getting permission and instructions.

### First Aid Procedures

**Minor First Aid Treatment**—First aid kits are kept in each Program Director's office and within each laboratory. If you sustain an injury or are involved in an accident requiring minor first aid treatment, inform your Instructor and Program Director immediately. First aid treatment will be administered to the injury or wound. Access to a first aid kit is not intended to be a substitute for medical attention.

**Non-Emergency Medical Treatment**—For non-emergency injuries occurring on campus or at Institute-sponsored activities or events, inform your Instructor, Program Director, or Vice President of Education and Curriculum who will coordinate medical care and complete an Incident Occurrence Report. Students are expected to provide needed details to accurately complete the report.

**Emergency Medical Treatment**—If you sustain a severe injury requiring emergency treatment, try to inform your instructor or Program Director, but do not jeopardize your health. Request immediate assistance and transportation to the local hospital emergency room or call 911. Once feasible, provide the necessary details to your Program Director for the completion of an Incident Occurrence Report.

**Accident Occurrence Reporting**—All students are responsible for reporting any accidents or injuries that occur on campus or during any Institute-sponsored activity or event to their instructor or Program Director immediately.

### Campus Emergency Response Plan

Evora Health Institute maintains an Emergency Response Plan. The Plan addresses various emergency situations such as severe weather (hurricanes/ tornados/ thunderstorms), facility problems (power loss/contamination threats) and/or events involving students, faculty and staff (safety or health threats).

The report includes Evara Health Institute's policies for notifying Evara Health Institute's campus communities of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

Campus and Program Administrators have copies of the plan. To ensure faculty, staff, and students understand emergency response procedures, practice exercises are conducted annually and emergency policies and procedures are reviewed at student and staff orientations and annually thereafter.

## Student Concerns, Complaints, and Grievances

### Student Title IX Discrimination Reporting

*Title IX of the Education Amendments of 1972* prohibits discrimination based on sex in education programs or activities including admissions, education, extracurricular activities, discipline, and other activities of schooling. The prohibition includes discrimination related to pregnancy or pregnancy-related conditions. Evara Health Institute is committed to supporting pregnant students so that they may continue in school and complete their educational program. Students may request accommodations due to pregnancy, nursing, or pregnancy-related conditions by contacting the Disability Services Coordinator.

Evara Health Institute's Title IX Coordinator is Dr. Rebecca Sarlo, Vice President of Education and Curriculum. The Title IX Coordinator is responsible for overseeing Title IX compliance, receiving reports of sex discrimination and sexual harassment, and coordinating investigations and responses to such reports.

Evara Health Institute maintains records related to Title IX complaints and investigations and submits reports to the U.S. Department of Education's Office for Civil Rights (OCR) upon request. Confidentiality is maintained to the maximum extent possible, consistent with the need to investigate the complaint. Evara Health Institute management will give progressive and fair discipline based on facts and will provide a review of disciplinary decisions.

### Procedures for Reporting Discrimination

At Evara Health Institute, we are committed to maintaining a community free from discrimination. We have established clear procedures for addressing discrimination grievances and encourage prompt reporting of any such incidents. This policy outlines our process for handling discrimination grievances.

**Definition of Discrimination Grievance:** A discrimination grievance encompasses any complaint related to discrimination based on age, race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sex, sexual orientation, marital status, genetic information, or military or veteran status. This includes instances of sexual harassment and disability discrimination by Evara Health Institute or any member of the Evara Health Institute community, including students or third parties.

**Reporting Discrimination:** If any member of the Evara Health Institute community believes they have experienced discrimination in violation of our Nondiscrimination Policies (including the Equal Opportunity Policy, Americans with Disabilities Act-Reasonable Accommodations Policy, and Title IX Policy), they should report the situation immediately to the Vice President of Education and Curriculum, who also serves as the Title IX Coordinator.

In cases where the Vice President of Education and Curriculum/Title IX Coordinator is the subject of the complaint, individuals should contact Evara Health Institute's Compliance Officer.

**Timely Reporting:** Discrimination grievances should be reported as soon as possible following the alleged incident of discrimination.

**Grievance Submission:** To initiate the discrimination grievance process, the following information must be included in a written grievance:

- Name and address
- Description of the alleged violation and the date it occurred, along with the names of any witnesses
- Names of persons responsible for the alleged violation (if known)
- Any requested relief or corrective action, if applicable
- Any background information or relevant documentation

**Timeliness of Complaint:** Complaints should be filed within thirty days after the complainant becomes aware of the alleged violation. Complaints received later than thirty days after the complainant became aware of the alleged violation may be dismissed as untimely.

**Investigation Process:** Upon receipt of a grievance, Evara Health Institute will conduct an investigation, as appropriate. This investigation is designed to be prompt and thorough. It allows the complainant, the subject(s) of the complaint, and any interested persons to submit documents and information relevant to the consideration and resolution of the complaint.

**Outcome Notification:** Evara Health Institute will complete its investigation within a reasonable time and notify the complainant and all alleged responsible parties of the investigation's outcome and the basis for its decision.

**Corrective Action:** If discrimination is determined to have occurred, Evara Health Institute will take appropriate action to prevent its recurrence and correct any effects felt by the complainant and others, if necessary.

**Reconsideration:** Any party to the complaint may request reconsideration of Evara Health Institute's determination if dissatisfied. Requests for reconsideration must be made in writing to the Compliance Officer within seven days of receiving the determination and/or recommendation(s). The Compliance Officer will respond within thirty days. Reconsideration decisions are considered final.

**External Reporting:** Grievances may also be reported to the U.S. Department of Education Office for Civil Rights at the provided contact information. Complainants are not required to complete the Evara Health Institute grievance process before contacting the Office for Civil Rights. Complainant may file a complaint with the Office of Civil Rights at:

Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Tel: 800-421-3481 (Toll Free)  
Fax: 202-453-6012  
TDD: 800-877-8339 (Toll-Free)  
Email: [mocr@ed.gov](mailto:mocr@ed.gov)

**Non-Retaliation:** Evara Health Institute strictly prohibits retaliation against any complainant under this grievance procedure or against any person who assists a complainant in pursuing a complaint under this procedure.



## Student Complaint and Grievance Policy And Procedures

At Evara Health Institute, we value student feedback and aim to provide clear procedures for addressing complaints and grievances. This policy outlines our process for handling student concerns. Evara Health Institute is committed to addressing student concerns promptly and fairly, and we encourage open communication to ensure a positive learning experience for all.

**Grievance Procedure Availability:** We make our grievance procedure, which addresses student complaints, readily available to all students. This procedure is provided in writing within this catalog and reviewed during student orientation.

**Record Keeping:** Evara Health Institute maintains a written record of all formal complaints and their resolutions. This record includes clear documentation of the complaint and the details of its resolution.

**Definition of Grievance:** A grievance is defined as a student's written expression of dissatisfaction regarding conditions of enrollment or treatment by instructors, fellow students, or Evara Health Institute staff. Grievances may involve issues such as the misapplication of the Institute's policies, rules, regulations, procedures, or unfair treatment, including coercion, reprisal, or intimidation by an instructor or another member of the Institute team.

**Discrimination Concerns:** For matters related to discrimination, students should refer to Evara Health Institute's Reporting Discrimination Procedures as outlined in this catalog.

**Satisfactory Academic Progress Appeals:** Students seeking to appeal Satisfactory Academic Progress procedures and/or outcomes should refer to the Satisfactory Academic Progress Policy within this catalog.

**Reporting a Complaint/Grievance:** Students can report complaints/grievances by following the procedures outlined below. Evara Health Institute is committed to thoroughly investigating all complaints/grievances and working to resolve them promptly. Upon receiving a formal complaint/grievance, Evara Health Institute will acknowledge receipt in writing to the student within two days. An independent, unbiased student advocate will also be assigned to support the student, and the grievance resolution process will be initiated.

Evara Health Institute strictly prohibits retaliation against any student who brings forward a complaint/grievance.

### Grievance Procedure Steps

**Step 1**—If possible, students should first attempt to resolve their grievance with the relevant instructor or staff member collaboratively.

**Step 2**—If the student is unable to resolve the grievance directly with the relevant Evara Health Institute team member or if the results are unsatisfactory, the student should bring their concerns, complaints, and grievances to a campus administrator, program director, or student service provider to work together toward a resolution.

**Step 3**—If the grievance remains unresolved after completing steps one and two or if these steps are impractical due to the nature of the grievance, the student should bring the matter to the attention of the Compliance Officer.

**Step 4**—The Compliance Officer will review the grievance, meet with the student and all relevant parties, and reach a decision that balances the best interests of the student and the Institute. The Compliance Officer's decisions will be documented within the student's complaint

file and shared with the student within two business days of the meeting. The Compliance Officer review serves as the final level of institutional review.

Additional Resources:

- While we encourage students to work with us to resolve issues, students also have the option to file complaints with the Commission for Independent Education (CIE) through mail, email, or fax, as outlined below.

Commission for Independent Education Contact Information

Address: Commission for Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Email: [CIEINFO@fldoe.org](mailto:CIEINFO@fldoe.org)  
Fax: 850-245-3238