This accompanies School Catalog and shall go into effect on the issue date 7/1/2014 and shall replace all previous versions.
TABLE OF CONTENTS

Administration and Faculty ................................................ Addendum A
Tuition and Fees ........................................................................... Addendum B
Graduation, Placement & Retention Rates,
Median Loan Debt ..................................................................... Addendum C
Calendars ...................................................................................... Addendum D
Catalog Updates ........................................................................ Addendum E
Student’s Consumer Information ............................................. Addendum F
  Drug and Alcohol Prevention Program
  Campus Security Statistics
  Information Security Program
  Treatment of Title IV Aid when a Student Withdraws
  Summary of Your Right’s Under the Fair Credit Reporting Act
  State of CT Voter Registration
ADDENDUM A
ADMINISTRATION

Carol Cournoyer ................................................................. School Director
B.A........................................................................College of St. Benedict
Diploma.............................................................................. Galen Institute
Massage Therapist License........................................... State of Connecticut
Certified Postsecondary Instructor........................................NCCT

Patricia Simonin ................................................................. Admissions Director
B.S........................................................................Johnson & Wales University

Whitney Folan Stewart .............................................. Admissions Representative
B.S(in progress) .......................................................... Ashford University

Nichole Danis ................................................................. Financial Aid Representative
A.S........................................................................Three Rivers Community College

Lisa Colon............................Student Services/Coordinator/Accounting Instructor
B.A........................................................................Ashford University
A.S.................................................................Community College of Rhode Island
Certified Postsecondary Instructor........................................NCCT

Dominique Hodge .............................................................. Administrative Assistant
Diploma ................................................................. Ridley-Lowell Business & Technical Institute
Diploma ................................................................. Robert E. Fitch Senior High School
ADDENDUM A

FACULTY

Kerry Allen ....................................................... Massage Therapy Instructor
Diploma.................................................................Killingly High School
Diploma..................................................Bancroft School of Massage Therapy
Diploma..................................................Willimantic School of Cosmetology
Cosmetology License........................................State of Connecticut
Massage Therapist License................................State of Connecticut

Joyce Back..........................................................Business Instructor
M.S.................................................................Rensselaer Post-Bac
Post-Bac..................................................Gonzaga University
B.A..................................................Eastern Connecticut State University

Lenore Barger ..................................................Dental Instructor
A.S.................................................................Tunxis Community College
Certified Dental Assistant ........................................DANB

Benjamin Biagiarelli ..................................... Electrical Instructor
E-2.................................................................State of Connecticut
Diploma..........................................................Porter & Chester Institute

Raymond Brown ...............................................Business Instructor
M.S.................................................................Eastern Connecticut State University
B.G.S.................................................................Eastern Connecticut State University

Lisa Colon ..................................................Accounting Instructor
B.A.................................................................Ashford University
A.S.................................................................Community College of Rhode Island
Certified Postsecondary Instructor.................................NCCT

James Coletti..................................................Business Instructor
Diploma..........................................................Norwich Free Academy
A+ Certified.......................................................CompTIA
Network + Certified ..............................................CompTIA
Raymond Cusano........................................... Information Technology Instructor
Certificate. ............. New Haven/Hartford Business School & Computer Institute
Certificate. .................................................. Computer Processing Institute
Certified Postsecondary Instructor. .................................. NCCT

Earl Dean..................................................... Electrical Instructor
B.S.................................................................. University of Utah
A.S............................................................... Utah Technical College
E-1 License.................................................... State of Connecticut
E-2 License.................................................... State of Connecticut

Janeen Duer................................................... Business Instructor
A.S................................................................. Mitchell College
Diploma ........................................................ Ridley-Lowell Business & Technical Institute
Certificate. .................................................. Southern Illinois University
Certified Postsecondary Instructor. .................................. NCCT

Drew Freeze .................................................... Medical Instructor
Certified Medical Assistant. ....................................... AAMA
Diploma ........................................................ Ridley-Lowell Business & Technical Institute
Certified Postsecondary Instructor. .................................. NCCT

Galyna Germanovych................................. Dental Program Director
B.S................................................................. University of Bridgeport
Diploma ........................................................ Albert I. Prince Technical Vocational School
Licensed Dental Hygienist.................................. State of CT & MA
Certified Dental Assistant................................... CODA

Wayne Green.................................................. Accounting/Business Instructor
B.S................................................................. Temple University
Accredited Business Accountant. .................................. ACAT
Certified Postsecondary Instructor. .................................. NCCT

Anthony Jacobs................................. Information Technology Instructor
M.B.A/B.S..................................................... University of New Haven

Phillip Miller..................................................... Electrical Instructor
Diploma ........................................................ Norwich Technical School
E-2 License .................................................... State of Connecticut
Robert Mitchell ................................................. Business Instructor
B.S...................................................... Eastern Connecticut State University
Certified Postsecondary Instructor. ....................................................... NCCT

Jennifer Moore ................................................. Medical Instructor
Diploma ...................................................... Lyme/Old Lyme High School

Barbara Morea ................................................. Medical Program Associate Director
Diploma ...................................................... Ross Technical Institute
Certified Medical Assistant. ............................................................ AAMA
Certified Postsecondary Instructor. ....................................................... NCCT

Jennifer Mursko ................................................. Massage Therapy Instructor
Massage Therapist License ...................................................... State of Connecticut
Diploma ...................................................... Connecticut Center for Massage Therapy
Diploma ...................................................... Bancroft School of Massage Therapy
Certified Postsecondary Instructor. ....................................................... NCCT

Chris Pezzello ................................................. Information Technology Instructor
Certificate ...................................................... Computer Processing Institute

Susan Randolph ................................................. Medical Instructor
Diploma ...................................................... Sawyer School of Business
Registered Medical Assistant ........................................................ AMT
Medical Office Assistant ............................................................ NCCT
Certified Postsecondary Instructor. ....................................................... NCCT

Jessica Reynolds ................................................. Legal Instructor
B.A. ................................................................. SUNY

Mark Sanders ................................................. Electrical Instructor
E-1 License ...................................................... State of Connecticut
Diploma ...................................................... New England Technical Institute

Leslie Schwanfelder ................................................. Medical Instructor
B.S...................................................... Southern Connecticut State University
Certified Professional Coder .............................................................. AAPC
Certified Postsecondary Instructor. ....................................................... NCCT
Patricia Spencer ................................................................. Medical Instructor
M.D. ............................................................................ Medical College of Ohio
B.A. ............................................................................ Ohio Northern University
Certified Postsecondary Instructor. ................................ NCCT

Valmai Sune ................................................................. Dental Instructor
B.S. ............................................................................ University of Bridgeport

Dawn Surridge ............................................................ Medical Program Director
A.S./Certificate ......................................................... Quinebaug Valley Community College
Certified Medical Assistant. ........................................ AAMA
Certified Phlebotomy Technician. ................................ NCCT
Certified Postsecondary Instructor. ............................... NCCT

Patricia Wylie ............................................................. Medical Assistant Instructor
B.S. ............................................................................ Southern Connecticut State University
A.S. ............................................................................ Manchester Community College
Diploma................................................................. Ridley-Lowell Business & Technical Institute
Certified Medical Assistant. ........................................ AAMA
Medical Laboratory Technician. .................................. ASCP
Certified Postsecondary Instructor. ............................... NCCT
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ADDENDUM C
GRADUATION RATES, PLACEMENT RATES, RETENTION RATES & MEDIAN LOAN DEBT

Placement and Retention Rates calculated using the Accrediting Council for Independent Colleges and Schools annual reporting guidelines. On-Time Graduation Rates reported indicate how many graduates of the total number of graduates graduated in the normal program length. These rates are affected by a student’s attendance, leave of absence, and externship completion (when applicable). Enter SOC Code at onetonline.org for occupational data.

<table>
<thead>
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<tbody>
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<td>46%</td>
<td>72%</td>
<td>43-3031 43-3051 13-2082 43-3021 43-3061</td>
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<td>Dental Assistant</td>
<td>9 Day/12 Eve</td>
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<td>83%</td>
<td>80%</td>
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<td>31-9091 51-9081</td>
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<tr>
<td>Electrical Systems Technician</td>
<td>9 Day/12 Eve</td>
<td>$11,170</td>
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<td>58%</td>
<td>67%</td>
<td>78%</td>
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<tr>
<td>Information Technology</td>
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<td>$10,573</td>
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<td>44%</td>
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<td>84%</td>
<td>15-1151 15-1152 43-9011 49-2011</td>
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<td>66%</td>
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<td>9 Day/16 Eve</td>
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<td>59%</td>
<td>49%</td>
<td>29-2071 31-9094 43-6013</td>
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<tr>
<td>Medical Assistant</td>
<td>12 Day/20 Eve</td>
<td>$11,909</td>
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<td>73%</td>
<td>64%</td>
<td>56%</td>
<td>31-9092 31-9097</td>
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<tr>
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<td>65%</td>
<td>76%</td>
<td>85%</td>
<td>43-9041</td>
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</table>
ADDENDUM D
CALENDARS

The calendar year is divided into eight 6-week modules for the Day Division; six 7.5-week modules for the Evening Division. Ridley-Lowell Business & Technical Institute reserves the right to change or reschedule break days to ensure proper student training, and will notify students as soon as possible of any changes in the schedule.

### DAY

<table>
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<tr>
<td>1/5/15 – 2/17/15</td>
<td>1/4/16 – 2/17/16</td>
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<td>HOLIDAY 1/19, 2/16</td>
<td>HOLIDAY 1/18, 2/15</td>
</tr>
<tr>
<td>Module 15B</td>
<td>Module 16B</td>
</tr>
<tr>
<td>2/18/15 – 3/31/15</td>
<td>2/18/15 – 3/31/15</td>
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<tr>
<td>Module 15C</td>
<td>Module 16C</td>
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<tr>
<td>4/2/15 – 5/14/15</td>
<td>4/1/16 – 5/13/16</td>
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<td>HOLIDAY 4/3</td>
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<tr>
<td>Module 15D</td>
<td>Module 16D</td>
</tr>
<tr>
<td>5/15/15 – 6/26/15</td>
<td>5/16/16 – 6/27/16</td>
</tr>
<tr>
<td>HOLIDAY 5/25</td>
<td>HOLIDAY 5/30</td>
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<tr>
<td>Module 15E</td>
<td>Module 16E</td>
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<td>6/30/15 – 8/10/15</td>
<td>6/28/16 – 8/10/16</td>
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<tr>
<td>Module 15F</td>
<td>Module 16F</td>
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<tr>
<td>8/11/15 – 9/22/15</td>
<td>8/11/16 – 9/22/16</td>
</tr>
<tr>
<td>HOLIDAY 9/7</td>
<td>HOLIDAY 9/5</td>
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<tr>
<td>Module 15G</td>
<td>Module 16G</td>
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<td>HOLIDAY 10/12</td>
<td>HOLIDAY 10/10</td>
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<tr>
<td>Module 15H</td>
<td>Module 16H</td>
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Module 14A
1/6/14 – 2/18/14
HOLIDAY 1/20, 2/17
**ADDENDUM D**  
**CALENDARS Continued**

The calendar year is divided into eight 6-week modules for the Day Division; six 7.5-week modules for the Evening Division. Ridley-Lowell Business & Technical Institute reserves the right to change or reschedule break days to ensure proper student training, and will notify students as soon as possible of any changes in the schedule.

### EVENING

<table>
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<tr>
<td><strong>Module 151</strong></td>
<td><strong>Module 161</strong></td>
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<tr>
<td>1/5/15 – 2/26/15</td>
<td>1/4/15 – 2/25/16</td>
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<tr>
<td>HOLIDAY 1/19 &amp; 2/16</td>
<td>HOLIDAY 1/18 &amp; 2/15</td>
</tr>
<tr>
<td>M/W MEETS 2/26</td>
<td>M/W MEETS 2/25</td>
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<tr>
<td><strong>Module 152</strong></td>
<td><strong>Module 162</strong></td>
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<tr>
<td><strong>Module 153</strong></td>
<td><strong>Module 163</strong></td>
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<tr>
<td>5/4/15 – 6/24/15</td>
<td>5/2/16 – 6/22/16</td>
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<tr>
<td>HOLIDAY 5/25</td>
<td>HOLIDAY 5/30</td>
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<tr>
<td><strong>Module 154</strong></td>
<td><strong>Module 164</strong></td>
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<td>7/6/15 – 8/25/15</td>
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<td><strong>Module 165</strong></td>
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<tr>
<td>9/1/15 – 10/26/15</td>
<td>8/31/16 – 10/25/16</td>
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<td>HOLIDAY 9/7, 10/12</td>
<td>HOLIDAY 9/5, 10/10</td>
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<tr>
<td>M/W MEETS 10/22</td>
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<td><strong>Module 156</strong></td>
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<td>HOLIDAY 11/11, 11/26</td>
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</table>
ADDENDUM E

CATALOG UPDATES

PROGRAM DESCRIPTIONS:

Phlebotomy Technician
120 clock hours (Hybrid of on campus & online components)

This course will prepare the student for the NCCT (National Center for Competency Testing) Phlebotomy Exam. The student will learn an overview and safety procedures within the phlebotomy practice. They will be provided with the latest safety guidelines; federal regulations; updates on equipment and supplies; hazard prevention techniques; competencies important in the workplace; strategies for the NCCT certification process; and communication skills for all ages. The student will also learn medical terminology, anatomy and physiology of cardiovascular and lymphatic systems.

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>PHB101</td>
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*Please reference course descriptions for individual course hours.

Electronic Health Records
60 Clock Hours (30 on campus/30 online component)

This certificate program focuses on developing Electronic Health Record (EHR) skills used to perform routine clerical and administrative functions for the medical office environment, including standards of EHR systems, setup of EHR software, administrative functions; patient chart creation and maintenance; office visits; clinical tools; and templates. Other topics include test and procedure ordering and maintenance; e-proscribing; procedural and diagnostic coding; including database maintenance; messaging; letter and report creation; and the use of productivity center and utilities. This course is designed to provide each student with the necessary tools for successful preparation to become a certified Electronic Health Records Specialist (CEHRS).

<table>
<thead>
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<td>Electronic Health Records</td>
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</table>

*Please reference course descriptions for individual course hours
ELECTRICAL SYSTEMS TECHNICIAN
76.75 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. – 10:35 p.m., Monday-Thursday

The Electrical Systems Technician program will provide you with the knowledge and skills to work as an electrical apprentice, or as an electrical or electronics installer and repairer in various industries. You will learn the basics of electricity including safety, electrical theory, measuring instruments, AC/DC, National Electric Code, and low-voltage wiring. In addition, you’ll learn to read schematics and blueprints as you focus on residential wiring, commercial wiring, and industrial wiring, and motor controls. Certification for OSHA-30 and CPR will also be obtained through this program.

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<td>Math for Electricians 1,</td>
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<td>EST104-108</td>
<td>Introduction to Electrical Theory 1,2,3,4,5</td>
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<td>EST109-111</td>
<td>National Electric Code 1,2,3</td>
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<td>EST112-116</td>
<td>Residential Wiring 1, 2, 3, 4, 5</td>
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<td>Residential Wiring Lab 1, 2, 3, 4</td>
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<td>EST121-123</td>
<td>Commercial Wiring 1, 2, 3</td>
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<td>DEV 103</td>
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* Please reference course descriptions for individual course credits

MASSAGE THERAPY
78.5 Credits

Day Division Courses: 8:00 a.m. - 1:00 p.m., Monday-Friday
Evening Division of Courses: 5:45 p.m. – 9:35 p.m., Monday-Thursday

Upon completion of this program, the student will qualify to apply for the licensing exam through the Massage and Bodywork Licensing Examination (MBLEx). A passing score on the exam allows the student to apply for licensure as a Massage Therapist in Connecticut. Ridley-Lowell prepares students with a strong knowledge of anatomy & physiology, pathology, kinesiology, therapeutic massage, spa services, sports and medical massage, and the legal and ethical issues of massage necessary to be proficient as a massage therapist.

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
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<td>MTH001-002</td>
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<td>Massage Therapy 5, 6, 7, 8</td>
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<td>MTH109-111</td>
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<td>MTH112</td>
<td>Massage Review</td>
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<tr>
<td>KNE101-103</td>
<td>Kinesiology 1, 2, 3</td>
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<td>PTH101-103</td>
<td>Pathology 1, 2, 3</td>
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<tr>
<td>DEV103</td>
<td>Career Development Tools 3</td>
<td>2</td>
</tr>
<tr>
<td>DEV201</td>
<td>Career Development for Massage</td>
<td>3</td>
</tr>
</tbody>
</table>

* Please reference course descriptions for individual course credits
The Information Technology Program provides students with hands-on experience in computer hardware and maintenance; operating systems including Linux, Windows, and Apple; Microsoft Office applications; and HTML/XHTML language for web design. Students will also be prepared to support end users with customer service skills training and hardware and software troubleshooting experience. Lab work is continued with network and security concepts, and server network planning and building.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>NTS101</td>
<td>Introduction to Computer Hardware &amp; Math</td>
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<tr>
<td>NTS102-107</td>
<td>Operating Systems 1, 2, 3, 4, 5, 5Continued</td>
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<td>NTS108-111</td>
<td>MS Office 1, 2, 3, 4</td>
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<tr>
<td>NTS112-113</td>
<td>Web Design 1, 2</td>
<td>4.5</td>
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<td>NTS114</td>
<td>Customer Service</td>
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<tr>
<td>DEV103</td>
<td>Career Development Tools 3</td>
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<tr>
<td>NTS115-119</td>
<td>Hardware 1, 2, 3, 4</td>
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<tr>
<td>NTS120-124</td>
<td>Networking 1, 2, 3, 4</td>
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<tr>
<td>NTS125-129</td>
<td>Server 1, 2, 3, 4</td>
<td>12.5</td>
</tr>
</tbody>
</table>

* Please reference course descriptions for individual course credits

Course Descriptions:

CIP 104 Information Processing Advanced 1.5
Students will to become familiar with the concepts of word/information processing to attain advanced hands-on experience on word processing equipment. The student will learn sorting and calculating, customizing tables and creating charts’, merging form documents, directories, mailing labels and envelopes, formatting graphics and text boxes. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: CIP 101-103

DEV 103 Career Development Tools 3 2
In this course, students will develop hard-copy and electronic resumes, and write cover letters, follow-up correspondence, and thank you letters. Students will also expand on their preparation for the actual interview experience through the use of mock interviews. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: None

EHR 101 Electronic Health Records
This course focuses on developing Electronic Health Record (EHR) skills used to perform routine clerical and administrative functions for the medical office environment, including standards of EHR systems, setup of EHR software, administrative functions; patient chart creation and maintenance; office visits; clinical tools; and templates. Other topics include test and procedure ordering and maintenance; e-prescribing; procedural and diagnostic coding; including database maintenance; messaging; letter and report creation; and the use of productivity center and utilities. Students will gain real-world experience through the use of SpringCharts EHR software program. This course is designed to provide each student with the necessary tools for successful preparation to become a certified Electronic Health Records Specialist (CEHRS).
This OSHA 30-hour construction industry outreach training course is a comprehensive safety program designed for anyone involved in the construction industry. The OSHA training institute developed this program with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing and eliminating and reporting hazards associated with their work. Upon successful completion of the course, participants will receive an OSHA 30 hour Construction Outreach DOL course completion card. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

EST102 Math for Electricians 1
This course begins with a review of basic mathematical concepts including whole numbers, fractions, percent’s, averages, and estimates. The remaining course focuses on the mathematics that electricians use on the job such as powers, roots, and measurements. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: None

EST103 Math for Electricians 2
Basic mathematical concepts including ratios and proportions, formulas, and trigonometry will be reviewed during this course. The students then focus on mathematics for electricians including general simple formulas, Ohm’s Law formulas, and combined problems in trigonometry. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: EST102

EST104 Introduction to Electrical Theory 1
This course introduces students to basic concepts of electrical theory. It focuses on general safety rules on the work site, atomic structure, electrical quantities, Ohm’s Law, and static electricity. This course examines alternating current (AC) and inductance in AC circuits. Students learn about batteries and other sources of electricity, magnetic induction, and resistive-inductive series circuits. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: EST103

EST105 Introduction to Electrical Theory 2
In this course, students learn about basic electric circuits, including series, parallel and combination circuits. Including batteries and other sources of electricity, magnetic induction and resistive-inductive series circuits. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work.

Prerequisite: EST 104

EST106 Introduction to Electrical Theory 3
This course continues to examine alternating current (AC) and inductance in AC circuits. They learn about power and series and parallel resistive/inductive circuits. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class homework.

Prerequisite: EST105

EST107 Introduction to Electrical Theory 4
This course continues to examine alternating current (AC), and introduces capacitors and capacitance in AC circuits. Students learn about resistive-inductive parallel circuits, resistive-capacitive series circuits, and resistive-capacitive parallel circuits. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course will examine resistive-inductive-capacitive series circuits, and resistive-inductive-capacitive parallel circuits. This course includes, at a minimum, 7.5 hours of out-of-class homework.

Prerequisite: EST106

EST108 Introduction to Electrical Theory 5
This course explores single-phase motors and transformers, and three-phase motors and transformers. They apply electrical laws, theorems, and basic trigonometry to practical applications. This course includes, at a minimum, 7.5 hours of out-of-class work.

**Prerequisite:** EST107

**EST109 National Electric Code 1** 3
This course explores the National Electrical Code, NFPA 70. This first section includes an introduction, definitions peculiar to the electrical trade, rules on boxes and enclosures for electrical installations, rules on the use of cables, rules on the use of raceways and rules for the installation of conductors. The student is expected to use and highlight his NEC as each subject is explored. There shall be a minimum of 7.5 hours of out-of-class homework.

**Prerequisite:** None

**EST110 National Electric Code 2** 3
This course explores the National Electrical Code, NFPA 70. This second section includes various rules on the installation of electrical equipment in single and multiple family dwellings. Load calculations are included. The student is expected to use and highlight his NEC as each subject is explored. There shall be a minimum of 7.5 hours of out-of-class homework.

**Prerequisite:** EST109

**EST111 National Electric Code 3** 3
This course explores the National Electrical Code, NFPA 70. This third and last section includes various rules on the installation of electrical equipment in commercial and industrial buildings. Special occupancies, area and equipment will be covered. The student is expected to use and highlight his NEC as each subject is explored. There shall be a minimum of 7.5 hours of out-of-class homework.

**Prerequisite:** EST110

**EST112 Residential Wiring 1** 2.75
This course builds a foundation of knowledge about the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. It focuses on important topics such as safety when working with electricity, electrical symbols, circuit layouts, types of luminaires, and wiring methods. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit. This course includes at a minimum, 7.5 hours of out-of-class homework.

**Prerequisite:** None

**EST113 Residential Wiring 2** 2.75
This is the second course focusing on the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. The various lighting branch-circuits for all rooms in a residence are covered during this course. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit. This course includes at a minimum, 7.5 hours of out-of-class homework.

**Prerequisite:** EST112

**EST114 Residential Wiring 3** 2.75
The third course in the residential wiring series, this course focuses on laundry room circuits and outlets, and special-purpose outlets including water pumps, heaters and cooking units. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 7.5 hours of out-of-class homework.

**Prerequisite:** EST113
EST115  Residential Wiring 4  2.75
The fourth course in the residential wiring series, students will be exposed to special-purpose outlet installation of dishwashers, disposals, electric heaters and air conditioners. Students will also become familiar with service entrance equipment and over current protection. Students apply basic wiring concepts to the wiring of a residence, room by room, circuit by circuit in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 7.5 hours of out-of-class homework.
Prerequisite:  EST 114

EST116  Residential Wiring 5  2.75
The fifth and last course in the residential wiring series, students will be exposed to service calculations, followed by the requirements for a dwelling swimming pool or hot tub. Standby power systems are looked at as well as interconnected Photovoltaic power systems in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 7.5 hours of out-of-class homework.
Prerequisite:  EST115

EST117  Residential Wiring Lab 1  1.5
This is the lab class intended to follow along with residential wiring 1. Student will learn hands on in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 2.5 hours of out-of-class homework
Prerequisite:  EST101

EST118  Residential Wiring Lab 2  1.5
This is the lab class intended to follow along with residential wiring 2. Student will learn hands on in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 2.5 hours of out-of-class homework.
Prerequisite:  EST117

EST119  Residential Wiring Lab 3  1.5
This is the lab class intended to follow along with residential wiring 3. Student will learn hands on in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 2.5 hours of out-of-class homework.
Prerequisite:  EST118

EST120  Residential Wiring Lab 4  1.5
This is the lab class intended to follow along with residential wiring 4. Student will learn hands on in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 2.5 hours of out-of-class homework.
Prerequisite:  EST119

EST121  Commercial Wiring 1  3
This course exposes students to the basics of commercial wiring. It focuses on the planning of a commercial installation. Topics included are commercial building plans and specifications, reading electrical drawings, load requirement conversions, branch circuits, and switches and receptacles. Students determine circuit loads and apply concepts learned to commercial building drawings. This course also addresses NEC code requirements for commercial locations. This course includes at a minimum, 7.5 hours of out-of-class homework.
Prerequisite:  EST103

EST122  Commercial Wiring 2  2.75
The second course in commercial wiring focuses on the planning of a commercial installation by covering motor and appliance circuits and feeders. Topics covered include working drawings, special circuits, panelboard selection and installation, the electric service, and lamps and luminaries. Students apply concepts to commercial building drawings and NEC code requirements to commercial locations. This course includes at a minimum, 7.5 hours of out-of-class homework.
Prerequisite: EST121

EST123   Commercial Wiring 3   2.75
This is the final course of commercial wiring with a focus on cooling systems, special occupancies, hazardous locations, health care, industrial locations, and special equipment. Students apply concepts and NEC code requirements to commercial building drawings and locations. This course includes at a minimum, 7.5 hours of out-of-class homework. Prerequisite: EST122

EST124   Commercial Wiring Lab 1   1.5
This is the lab class intended to follow along with commercial wiring 3. Students will learn hands on in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 2.5 hours of out-of-class homework. Prerequisite: EST121

EST125   Commercial Wiring Lab 2   1.5
This is the lab class intended to follow along with commercial wiring 3. Students will learn hands on in accordance with the requirements set forth by the National Electrical Code. This course includes at a minimum, 2.5 hours of out-of-class homework. Prerequisite: EST122

EST126   Industrial Wiring 1   3
This course introduces students to the basics of installing wiring systems in an industrial building. Students will become familiar with the symbols used in reading and understanding site plans, the components of a unit substation, feeder bus systems, and an introduction to panel boards. During this course, students will learn about the installation of various panel boards and trolley busways. They proceed through the wiring process by applying concepts learned during the course to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class homework. Prerequisite: EST116

EST127   Industrial Wiring 2   3
Students expand their knowledge about the installation of wiring systems in an industrial building during this course. Topics covered include using wire tables, and determining conductor sizes, motors and controllers, motor installation, power factor, ventilating, air conditioning, system protection, and lightning protection. Concepts learned during the course are applied to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class homework. Prerequisite: EST126

EST128   Industrial Wiring 3   3
Students will conclude their study of the installation of wiring systems in an industrial building during this course. Areas to be covered include site lighting, PLC’s, fiber optics, hazardous locations, and harmonics. Concepts learned during the course are applied to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class homework. Prerequisite: EST127

EST129   Industrial Wiring lab 1   1.5
Students expand their knowledge about the installation of wiring systems in an industrial building during this course. Topics covered include motors and controllers, motor installation, power factor, ventilating, air conditioning, system protection, and lightning protection. Concepts learned during the course are applied to industrial building drawings. This course includes at a minimum, 7.5 hours of out-of-class work.
Prerequisite: EST125

MTH112 Massage Review 2.25
This course is designed as a seminar to prepare students to take their Massage & Bodywork Licensing Exam (MBLEx) along with training in CPR and First Aid. We will be studying and reviewing the content areas necessary to take the MBLEx. This course includes, at a minimum, 7.5 hours of out-of-class work.
Prerequisite: MTH001-111

NTS 106 Operating Systems 5 2.5
This course is designed to introduce a Mac and Android operating system, and explore the functionality of software applications. Students learn how to configure and customize tools and capabilities to help solve problems and increase productivity. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS 101

NTS 107 Operating Systems 5 (MAC Continued) 2.5
This course is designed to introduce a Mac operating system, and explore the functionality of software applications. Students learn how to configure and customize tools and capabilities to help solve problems and increase productivity. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS 106

NTS 111 MS Office 1 2
This course provides an introductory presentation of Microsoft Word. Topics include creating, formatting, and editing word documents. The students use templates to create a business letter and resume. This course includes, at a minimum, 7.5 hours out-of-class work.
Prerequisite: None

NTS 120 Networking 1 2.5
The student will learn computer networking and gain understanding of a broad range of networking technologies. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS 119

NTS 121 Networking 2 2.5
The student will learn network concepts and techniques including Communications, Protocols, Architecture, and Operation. This course includes, at a minimum, 7.5 hours of out of class work.
Prerequisite: NTS 120

PHB 101 Phlebotomy Technician
This course will prepare the student for the NCCT (National Center for Competency Testing) Phlebotomy Exam. The student will learn an overview and safety procedures within the phlebotomy practice. They will be provided with the latest safety guidelines; federal regulations; updates on equipment and supplies; hazard prevention techniques; competencies important in the workplace; strategies for the NCCT certification process; and communication skills for all ages. The student will also learn medical terminology, anatomy and physiology of cardiovascular and lymphatic systems.
I. DRUG AND ALCOHOL PREVENTION PROGRAM

Notice to Students and Employees

The Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that each institution of higher education shall annually distribute to each student and employee information that clearly sets forth school policy regarding the prohibition of illicit drugs and alcohol. Ridley-Lowell subscribes to the goals of the Drug Free Schools and Communities Act and takes this opportunity to alert students and employees to our Drug and Alcohol Free Awareness Program. The program consists on the following 4 phases:

PHASE 1

WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action.

The following is a partial list of drugs, and the consequences of their use. The effect is clear. The use of alcohol and other drugs is detrimental to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drugs impede the learning process and can cause disruption for other students and disturb their academic interests. The use of drugs in the workplace may also impede the employee's ability to perform in a safe and effective manner, and may result in injuries to others. Early diagnosis and treatment of drug and alcohol abuse is in the best interests of the student, employee, and the school.

Marijuana and hashish are deleterious to the health and impair the short-term memory and comprehension of the user. Their use alters the sense of time, and reduces the ability of the user to perform tasks requiring concentration and coordination. It increases the heart rate and appetite. Motivation and cognition can be altered, making acquisition and retention of new information difficult. Long-term use may result in psychological dependence and can produce paranoia and psychosis. Because these drugs are inhaled as unfiltered smoke, they are damaging to the lungs and pulmonary system and they have more cancer-causing agents than tobacco.

Cocaine or crack stimulates the central nervous system and is extremely addictive. It can cause psychological and physical dependency on the drug, which can lead to dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, paranoia, and seizures. It can also cause death by disrupting the brain's control of the heart and respiration.

The use of other stimulants and amphetamines can have the same effect as cocaine use, causing increased heart rate and blood pressure which can result in stroke or heart failure. Symptoms include dizziness, sleeplessness, and anxiety. It can also lead to psychosis, hallucinations, paranoia, and even physical collapse.

Depressants and barbiturates can cause physical and psychological dependence that can lead to respiratory depression, coma, and death, especially when used in concert with alcohol. Withdrawal can lead to restlessness, insomnia, convulsions, and even death.
ADDENDUM F

STUDENT CONSUMER INFORMATION

DRUG AND ALCOHOL PREVENTION PROGRAM Continued

LSD, PCP, mescaline, and peyote are classified as hallucinogens. Hallucinogens interrupt the brain messages that control the intellect and keep instincts in check. Large doses can produce convulsions and coma, heart and lung failure. Chronic users experience persistent memory problems and speech difficulties for up to a year after their use. Because the drugs stop the brain’s pain sensors, drug experiences may result in severe self-inflicted injuries.

Users of narcotics, such as heroin, codeine, morphine, and opium develop dependence and increase the likelihood of an overdose which can lead to convulsions, coma, and death.

Alcohol is chemically classified as a mind-altering drug because it contains ethanol and has the chemical power to depress the action of the central nervous system. This depression affects motor coordination, speech, and vision. In large amounts, it can affect respiration and heart-rate control. Death can result when the level of blood alcohol exceeds 0.40%. Prolonged abuse of alcohol can lead to alcoholism, malnutrition, and cirrhosis.

Alcohol consumption causes a number of marked changes in behavior. Even low doses can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

PHASE 2

POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution’s learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than 5 days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution’s “workplace” consists of the following locations:

Ridley-Lowell Business and Technical Institute, 470 Bank Street, New London, Connecticut 06320, or, any teaching site, or any “off-site” location (i.e. field trips, luncheons, meetings, etc.) where the activities are in any way related to the institution.
ADDENDUM F

STUDENT CONSUMER INFORMATION

DRUG AND ALCOHOL PREVENTION PROGRAM Continued

PHASE 3

AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

JOURNEY PROGRAM – UNITED COMMUNITY AND FAMILY SERVICES
Norwich, CT 06360
892-7042

NEW LONDON COUNSELING ASSOCIATES
94 Broad St.
New London, CT 06320
447-9935

SOUTHEASTERN COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE INC. (SCADD)
New London, CT 06320
447-1717

STONINGTON INSTITUTE
Swantown Hill Rd.
North Stonington, CT. 06359
535-1010 or (800) 832-1022

PHASE 4

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION’S DRUG-FREE WORKPLACE STATEMENT

Ridley-Lowell prohibits the unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs and alcohol by students and employees on school property or as part of school activities. Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion. Employees are also subject to disciplinary sanctions for violation of these provisions occurring on school property or the work site or during work time, up to and including termination from employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, faculty and academic staff policies. Referral for prosecution under criminal law is also possible.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

*21 U.S.C. 844(a)*

1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
(a) 1st conviction and the amount of crack possessed exceed 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
ADDENDUM F
STUDENT CONSUMER INFORMATION

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provision re: crack)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

*21 U.S.C. 844a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

*18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

*Miscellaneous
Revocation of certain Federal licenses and benefits, e.g. pilot's licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

STATE OF CONNECTICUT PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

DRUG AND ALCOHOL PREVENTION PROGRAM Continued

BLOOD ALCOHOL LEVEL OF .10

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<th>First Offense</th>
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<th>Third Offense</th>
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<tr>
<td>Test Refusal</td>
<td>6 months</td>
<td>1 year</td>
<td>3 years</td>
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<tr>
<td>.02% BAC or higher-under age 21</td>
<td>90 days</td>
<td>9 months</td>
<td>2 years</td>
</tr>
<tr>
<td>.07% BAC or higher with prior conviction</td>
<td>90 days</td>
<td>9 months</td>
<td>2 years</td>
</tr>
<tr>
<td>.10% BAC or higher</td>
<td>90 days</td>
<td>9 months</td>
<td>2 years</td>
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<tr>
<td>.16% BAC or higher</td>
<td>120 days</td>
<td>10 months</td>
<td>2 years, six months</td>
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### ADDENDUM F

#### STUDENT CONSUMER INFORMATION

#### DRUG AND ALCOHOL PREVENTION PROGRAM Continued

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<th></th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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<tbody>
<tr>
<td><strong>Fine:</strong></td>
<td>$500-$1,000</td>
<td>$1,000-$4,000</td>
<td>$2,000-$8,000</td>
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<tr>
<td><strong>Imprisonment:</strong></td>
<td>Six months-48 hours minimum mandatory</td>
<td>Two years-120 days minimum mandatory</td>
<td>Three years-one year minimum mandatory</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
<td>AND</td>
</tr>
<tr>
<td><strong>Suspended sentence</strong></td>
<td></td>
<td></td>
<td>100 hours of community service</td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>License Action:</strong></td>
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<td>License Action:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>3 year suspension (or until age 21 if longer)</td>
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<td>License Action:</td>
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<tr>
<td></td>
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<td>Permanent revocation</td>
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### I. CAMPUS SECURITY STATISTICS

This information is required under Public laws 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus, non-campus building/property, public property, and dorms/residential facilities on campus.

Should you witness a crime in process or area victim of a crime, Ridley-Lowell requests that you follow this procedure:

During school hours, notify the Director, Carol Cournoyer, or the Financial Aid Director, Carrie Fernandes, or the Admissions Representative, Melanie Field, and the New London Police Department immediately.

Remember: Preserving evidence for proof of a criminal offense is very important.

Ridley-Lowell does not recognize any off campus student organizations that would be covered under this act.

The purpose and authority of campus security personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus security personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus security personnel are referred to and investigated by the local law enforcement agency. To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by campus security personnel (if applicable) and local/state law enforcement authorities for the purpose of criminal
apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices at orientation.

Everyone should remember that personal safety begins with you. The following should be considered:

- When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lit area.
- Do not leave books or personal property unattended in the classroom, student lounge, or hallway.

**Sexual Assault Statement and Procedures:**

Ridley-Lowell does not discriminate on the basis of sex in its educational programs and activities. Sexual harassment is unwelcome behavior of a sexual nature that is severe or pervasive and creates a hostile or abusive environment such that it unreasonably interferes with a person's ability to learn or work. This type of behavior is prohibited whether it occurs between or among peers, and may be directed to persons of the opposite or same sex as that of the harasser.

Sexual violence and sexual harassment are types of sex discrimination. Sexual misconduct in all forms, including sexual assault, violate the sanctity of the human body, mind and spirit and will not be tolerated within the campus of Ridley-Lowell. The spectrum of sexual violence includes but is not limited to the following: rape, acquaintance rape; alcohol- and drug-facilitated sexual assault; types of sexual harassment; dating violence; stalking; sexual battery; unwanted touching in a sexual nature; sexual exploitation; and indecent exposure.

A student who is a victim of sexual assault should notify local law enforcement authorities: The New London Police Department (860) 447-5269 or 911 and Sexual Assault Crisis of Eastern CT hotline: 860-437-7766

**Stalking**

Stalking is a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose, meaning there is an intent to seriously alarm, annoy, or bother the persons, and such conduct serves no legitimate purpose. The course of conduct causes a reasonable person to suffer substantial emotional distress, or to be in fear of bodily injury. Cyber stalking or cyber harassment involves the use of a computer or other electronic devices to engage in this behavior. As is the case with other forms of sexual victimization, the vast majority of stalking victims know their stalkers. Stalking is both a violation of Ridley-Lowell and Connecticut Law.

A student who is a victim of sexual assault should notify local law enforcement authorities: The New London Police Department (860) 447-5269 or 911 and Sexual Assault Crisis of Eastern CT hotline: 860-437-7766

If applicable and reasonably available, the institution will change the academic and living situation of a student after an alleged sex offense.

If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and accused will be informed of the institution's final determination of any institution disciplinary proceedings and any sanction imposed against the accused.
The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the section “Drug and Alcohol Prevention Program” for information concerning the campus policies and individual responsibilities required under this Act.

The crime data reported by the institution has not been subjected to independent verification by ED. Therefore, the Department cannot vouch for the accuracy of the data reported here.

<table>
<thead>
<tr>
<th>Criminal Offenses: On campus</th>
<th>2011</th>
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<th>2013</th>
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<tbody>
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<td>d) Sex offenses – Non-forcible (Incest, Statutory Rape)</td>
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<tr>
<td>e) Robbery</td>
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<td>g) Burglary</td>
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<td>h) Motor vehicle theft</td>
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<td>j) Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>k) Larceny-theft</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>l) Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>m) Destruction/damage/vandalism of property</td>
<td>0</td>
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</table>
ADDENDUM F
STUDENT CONSUMER INFORMATION
CAMPUS SECURITY STATISTICS Continued

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<tr>
<th>Arrests: On campus</th>
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<tr>
<td>a) Weapons: carrying, possessing, etc.</td>
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II. INFORMATION SECURITY PROGRAM

OVERVIEW:
Ridley-Lowell Business & Technical Institute strives to provide administrative, technical, and physical safeguards to assure the security and integrity of student/employee data against the anticipated threats and hazards of external access and unauthorized internal access. This Program has been instituted to ensure the security and confidentiality of non-public student/employee information, including student/employee health and financial information.

SECURITY PROGRAM COORDINATOR:
In conjunction with the School President, Campus Director and Networking & Technical Support Department, the Security Program Coordinator is responsible for achieving the goal of adequate safeguards and ensuring accountability. Please contact the Security Coordinator immediately if you suspect a security breach has occurred:

Robert Mitchell
470 Bank St
New London, CT 06320
Tel: (888) 443-7441
Email: nlaskbob@ridley.edu
INTERNAL/EXTERNAL RISKS:
The building is open from 7:30 a.m. to 10:35 p.m. Monday through Thursday, 7:30 a.m. to 4:00 p.m. Friday, and remains locked and secured by an ADT alarm system during closed hours and weekends. Each administrator has the pass code for the alarm system and a front door key, along with the department Directors of the teaching staff. As necessary document gathering for enrollment in our programs, hiring of employees, and for the purposes of determining financial aid eligibility, our administrative staff collects and maintains student/employee records containing personal demographic, financial, and health information records.

SAFEGUARDS:
All administrators are trained at the time of hire regarding the confidentiality of student/employee data. The administrative staff is responsible for maintaining and storing all student/employee records in locked storage areas at all times when unattended.

The database used for storing student records has been set up with restricted access so that each administrator has an individual password and each administrator has only been granted access to the modules of the database that are relevant to their respective departments. Each department performs a daily backup of important information to the main server, which includes a backup of the student database. The main server is backed up periodically and stored in a secure off-site location.

The network server remains in a locked room when unattended and is maintained by our Networking & Technical Support Department. This department also maintains all systems which use current anti-virus, anti-spyware, and firewall software which scan and update each system daily. All systems use MS Windows XP, MS Windows 7, or MS Windows Server with all currently available service packs and hotfixes. The MS Automatic Update feature assures this is kept current, which also includes the practices for detecting, preventing, and remediying system failures/attacks/intrusions on the system.

The CISCO router provides NAT, Network Address Translation feature, and all ports are disabled. Administration of the router is protected by password and can only be accessed from the System Administrators workstation. Server group policies are in place, limiting access to files, folders, and systems on the Domain. This isolates these systems from the rest of the school providing additional privacy. All unnecessary services and software are disabled.

All areas of concern are audited with administrative alerts being sent to the Security Coordinator and the System Administrator. All log-on and permission change requests attempts are also logged and audited.

PERIODIC EVALUATION:
The Coordinator does perform an annual review to evaluate and modify the Program in response to any material changes. Each Department within the Institution is expected to participate in identifying security risks and in evaluating the effectiveness of current systems and procedures in place to ensure that the safeguards are effective across all operational levels of the Institution.
ADDENDUM F
STUDENT CONSUMER INFORMATION
INFORMATION SECURITY PROGRAM Continued

RESPONSE TO SECURITY BREACH:
The School will conduct a prompt and thorough investigation in tandem with local law enforcement and the Federal Bureau of Investigation. If more than 5,000 persons are affected, the Secret Service will be notified. The Networking and Technical Support Department will immediately secure the affected databases, temporarily shut down network access, reset all passwords, and notify all affected users. In the case of a physical breach, all storage facilities will be secured and locks changed immediately. A notice of any breach will be issued by the Coordinator to all administration, faculty/staff, students, and any actually/possibly exposed persons. A security breach notice will contain at least the following information:

1. Description of breach and data affected
2. Remedial actions by affected person – contact information for credit bureaus
3. FTC identity theft website www.consumer.gov/idtheft
4. Contact information for law enforcement officer working on case
5. Encouragement to any student/consumer who learns of misuse of his/her personal data to file a complaint with FTC 1-877-ID-THEFT

A breach that involves employees or others acquiring student identity data and Title IV data for a scheme to falsely obtain Title IV aid will be reported to the Office of Inspector General. If names and social security numbers are accessed the following major credit bureaus will be notified:

Equifax Information Services, LLC
678-795-7090
chris.jarrard@equifax.com

Experian Security Assistance
businessrecordsvictimassistance@experian.com

TransUnion
P.O. Box 72, Allen, TX 75012
800-372-8391

Any other applicable business (e.g. credit card issuers) or state agencies will be notified as well.

III. TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.
IV. TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS CONTINUED

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:
1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn’t keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive.

You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don’t already know what your school’s refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

V. SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
ADDENDUM F

STUDENT CONSUMER INFORMATION

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT Continued

- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”).
  You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
    o a person has taken adverse action against you because of information in your credit report;
    o you are the victim of identify theft and place a fraud alert in your file;
    o your file contains inaccurate information as a result of fraud;
    o you are on public assistance;
    o you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.
ADDENDUM F

STUDENT CONSUMER INFORMATION

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT Continued

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS:</th>
<th>CONTACT:</th>
</tr>
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<tbody>
<tr>
<td>Consumer reporting agencies, creditors and others not listed below</td>
<td>Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357</td>
</tr>
<tr>
<td>National banks, federal branches/agencies of foreign banks (word &quot;National&quot; or initials &quot;N.A.&quot; appear in or after bank's name)</td>
<td>Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743</td>
</tr>
<tr>
<td>Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)</td>
<td>Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a></td>
</tr>
<tr>
<td>Savings associations and federally chartered savings banks (word &quot;Federal&quot; or initials &quot;F.S.B.&quot; appear in federal institution's name)</td>
<td>Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929</td>
</tr>
<tr>
<td>Federal credit unions (words &quot;Federal Credit Union&quot; appear in institution's name)</td>
<td>National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600</td>
</tr>
<tr>
<td>State-chartered banks that are not members of the Federal Reserve System</td>
<td>Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342</td>
</tr>
<tr>
<td>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</td>
<td>Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306</td>
</tr>
<tr>
<td>Activities subject to the Packers and Stockyards Act, 1921</td>
<td>Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051</td>
</tr>
</tbody>
</table>
STATE OF CONNECTICUT VOTER REGISTRATION

I. STATE OF CONNECTICUT

MAIL-IN VOTER REGISTRATION

REGISTRATION INSTRUCTIONS:
1. Fill in all boxes that apply to you on this application.
2. Place a first-class stamp on the application card, fold, and mail it to the town hall where you live (or deliver it to your town hall or voter registration agency).
3. You are not a voter until your application is approved by the Registrar of Voters.
4. You should receive a confirmation within 3 weeks. If you do not, contact the Registrar in your town hall.
5. If (1) you submit this form by mail and (2) you are registering for the first time in town, you may wish to submit with this application your driver's license number or if none, the last four digits of your social security number, or (a) a copy of a current and valid photo I.D. or (b) a copy of a current utility bill, bank statement, government check, paycheck, or government document that shows your name and address, in order to avoid additional I.D. requirements the first time you vote.

REGISTRATION DEADLINES FOR NEW VOTERS:
PRIMARIES: Your application must be postmarked by the 5th day before a primary (OR received by your Registrar of Voters or a voter registration agency by the 5th day before a primary). You may apply in person to your town clerk or registrar until 12:00 noon on the last business day before a primary.

ELECTION: Your application must be postmarked or received by a voter registration agency by the 14th day before an election (OR you may register in person with your Registrar of Voters by the 7th day before an election).

Check Boxes that Apply:
New Voter Registration
Address Change (within the same town)
Name Change
Party Enrollment Change

Are you a U.S. citizen? ☐ YES ☐ NO
Will you be 18 on or before election day? ☐ YES ☐ NO

Name of Applicant
First Name
Middle Name or Initial
Jr. Sr.
Mr. Mrs.
Ms.
Last Name
Address Where You Live
No., Street, Apt. #
City
State
Zip

Date of Birth
(Month Day Year)
CT Driver's License Number
(If none, last 6 digits of Soc. Sec. No.)

If Different, Address Where You Get Your Mail (P.O. Box, etc.)

Do you wish to enroll in a political party?
☐ YES, Name of party: ________________________
☐ NO. I do not wish to enroll in a party at this time.

Note: Declaring a party enables you to vote in that party's primary election, which is open only to party members. You may later choose to switch enrollment to or from a political party.

I swear or affirm that:
• I am a U.S. Citizen
• I live at the address shown in box 5 above
• I am at least 17 years old
• I have not been convicted of a disfranchising felony, or, if so, I am eligible to register to vote
• The information provided here is true

Signature ___________________________ Today's Date: __/__/____

NOTE: The particular social service office at which you register to vote, or whether you decline to register, remains confidential and will be used only for voter registration purposes.

S

WARNING: If you sign this statement even though you know it is untrue, you can be convicted and imprisoned for up to five years and fined up to $5,000.

This section completed only by agency
For Special Assistant Registrar or Town Clerk
(State Received by Agency)

Date Received by Registrar
Date Received by Registrar
Registration:
Acceptance
Declined
Notice Returned
Unlegible
Notice Marked

Date Enrollment Effective in Chariots Party
Reason for Rejection

This section completed only by registrar of voters