



Ridley-Lowell
Business & Technical Institute

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CATALOG ADDENDUM
2017

*This accompanies School Catalog and shall go into effect on the issue date
April 2017 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 CournoyerSchool Director
B.A.....College of St. Benedict
Diploma.. Galen Institute
Massage Therapist License.....State of Connecticut
Certified Postsecondary Instructor..... NCCT

Kelby ChappelleAdmissions Representative
B.SSpringfield College

Stephen Podeszwa Financial Aid Representative
MBAUniversity of Hartford
B.A.....University of Connecticut

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

Mary Jane Gaudio Student Services
Diploma Computer Processing Institute

ADDENDUM A
FACULTY

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

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 + CertifiedCompTIA

Raymond Cusano.....Information Technology Instructor
Certificate.. New Haven/Hartford Business School & Computer Institute
Certificate. Computer Processing Institute
Certified Postsecondary Instructor.. NCCT

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

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

Myriam MartinezDental Instructor
B.A.....University of Phoenix
CDA.....DANB

Craig Michaud.....Electrical Instructor
DiplomaNew England Technical Institute
E-1 License.....State of Connecticut

Phillip Miller.....Electrical Instructor
Diploma..... Norwich Technical School
E-2 License State of Connecticut
Certified Postsecondary Instructor.....NCCT

Robert Mitchell.....Business Instructor
B.S.....Eastern Connecticut State University
Certified Postsecondary Instructor.. NCCT

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

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

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

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

Beth SchraderMedical Instructor
Diploma.....Ridley-Lowell Business & 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

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

**ADDENDUM B
TUITION AND FEES**

Program	App. Fee	Activity Fee	Total Tuition	Books/Equip	Lab Fee	Member /Exam Fee	License /Insur. Fee
Dental Assistant	\$100	\$75	\$12,975	\$1,200	\$1,500	\$295	N/A
Electrical Systems Technician	\$100	\$75	\$16,500	\$1,450	\$350	\$0	N/A
Esthetics	\$100	\$75	\$8,070	\$1200	\$350	\$160	N/A
Medical Assistant	\$100	\$75	\$16,375	\$2,400	\$350	\$160	N/A
Medical Billing & Coding Specialist	\$100	\$75	\$12,975	\$2,200	\$350	\$370	N/A
Office Assistant I	\$50	N/A	\$950	\$600	N/A	N/A	N/A
Office Assistant II	\$50	N/A	\$950	\$800	N/A	N/A	N/A
Phlebotomy	\$50	N/A	\$1265	\$350	N/A	\$90	N/A

Approved methods of payment are: cash, credit card, personal check, money order or financial aid for those who qualify.

**ADDENDUM B
TUITION AND FEES
AWARD YEAR BREAKDOWN**

Program	Total Tuition	AY1	AY2
Electrical Systems Technician	\$16,500	16,500	\$0
Esthetics	\$8,070	\$8,070	\$0
Dental Assisting			
Medical Assistant	\$16,875	\$10,125	\$6,750
Medical Billing & Coding			
Office Assistant 1	\$1,550	\$1,550	\$0
Office Assistant 2	\$1,750	\$1,750	\$0
Phlebotomy Technician	\$1,265	\$1,265	\$0

MA Program:

Charges are posted at the beginning of the program (AY1) and then after completion of 1,000 hours of instruction (AY2).

Electrical Systems Technician, Esthetics Dental Assisting, Billing and Coding, Office Assistant 1 & 2 and Phlebotomy Programs:

Charges are posted at the beginning of the program (AY1).

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.

Program	Normal Completion Rate (Months)	2014-2015 Median Federal Loan Debt	2014-2015 Median Institutional Loan Debt	2015-2016 Placement Rate	2016-2016 Retention Rate	2015-2016 On-Time Graduation Rate	Standard Occupation Code (SOC)
Dental Assistant	9 Day/ 12 Eve	NA	\$0	71%	88%	77%	31-9091 51-9081
Electrical Systems Technician	9 Day/ 12 Eve	\$11,170	\$0	50%	100%	56%	47-3013 49-2092 49-2098 49-2022 49-9071
Esthetics	6Day/9 Eve	NA	NA	50%	100%	100%	
Medical Assistant	12 Day/ 20 Eve	\$11,909	\$0	82%	95%	74%	31-9092 31-9097
Medical Billing & Coding	9 Day/ 16 Eve	\$9,007	\$0	64%	96%	81%	43-9041

ADDENDUM D

CALENDAR

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.

2017

Day
2018

2019

Module 17A
1/3/17-2/14/17
HOLIDAY 1/16

Module 18A
1/3/18-2/14/18
HOLIDAY 1/15

Module 19A
1/2/19-2/13/19
HOLIDAY 1/21

Module 17B
2/16/17-3/30/17
HOLIDAY 2/20
IT, EST

Module 18B
2/15/18-3/29/18
HOLIDAY 2/19, 3/30

Module 19B
2/15/19-3/29/19
HOLIDAY 2/18

Module 17C
4/3/17-5/15/17
Holiday 4/14

Module 18C
4/2/18-5/11/18

Module 19C
4/2/19-5/14/19
HOLIDAY 4/19

Module 17D
5/16/17-6/27/17
HOLIDAY 5/29

Module 18D
5/14/18-6/25/18
HOLIDAY 5/28

Module 19D
5/15/19-6/26/19
HOLIDAY 5/27

Module 17E
6/28/17-8/10/17
HOLIDAY 7/3, 7/4

Module 18E
6/27/18-8/9/18
HOLIDAY 7/3, 7/4

Module 19E
6/27/19-8/9/19
HOLIDAY 7/4, 7/5

Module 17F
8/14/17-9/25/17
HOLIDAY 9/4

Module 18F
8/13/18-9/24/18
HOLIDAY 9/3

Module 19F
8/12/19-9/23/19
HOLIDAY 9/2

Module 17G
9/26/17-11/7/17
HOLIDAY 10/9

Module 18G
9/25/18-11/6/18
HOLIDAY 10/8

Module 19G
9/25/19-11/6/19
HOLIDAY 10/14

Module 17H
11/8/17-12/22/17
HOLIDAY 11/10, 11/23, 11/24
IT, EST

Module 18H
11/7/18-12/21/18
HOLIDAY 11/12, 11/22, 11/23

Module 19H
11/7/19-12/23/19
HOLIDAY 11/11, 11/28, 11/2

Evening
2018

2017

2019

Module 171
1/3/17-2/27/17
HOLIDAY 1/16, 2/20
M/W MEETS 2/23

Module 181
1/3/18-2/26/18
HOLIDAY 1/15, 2/19
M/W MEETS 2/27

Module 191
1/2/19-2/26/19
HOLIDAY 1/21, 2/18
M/W MEETS 2/26

Module 172
3/1/17 – 4/20/17

Module 182
3/5/18– 4/24/18

Module 192
3/4/19– 4/23/19

Module 173
5/1/17-6/21/17
HOLIDAY 5/29

Module 183
5/1/18-6/25/18
HOLIDAY 5/28

Module 193
4/29/19-6/19/19
HOLIDAY 5/27

Module 174
7/5/17-8/24/17

Module 184
7/5/18-8/27/18

Module 194
7/1/19-8/21/19
HOLIDAY 7/4
T/TH MEETS 8/21

Module 175
9/5/17-10/26/17
HOLIDAY 10/9
M/W MEETS 10/26

Module 185
9/4/18-10/25/18
HOLIDAY 10/8
M/W MEETS 10/25

Module 195
9/3/19-10/24/19
HOLIDAY 10/14
M/W MEETS 10/24

Module 176
10/31/17-12/21/17
HOLIDAY 11/23

Module 186
10/29/18-12/20/18
HOLIDAY 11/12, 11/22

Module 196
10/28/19-12/29/19
HOLIDAY 11/14, 11/28, 11/29

ADDENDUM F

STUDENT CONSUMER INFORMATION

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)

**21 U.S.C. 861 (A)(4)*

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

Administrative License Sanctions			
	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
<i>Test Refusal</i>	6 months	1 year	3 years
<i>. 02% BAC or higher-under age 21</i>	90 days	9 months	2 years
<i>. 07% BAC or higher with prior conviction</i>	90 days	9 months	2 years
<i>. 10% BAC or higher</i>	90 days	9 months	2 years
<i>. 16% BAC or higher</i>	120 days	10 months	2 years, six months

ADDENDUM F

STUDENT CONSUMER INFORMATION

DRUG AND ALCOHOL PREVENTION PROGRAM Continued

Criminal Sanctions		
<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
<u>Fine:</u> \$ 500-\$ 1,000	<u>Fine:</u> \$ 1,000-\$ 4,000	<u>Fine:</u> \$ 2,000-\$ 8,000
<u>Imprisonment:</u> Six months-48 hours minimum mandatory	<u>Imprisonment:</u> Two years-120 days minimum mandatory	<u>Imprisonment:</u> Three years-one year minimum mandatory
OR	AND	AND
Suspended sentence with 100 hours of community service	100 hours of community service	100 hours of community service
<u>License Action:</u> 1 year suspension	<u>License Action:</u> 3 year suspension (or until age 21 if longer)	<u>License Action:</u> Permanent revocation

I. CAMPUS SECURITY STATISTICS

This information is required under Public laws 102-26. The following date 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 Admissions Representative, Whitney Folan Stewart, 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

ADDENDUM F

STUDENT CONSUMER INFORMATION

CAMPUS SECURITY STATISTICS Continued

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.

ADDENDUM F

STUDENT CONSUMER INFORMATION

CAMPUS SECURITY STATISTICS Continued

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.

Criminal Offenses: On campus		2014	2015	2016
a)	Murder/Non-negligent manslaughter	0	0	0
b)	Negligent manslaughter	0	0	0
c)	Sex offenses – Forcible	0	0	0
d)	Sex offenses – Non-forcible (Incest, Statutory Rape)	0	0	0
e)	Robbery	0	0	0
f)	Aggravated assault	0	0	0
g)	Burglary	0	0	0
h)	Motor vehicle theft (Doesn't include theft from vehicle)	0	0	0
i)	Arson	0	0	0

Criminal Offenses: Public property		2014	2015	2016
a)	Murder/Non-negligent manslaughter	0	0	0
b)	Negligent manslaughter	0	0	0
c)	Sex offenses – Forcible	0	0	0
d)	Sex offenses – Non-forcible (Incest, Statutory Rape)	0	0	0
e)	Robbery	0	0	0
f)	Aggravated assault	0	0	0
g)	Burglary	0	0	0
h)	Motor vehicle theft (Doesn't include theft from vehicle)	0	0	0
i)	Arson	0	0	0

ADDENDUM F

STUDENT CONSUMER INFORMATION

CAMPUS SECURITY STATISTICS Continued

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the hate Crimes Statistics Act (28 U.S.C. 534) occurred.

Criminal Offenses: Hate Crimes: On campus	2014	2015	2016
a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – Forcible	0	0	0
d) Sex offenses – Non-forcible (Incest, Statutory Rape)	0	0	0
e) Robbery	0	0	0
f) Aggravated assault	0	0	0
g) Burglary	0	0	0
h) Motor vehicle theft (Doesn't include theft from vehicle)	0	0	0
i) Arson	0	0	0
j) Simple Assault	0	0	0
k) Larceny-theft	0	0	0
l) Intimidation	0	0	0
m) Destruction/damage/vandalism of property	0	0	0

Criminal Offenses: Hate Crimes: Public property	2014	2015	2016
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The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the hate Crimes Statistics Act (28 U.S.C. 534) occurred.

a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – Forcible	0	0	0
d) Sex offenses – Non-forcible (Incest, Statutory Rape)	0	0	0
e) Robbery	0	0	0
f) Aggravated assault	0	0	0
g) Burglary	0	0	0
h) Motor vehicle theft (Doesn't include theft from vehicle)	0	0	0
i) Arson	0	0	0
j) Simple Assault	0	0	0
k) Larceny-theft	0	0	0
l) Intimidation	0	0	0
m) Destruction/damage/vandalism of property	0	0	0

ADDENDUM F

STUDENT CONSUMER INFORMATION

CAMPUS SECURITY STATISTICS Continued

Arrests: On campus	2014	2015	2016
--------------------	------	------	------

a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Arrests: Public property	2014	2015	2016
--------------------------	------	------	------

a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Disciplinary Actions: On campus	2014	2015	2016
---------------------------------	------	------	------

a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Disciplinary Actions: Public property	2014	2015	2016
---------------------------------------	------	------	------

a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

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

ADDENDUM F

STUDENT CONSUMER INFORMATION

II. INFORMATION SECURITY PROGRAM CONTINUED

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 remedying 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 effected 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 effected
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.

ADDENDUM F

STUDENT CONSUMER INFORMATION

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:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - 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:

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

I. **STATE OF CONNECTICUT VOTER REGISTRATION**



STATE OF CONNECTICUT MAIL-IN VOTER REGISTRATION

(Disponible en Español)
ED-671 S
REV. 9/11
(CGS §9-23g)

■ YOU MAY USE THIS EASY FORM TO:

- register to vote in Connecticut
- change your name and/or address on current registration
- enroll in a political party or change party enrollment (Changing parties may result in losing rights in all parties for 3 months)

IMPORTANT! Keep your voter record up to date

■ TO REGISTER TO VOTE IN CONNECTICUT

YOU MUST:

- be a United States citizen;
- be a resident of a Connecticut town;
- be at least 17 years old (must turn 18 before election day) 17 year olds, who will turn 18 on or before election day, may participate in general primary; see section 1b below
- have completed confinement and parole if previously convicted of a disfranchising felony

■ IF YOU MOVE:

You must fill out a new voter registration card if you have moved to a new town. Also, use this form to change address within town. (See section 1a and section 10 below)

■ QUESTIONS?

Call your local Registrar of Voters or the Secretary of the State at (800) 540-3764 or (860) 509-6100 (TDD, 800-303-3167)

■ 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:

PRIMARY: 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).

FOLD ----- PLEASE USE PEN - PRINT CLEARLY ----- FOLD

1a Check Boxes that Apply:		<input type="checkbox"/> New Voter Registration (includes move to a new town)	<input type="checkbox"/> Address Change (within the same town)	<input type="checkbox"/> Name Change	<input type="checkbox"/> Party Enrollment Change
1b Are you a U.S. citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will you be 18 on or before election day? <input type="checkbox"/> YES <input type="checkbox"/> NO		If you checked "NO" to either of these questions, do not complete this form.	
2 Name of Applicant		Last Name		First Name	
Mr. Mrs. Miss Ms.				Middle Name or Initial	
		Jr. Sr. II III IV			
3 Date of Birth (Month Day Year)		4 CT Driver's License Number (if none, last 4 digits of Soc. Sec. No.)		5 Address Where You Live	
				No., Street, Apt. #	
				Town _____ Zip _____ State Connecticut	
6 If Different, Address Where You Got Your Mail (P.O. Box, etc.)				7 Telephone Number (optional)	
				()	
8 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female					
9 Do you wish to enroll in a political party?			10 NAME or ADDRESS CHANGE Previous Voting Address (if none, write "NONE")		
<input type="checkbox"/> YES. Name of party: __Democratic __Republican Other: _____			No, Street, Apt # _____		
<input type="checkbox"/> NO. I do not wish to enroll in a party at this time.			Town _____ County _____ State _____		
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.			Name Under Which Registered (if different from above)		
11 I swear or affirm that:					12 Would you like to work at the Polls on Election Day?
<ul style="list-style-type: none"> • 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 					<input type="checkbox"/> YES
Signature _____					<input type="checkbox"/> NO
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 (OR SPECIAL ASSISTANT REGISTRAR OR TOWN CLERK) (Date Received by Agency)		THIS SECTION COMPLETED ONLY BY REGISTRAR OF VOTERS			
DATE RECEIVED BY REGISTRAR		REGISTRAR INITIAL		APPLICATION IS HEREBY:	
				<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> NOTICE RETURNED UNDELIVERABLE	
DATE ENROLLMENT EFFECTIVE IF CHANGING PARTY		REASON FOR REJECTION			

PLEASE TAPE - DO NOT STAPLE

From: _____

Place
Stamp
Here

REGISTRAR OF VOTERS

_____ TOWN HALL
Name of Town

Address

_____, CT _____
Town Zip

