Published March 1, 2020

Student Consumer Information:
Higher Education Act (HEA) is a federal regulation requiring certain information be disclosed to current students, prospective students (and/or their families), current employees, prospective employees, and/or the community.

Information regarding disclosures may be found on the school website as well as may be requested directly at the school office or by emailing lotus@lotusva.com or by mailing a letter to the Lotus School of Integrated Professions Inc., 10960 Three Chopt Rd, Suite A-D, Henrico, VA 23233. Information will be made available in paper or electronic pdf form. The annual disclosures include:

General disclosures to enrolled and prospective students;
Annual Security Report and annual fire safety report;
Report on Athletic program participation rates and financial support data;
FERPA information

Office staff is available at the school’s main office to assist students or prospective students during normal business hours 8am to 6 pm Monday-Thursday and 8am to 5pm Friday to obtain information regarding information on the school, financial assistance, graduation and completion rates, security policies, and crime statistics.

Information about the Lotus School of Integrated Professions

Mission Statement
The Lotus School of Integrated Professions (Lotus School) is dedicated to creating an environment conducive to students learning from a place of intentional creations. Through Lotus School’s vocational and degree programs, students learn a career path integrating various modalities for the benefit of the individual and society.
History of Lotus School of Integrated Professions
The Lotus School was established in 1996 as the American Institute of Massage, Inc and is owned and operated by Dr. Joseph L. Schibner, IV. The American Institute of Massage was operated as a massage school until June of 2015 when it became the American Institute of Healing Therapies. In February, 2016 the American Institute of Healing Therapies became the Lotus School of Integrated Professions and began offering professional training in several other vocational programs. In November of 2018 Lotus School of Integrated Professions attained accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC). In 2019, the Lotus School became an institution of higher education and added degree granting programs. In February of 2020 the Lotus school was approved by ACCSC to offer a Masters Degree program.

Academic Programs and Faculty
All academic programs are listed in our student catalog of policies and procedures. A section for each program/department includes as a full description of the curriculum and contains a full list of faculty and contact information.

This information is available in the office and on our website at www.lotusva.com

Written Arrangement Disclosure
The Lotus School of Integrated Professions does not have any written agreements with outside entities to teach any of its programs. All classes are taught at the Lotus School Campus.

Student Body Diversity
Upon request at the Lotus School of Integrated Professions office demographics on percentage of enrolled, full-time students who are (1) Male, (2) Female, (3) Federal Pell grant recipients, and (4) self-identified members of racial or ethnic groups.

Constitution Day
Constitution Day is September 17th. Students will be sent an email describing constitution day and the email will contain a link to the Constitution.

Voter Registration in Virginia
Voter registration may be completed at the website provided; as well as voter registration forms printed; and all deadlines may be found at:

https://www.elections.virginia.gov/registration/

Upon request the office will print off a voter registration form for any current or prospective student
Accreditation, Certification and Licensure Board for the Lotus School of Integrated Professions

State Council of Higher Education for Virginia - SCHEV
101 N. 14TH St., 10th Floor, James Monroe Bldg.
Richmond, Virginia 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
E-mail: communications@schev.edu
Website: www.schev.edu
A copy of the SCHEV Complaint Resolution Form is available online at: https://www.surveymonkey.com/r/StudentComplaintForm

Department of Professional and Occupational Regulation
Perimeter Center Suite 102 (first floor) 9960 Mayland Drive Richmond VA 23233-1463 Tel: (804) 367-8500 Fax: (866) 282-3932
Email: ComplaintAnalysis@dpor.virginia.gov
Website: http://www.dpor.virginia.gov
A copy of the DPOR Complaint Resolution Form is available online at: http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/FormsandApplications/F701-COMPFRM-v5_09-09-2016_pdf.pdf

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Registrar or online at www.accsc.org.

Admissions, Re-Admissions, and Minimum Educational Requirements
Information on admissions, re-admissions, and educational requirements may be found in our student catalog which is located on the main page of the school web site.
Recruiter Compensation/Incentive Programs
The Lotus School does not offer any incentive programs or any type of signing bonus to its recruitment personnel.

Academic Program Information
Information of degree and certificate program, facility, and faculty may be found in the student catalog found on the main page of the school web site.

The curriculum for all programs is evaluated internally and externally throughout and after each program. This information is then evaluated by faculty and changes made where necessary. Completion, placement, and employment rates are used to gage the successfulness of the programs and any changes made.

Financial Assistance Information

Notice of Availability of Institutional and Financial Aid Information
The Lotus School of Integrated Professions, Inc. annually distributes to every enrolled student a notice of the availability of the information that is required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and for Consumer Information under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec.485(j) and as amended by the Higher Education Opportunity Act of 2008 (HEOA).

The Financial Aid Disclosure Notice contains a brief description of the disclosures and how to obtain the full disclosures. Lotus School students receive this notice annually via individual email accounts. The Lotus School shall provide a copy for any of the required Consumer information upon written request in paper or electronic pdf form.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Renee Schibner
Financial Aid Director
reneeschibner@lotusva.com
804-290-0980

To apply for financial aid go to https://studentaid.ed.gov/sa/fafsa

Types of Financial Assistance available to students

Grants
The Lotus School of Integrated Professions participates in several state and federal grant programs, including federal Pell grants. These programs are need-based and do not require repayment. To be considered for grant funding students must complete FAFSA (Free
Application for Federal Student Aid) and have it sent to The Lotus School of Integrated professions.

**Loans**

Federal loans are used to supplement student tuition. Loans accrue interest and must be repaid. To be considered for any federal loan students must complete FAFSA (Free Application for Federal Student Aid). These federal student loans include Federal Direct Subsidized and Unsubsidized loans and Federal Direct PLUS loans. Federal Direct Loans are not automatically renewed. Borrowers must apply annually and continue to meet eligibility requirements, including Satisfactory Academic Progress (SAP).

Federal Direct Loans including Subsidized, Unsubsidized and PLUS loans are owed to the federal government and must be repaid starting six months after graduation; falls below half-time status; or when a student drops out of their enrolled program. The length of repayment and monthly payment amounts depends on the outstanding loan balance, the interest rate and repayment policies.

**Eligibility**

Financial aid eligibility is the difference between the contribution students and their families are expected to make toward tuition and The Lotus School’s estimated program cost of attendance (COA). Students with an expected family contribution (EFC) less the COA are eligible for need-based financial aid. If the EFC exceeds COA, the student is eligible for financial aid not based on need.

While federal and state financial aid is need based, students must maintain satisfactory academic progress (SAP) requirements to retain financial aid eligibility.

To be eligible for aid provided by any of The Lotus School financial aid programs, a student must meet the criteria listed below:

- Be a U.S. Citizen, U.S. National, U.S. permanent resident, or eligible non-citizen as determined by federal guidelines
- Have a valid Social Security Number
- Hold a valid high school diploma or G.E.D.
- Be making satisfactory academic progress (SAP)
- Not be in default on any federal student loan or owe a refund on a federal grant
- Cannot be enrolled in an elementary or secondary school
- Males must be registered with Selective Service
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurring while receiving Title IV assistance
**Dependent Status**
Students are considered dependent unless they meet one of the following circumstances:

- Will reach the age of 24 before Jan. 1 of the academic year
- Considered an orphan or a ward of the court until age 18
- Both parents are deceased
- Someone other than their biological or adoptive parents are their court appointed legal guardian
- A veteran
- Currently serves in active duty in the U.S. armed forces for purposes other than training
- Will work on a master’s, doctoral degree or graduate certificate
- Married
- Have a legal dependent other than a spouse that they support more than 50%
- A court in their home state of legal residence determines they are an emancipated minor
- Provide documentation of being homeless or at risk of being homeless

**Withdrawal Policy**
A student who is receiving federal student aid in the form of a grant or loan withdraws from The Lotus School before completing 60% of their enrolled program, the financial director who oversees Title IV funds will evaluate and recalculate their aid eligibility based on the Federal Return of Title IV funds formula known as R2T4. If the calculation indicates that any amount of financial aid must be returned by The Lotus School to the federal government, the student must pay The Lotus School the amount owed.

**Disbursements**
Federal and State financial aid is applied directly to the student’s account for allowable charges at the school or by paying the student or parent directly. Half of the FSA funds will be disbursed to the student or parent within 3 days after the start of the first payment period, and the school receiving the funds. The second half of the FSA funds will be disbursed to the student or parent within 3 days of verifying satisfactory academic progress (SAP) and receiving the funds.

**Unusual enrollment history**
Students who received a Pell Grant or loan at multiple institutions in the four most recent academic years will have their FAFSA flagged for unusual enrollment history. The financial aid team will be required to review enrollment history to determine whether the student is enrolling only long enough to receive cash refunds of federal student aid.
Exit Counseling
Borrowers will be notified about exit counseling at the end of their enrolled program which they are scheduled to graduate. Students who have additional questions or concerns about exit counseling should contact the Financial Aid Director.

Refund Policy
Cancellation, Settlement, Withdrawal, Expulsion and Refund Policy
I. (a) Applicants who submit their application and pay the registration fee are not entitled to a refund of the registration fee unless they enroll and meet the requirements for a refund described below in parts b and c of this section.

(b) The Student may cancel the enrollment agreement within three (3) business days of signing it (weekends and holidays are excluded in the calculation of the three (3) business days). All fees paid by a student including the registration fee shall be refunded.

(c) A student may cancel the enrollment agreement after three (3) business days have passed since signing the agreement (weekends and holidays are excluded in the calculation of the three (3) business days) but before the first day of class, is entitled to a refund of all monies paid minus the registration fee of $100.00.

II. (a) The Student hereby agrees that in the event he/she withdraws or is dismissed, if the tuition has not been paid in full, either directly or through a student loan, the student shall be responsible for the balance of tuition owed to Lotus School. Also, if tuition has been paid up front, in full, the Lotus School will refund the student according to the following schedule, based on the students last date of attendance:

(i) If a student withdraws or is dismissed during the first one-fourth of the program, the student shall be responsible to pay an amount equal to twenty-five (25) percent of the total tuition, with any balance owing on this amount due within 30 days of the Lotus School’s receipt of the student’s notice of withdrawal or the date upon which the student was expelled. The Lotus School will refund any money due to the student which has been paid over that amount within 30 days of the Lotus School’s receipt of the student’s notice of withdrawal or from the date the student was expelled.

(ii) If the student withdraws or is dismissed during the second one-fourth of the program the student shall be responsible to pay an amount equal to fifty (50) percent of the total tuition, with any balance owing on this amount due within 30 days of the Lotus School’s receipt of the student’s notice of withdrawal, or the date upon which the Student was expelled. The Lotus School will refund any money due to the student which they have paid over that amount within 30 days of the Lotus School’s receipt of the Student’s notice of withdrawal, or from the date the student was expelled.

(iii) If the student withdraws or is dismissed during the third one-fourth of the program the student shall be responsible to pay an amount equal to seventy-five (75) percent of the total tuition, with any balance owing on this amount due within 30 days of the Lotus School’s receipt of the Student’s notice of withdrawal, or from the date the student was expelled.
tuition, with any balance owing on this amount due within 30 days of the Lotus School’s receipt of the notice of withdrawal, or the date upon which the student was expelled. The Lotus School will refund any money due to the student which they have paid over that amount within 30 days of Lotus School’s receipt of the student’s notice of withdrawal, or the date upon which the student was expelled.

(iv) If the student withdraws or is dismissed after completing three-fourths of the program the student shall be responsible to pay in full an amount equal to one hundred (100) percent of the tuition, with any balance owing on such amount due within 30 days of the Lotus School’s receipt of the notice of withdrawal, or the date the student was expelled. The Lotus School will refund any money due to the student which they have paid over that amount within 30 days of the Lotus School’s receipt of the student’s notice of withdrawal, or from the date the student was expelled.

(b) For the purposes of this section of the agreement, the student’s time in the program (other than transfer students) will be based on the total number of program hours divided by the number of hours completed at the point of the student’s withdrawal/expulsion from the Lotus School. This formula will apply for all students (except transfer students) regardless of method of payment.

(c) For purposes of this section of the agreement, if the student is a transfer student, the total amount of time required for the student to complete the program will be determined by subtracting the number of hours accepted for transfer from the total number of program hours. The amount of this calculation will be divided by the number of hours provided by the class to which the student was assigned from the date of the student’s first day of classes at the Lotus School up to and including the date upon which the student last attended classes.

Return of Title IV Funds Policy (R2T4)

The Higher Education Act, as amended, requires the Lotus School of Integrated Professions to determine the amount of Title IV program assistance that a student earns if he or she withdraws from the institution. Title IV funds that are offered at the institution include Pell Grants and Direct Loans.

If a student withdraws during a payment period, the amount of Title IV program assistance that a student earns up to the date of withdrawal is determined by a specific formula. If a student received less assistance than the amount that was earned, the student may be eligible for additional assistance. If a student received more assistance than the amount that was earned, the excess funds must be returned by the institution and/or the student.

The amount of the assistance a student earns is determined on a pro rata basis. The formula for clock-hour programs requires the calculation be determined by dividing the number of clock hours in the payment period into the number of scheduled clock hours that elapsed up to the date of withdrawal. For example, if the student completed 30 percent of the payment period, the student earns 30 percent of the amount of assistance the student was originally scheduled
to receive. Once the student has completed more than 60 percent of the payment period, the student earns 100 percent of the Title IV program assistance that he or she was scheduled to receive for that payment period.

If a student did not receive all of the Title IV program assistance funds earned up to the date of withdrawal, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loans, the institution must obtain the student’s permission or parent’s (in the case of PLUS loans) before the loan funds can be disbursed. A student or parent may choose to decline all or some of the loan funds so that additional debt is not incurred. The institution may automatically use all or a portion of grant funds for tuition and fees as well as any other educationally-related expenses, with the student’s permission. Any excess grants funds will be disbursed to the student.

If a student receives excess Title IV funds that must be returned, the institution must return a portion of the excess equal to the lesser of:

- Institutional charges multiplied by the unearned percentage of the Title IV funds; or
- The entire amount of excess of Title IV funds.

Unearned Title IV funds must be returned in the following order:

- Unsubsidized Direct Loans;
- Subsidized Direct Loans;
- Direct PLUS Loans;
- Federal Pell Grants; and
- FSEOG funds.

If there is a remaining balance of unearned Title IV funds beyond the amount of Title IV funds the institution is required to return, the student must return the remaining unearned Title IV funds. For any Direct Loan funds a student must return (or the parent), the student must repay the loan in accordance with the terms and conditions of the Master Promissory Note. Any amount of unearned grant overpayment that the student must repay will be any amount of the grant overpayment in excess of fifty percent of the amount of the grant received or was scheduled to be received. If the original amount of the grant overpayment is $50 or less, the grant overpayment would not have to be repaid. The student must make arrangements with the institution or the Department of Education to return the unearned grant funds.

The requirements for returning Title IV funds when a student withdraws are separate from any refund policy the institution has. Therefore, the student may owe funds to the institution to cover unpaid institutional charges.
The policy and procedure for a student who wishes to withdraw from the institution is found in the student catalogue of policies and procedures.

**Other Financial Resources**
- It is vital for students to borrow responsibly and understand the importance of signing a loan agreement.
- Private or alternative loans are available at various private lenders have separate payment policies. The Lotus School does not endorse any particular private lender.
- The Lotus School does not currently offer study abroad or work study programs.

**VA Benefits**
If you are a veteran or family member of a veteran, you may be eligible for VA government programs that assist with education expenses at the Lotus School of Integrated Professions, Inc. For questions about eligibility, call the GI Bill® helpline at (888) 442-4551 Monday – Friday 7 a.m. – 6 p.m. Central Time or visit their website https://www.benefits.va.gov/gibill/contact_us.asp

**Cost of Attendance**
Cost of Attendance or COA is an estimate of educational expenses used to determine financial aid eligibility. These estimates are based on full-time attendance through an entire program.

Please remember COA is the projected cost, and does not represent the actual amount billed by The Lotus School.

**600 Hour Massage Therapy Program - Estimated Cost of Attendance**
Tuition and other school fees:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$7,950</td>
</tr>
<tr>
<td>Institute Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Registration fee</td>
<td>$100</td>
</tr>
<tr>
<td>Total school fees</td>
<td>$8,150</td>
</tr>
</tbody>
</table>

Other estimated costs:

- Books and supplies: $750
- Transportation: $2,100
- Estimated cost of off campus room and board: $11,700
- Estimated meal cost: $4,000
- Total other estimated costs: $18,550

Total estimated cost with off campus housing: $26,700

**600 Hour Esthetics Program - Estimated Cost of Attendance**
Tuition and other school fees:
Tuition      $ 7,950
Institute Fee      $    500
Registration fee     $    100
Total school fees   $ 8,550

Other estimated costs:
Books and supplies     $     850
Transportation     $  2,100
Estimated cost of off campus room and board $11,700
Estimated meal cost     $  4,000
Total other estimated costs    $18,650

Total estimated cost with off campus housing $27,200

600 Hour Master Esthetics Program - Estimated Cost of Attendance
Tuition and other school fees:

Tuition      $ 7,950
Institute Fee      $    500
Registration fee     $    100
Total school fees   $ 8,550

Other estimated costs:
Books and supplies     $     950
Transportation     $  2,100
Estimated cost of off campus room and board $11,700
Estimated meal cost     $  4,000
Total other estimated costs    $18,750

Total estimated cost with off campus housing $27,300

Net Price Calculator
The net price calculator may be accessed on the main page of the school website @ www.lotusva.com

College Navigator
College navigator website: https://nces.ed.gov/collegenavigator/

Facilities and Services for Students with Disabilities

Students with disabilities
Any student with a disability should consult directly with the Program Director prior to the first day of class. The student must provide the Program Director with details in writing with supporting official documentation regarding any accommodations they may require to
adequately meet the program requirements. The Director will work with the student throughout the program to ensure that those needs are addressed and that the accommodations are met as mandated by the ADA.

**General Physical Facilities and Equipment**
The Lotus School is located at 10960 Three Chopt Road. The facility is approximately 4,300 square feet encompassing four classrooms, two lobbies, multipurpose room, student resource center, and administrative offices, faculty office, restrooms, storage room, records room, and wellness center with treatment rooms.

Equipment consists of but is not limited to: desks, massage tables, chairs, charts, skeletons, marker board, digital projectors, professional subscriptions, library books, reference books, towels, sheets, product, office equipment, computers, various massage equipment, floor mats, treatment tables, magnifier lamps, steamers, adjustable stools, instrument tables, Wood’s lamps, sterilization machines, dermabrasion machines (both crystal and non-crystal), towel cabbies, acupuncture needles, sharps containers. There is enough equipment to meet the required ratios of students to equipment for each section taught, to ensure each student has access to all necessary equipment.

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

1. The right to inspect and review the student's education records within 45 days after the day the Lotus School of Integrated Professions receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
A student who wishes to ask Lotus School of Integrated Professions to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Lotus School of Integrated Professions decides not to amend the record as requested, Lotus School of Integrated Professions will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Lotus School of Integrated Professions discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lotus School of Integrated Professions to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Safety Information and Reports
The faculty and staff at Lotus School of Integrated Professions are conscious that we are providing all students and employees with a safe and secure environment while at our school. It
is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

Campus Security Report (Clery Act)
The Lotus School of Integrated Professions is compliant with the The seven (7) categories and subheadings which are presented here in the Annual Security Report for all Clery Act Criminal Offenses is kept on file at the school office and is available upon request.

Clery Act Definitions for Dating Violence, Domestic Violence, Stalking, and Sexual Assault:

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition

- dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.
Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668.

Disseminating reports to prospective students and employees
The Lotus School of Integrated Professions provides an annual report to prospective students and prospective employees electronically and a hard copy is available in the office upon request which contains information on the annual security report and annual fire safety report described in the following sections.

The annual security and fire safety report will be sent via email by October 1 of each year.

**Annual Fire Log**

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<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of injuries</td>
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<td>0</td>
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<tr>
<td>Cause of fire</td>
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**Annual Crime Log**

The Lotus School is dedicated to providing assistance to all members of the Lotus community. It is important that the Lotus Community recognize their own safety and security.

<table>
<thead>
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<th>Category</th>
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<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
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</tr>
<tr>
<td>Arson</td>
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</tr>
<tr>
<td>Computer Crime</td>
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<td>0</td>
</tr>
<tr>
<td>Destruction/damage/vandalism of property</td>
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</tr>
<tr>
<td>Crime Type</td>
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<td>Count</td>
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<tr>
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<td>Fondling</td>
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<tr>
<td>Hate Crime and type</td>
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<td>0</td>
</tr>
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<td>Referral for disciplinary actions of an offense</td>
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Fire Safety Procedures
Students will be informed of fire safety procedures at the start of a new class/term. This will include fire evacuation procedures to the nearest exit for each classroom, clinic or lab location, and calling 911. Students will report 50 feet across the parking lot to the Three Chopt road sign. The exit location for each campus room will be posted next to entrance/exit. The Lotus school plans to constantly improve emergency and fire procedures as the school expands. Upon hearing the fire alarm all campus residents must evacuate the building immediately and report to the designated meet up location.

Reporting a crime or emergency
All students and faculty are encouraged to quickly and accurately report crimes or emergencies to the Campus Security Authority (CSA). During regular business hours the CSA is the office manager and during evening and weekend hours the CSA is the senior faculty member.

At any time, if a student or faculty member feels unsafe or have an emergency they should call 911 or contact the Henrico County Police department 804-501-5000. The Lotus school does allow voluntary confidential reporting of crime; Virginia’s open-record law requires all crime reports and incidents to be available for viewing. However, victims and witnesses can withhold their names and file an anonymous report. An anonymous report form is available in the student resource center.

All crimes reported to a campus director will be disclosed on the Lotus school annual crime report log. Additionally, if students feel threatened or unsafe at any time they should consult with a program director immediately. All crimes reported will be investigated by the campus directors immediately; students will be contacted via email following an investigation of a crime on campus.

Students are encouraged to review the student handbook that provides information about the safety of themselves, others, and the general campus area. Faculty and staff will remind students on a regular basis of campus security measures and procedures. These reminders will
include campus security prevention measures and reminders to lock car doors and be aware of surroundings at all times. It is important that students do not tamper with any evidence after an alleged crime. It is vital to preserve evidence that may support the investigation. The Lotus School will cooperate with law enforcement during an investigation of alleged crimes and incident on campus. This includes the enforcement of restraining orders and any other orders issued by the court.

- Students and faculty will be notified via email as soon as the situation has been verified to be credible.
- The Lotus School prohibits the possession, use, and sale of drugs and alcohol which is enforced by state and federal laws.
- The Lotus school will provide a statement of notification to accommodate victims after an alleged crime, regardless if the crime is reported to a law enforcement agency.
- The campus president will consult with victims about their rights and options after an alleged crime is reported.
- Students can obtain information about registered sex offenders in the campus area from the Henrico County Police Department.
- Classroom instructors will remind students to be mindful when meeting up with other students, and building relationships with others that could lead to dating violence, domestic violence, sexual assault, and stalking.
- The Lotus School will protect the confidentiality of victims and others and follow the Clery Act, without reporting and identifying specific information about the victim.
- The annual crime report will be available for students and faculty members to view in the main office.

Henrico County Police
7721 E Parham Rd, Richmond, VA 23294
Phone (804) 501-5000

Things you can do to protect yourself
- Always lock your vehicle doors and secure windows
- Stay calm and think rationally
- Remember what the attacker looks like
- Consider what you can do to protect yourself and others

Policy Statements
1. Provide a statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement must include the institution’s policies concerning its response to these reports, and must specifically address the following areas:
Alerts (2 categories)

I) Emergency Response and Evacuation Procedures

Emergency Response and Evacuation Procedures.

The Lotus School of Integrated Professions will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

This action will be initiated if there is an imminent threat to administration, faculty, and or students.

This includes threats from weather, biological, and dangerous persons or situations.

The Campus Security Authority (CSA) will make the decision to initiate action.

During regular office hours the CSA is the office manager. If the office manager is not going to be on site then they will appoint a substitute CSA.

During evening and weekend hours the senior faculty member on site will be the CSA.

In the event there is an emergency the CSA will notify the students on campus and off campus to evacuate or stay away from campus. The notification will be emailed to all students and any students on campus will be notified directly as all our classes are housed in 1 building.

Students should be directed to evacuate the building unless this would put them in direct danger.

Students will be notified of the situation as soon as the CSA has verified the emergency situation may exist.

If there is a weather threat students will be directed to the interior of the building to wait out the threat.

If there is a dangerous person or situation the decision will be made to both lock the doors and have the students move to the interior of the building or evacuate the building, this will depend on where the threat is located.

II) Timely Warning

A: Timely warning

- Circumstances for which a warning will be issued: policy states that faculty; administration will be notified if there is any ongoing threat that is verified by the CSA

- Identity of the individual(s) or office(s) responsible for issuing the warning: The CSA is responsible for issuing the warning. The CSA is the office manager during normal office hours and a senior faculty member during evening and weekend hours.
• Manner in which the warning will be disseminated: The warning will be issued by email. There are email groups set up for all the required notification groups.

Students will be notified of any crime that may pose a serious or continuing threat to the campus community. The decision to issue a timely warning will be made by the CSA once the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts is made.

Students will be notified by email.

B. Policies for preparing the annual disclosure of crime statistics

The annual disclosure of crime statistics report is designed to provide access to any person that would like to view the crime and safety procedures of the Lotus School of Integrated Professions. The areas reported on and the crimes reported are included in the report. Policies on how the information is collected and what procedures are in place for emergency situation. The report is prepared by the director of education and the office manager. The required information is gathered from faculty, staff, students, and municipality police department and is included in the report.

C. A list of titles of each person or organization to whom students and employees should report Clery Act crimes for the purpose of making timely warning reports and the annual statistical disclosure

Clery Act crimes should be reported to the director of education, the office manager or a faculty member. There is a 48 hour requirement for any employee to report to the office manager any actual or perceived crimes. The director of education will gather data for the Clery Act Geographical Area to put into the annual report and to have available to interested groups.

D. Describe institutional policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

Clery Act crimes should be reported to the director of education, the office manager or a faculty member. There is a 48 hour requirement for any employee to report to either the If a report is made the name of the individual may be protected and identifying information not included in the annual report. The exception to this is if there is evidence presented of a crime, or if a situation is presented where a person of a protected class is being the subject of the crime, or if there is an ongoing threat.

2. Provide a statement of current policies concerning the following:

a. Security of and access to campus facilities, including campus residences: The Lotus School of Integrated Professions does not have campus residences. The campus is monitored by the office manager during regular business hours and the senior faculty member during evening and weekend hours. The campus entrances are monitored by security cameras and kept unlocked during business hours as required by fire codes.
b. Security considerations used in the maintenance of campus facilities:

The office manager monitors the campus for any maintenance issues to be addressed.

3. Provide a statement of current policies concerning campus law enforcement, including the following:

a. The law enforcement authority and jurisdiction of security personnel:

The Lotus School of Integrated Professions does not have any security personnel.

b. The working relationship of campus security personnel with state and local law enforcement agencies, including whether those security personnel have the authority to make arrests, and any agreements, such as written memoranda of understanding between the institution and such agencies, for the investigation of alleged criminal offenses.

The Lotus School of Integrated Professions does not have any security personnel and therefore does not have any agreements with law enforcement and security personnel.

c. Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

The Lotus School of Integrated Professions encourages all victims of a crime to immediately report any crime to local law enforcement, when the victim elects to, or is unable to, make such a report.

d. A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Lotus School does not employ or directly utilize the services of professional counselors or pastoral counselors and therefore does not have a policy regarding the reporting of crimes from either.

4. Provide a statement that describes the type and frequency of programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others.

Type: Students and Employees are presented with several video links and printed guidelines about strategies of safety practices to look out for themselves and others.

Frequency: New students are emailed these resources when they sign up for the program. New employees are given these resources during their orientation period. Students that remain at the school for more than a year are sent the current resources annually. Employees are given these resources during their annual evaluations.
5. Provide a description of programs designed to inform students and employees about the prevention of crimes.

Students and employees are given a list of strategies to enhance personal safety. There are several videos with links to aid employees and students in being aware of personal safety.

6. Provide a statement of policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.

The Lotus School of Integrated Professions does not have any officially recognized student organizations with no campus locations, and therefore does not have a policy regarding the reporting on these organizations.

7. Provide a statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.

The Lotus School of Integrated Professions does not sell alcoholic beverages. The Lotus School does not allow any illicit use of alcohol on its premises.

The Lotus School of Integrated Professions follows all applicable laws including those for underage drinking.

8. Provide a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.

The Lotus School of Integrated Professions does not allow the sale or use of illegal drugs on its premises. This is grounds for dismissal from the program.

The Lotus School of Integrated Professions follows all applicable laws for the sale and use of illegal drugs and the local law enforcement would be contacted if such a case arises.

9. Provide a description of any drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989).

**Drug and alcohol abuse prevention**

The Lotus school is dedicated to establishing a positive learning environment for students, teachers, and staff to learn and grow. It is essential that students and staff understand the significance of drug and alcohol prevention. Students and staff should be highly aware of the easy addiction of many drug and alcoholic substances. Everyone is encouraged to make smart and healthy choices. It is also important to find healthy and safe methods to relieve and control stress. The Lotus School encourages all students and staff to practice healthy behaviors. What is an addiction? A complex brain disease when one is compulsive and obsessed with a particular substance or activity. 1. It is important to know the consequences of addiction 2. An
addiction can impact your performance at work and school. 3. An addiction can impact your relationship with others, especially family members.

You may be experiencing addiction if you have the following symptoms:

- An uncontrollable urge for a substance or alcohol.
- Changes in appetite, sleep pattern, and decline in work and or school performance.
- Symptoms of withdrawals including sweats, cravings, seizures, and headache.

If at any time you feel that you are suffering from an addiction and need help. You can call the addiction hotline at 1-800-662-HELP (4357). You can also schedule an appointment with a program director or campus president, he/she will be able to suggest various resources to assist in treatment and support. It is also important for students and staff to understand how serious an addiction can be to your mental and physical health. The Lotus School of Integrated Professions has created a policy of drug and alcohol abuse prevention with the purpose of protecting the welfare of all its community. Lotus School strives to balance the needs of employees, students, and the community with respect to recovery support and safety concerns.

The unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school’s property or as part of the school’s activities is strictly prohibited. Unlawful possession, use, or distribution of drugs and alcohol by students or employees on school property or during school sponsored events is grounds for disciplinary action, dismissal from the program, or termination of employment. Unlawful possession, use, or distribution of drugs and alcohol by students or employees on school property or during school sponsored events is grounds for disciplinary action, dismissal from the program, or termination of employment.

The Lotus School will follow all local, state, and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol which include but are not limited to fines, community service, and/or incarceration. The Lotus School will make available to students and employees information on drug and rehabilitation support services when a student or employee is suspected of having an issue or when a student or employee asks for help. The Lotus School does not employ such support services, however the Lotus School will work with the student or employee to find the appropriate support services. The health risks associated with drug and alcohol use as well as support services will be distributed annually to all students and employees. The Lotus School will follow its policies and procedures with respect to imposing sanctions on students and employees which could include expulsion, termination. The Lotus School will refer any illegal activity to local, state, and/or federal prosecutors’ as appropriate.

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10. Provide a statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The Lotus School of Integrated Professions shall disclose the result of any disciplinary action to the accused and the accuser with simultaneous arising from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

The Lotus School of Integrated Professions shall upon written request disclose any disciplinary action taken to the victim’s next of kin in cases where the crime resulted in the victim’s death.

11. Provide a statement of policy regarding your institution’s emergency response and evacuation procedures.

*Emergency Response and Evacuation Procedures.*

The Lotus School of Integrated Professions will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

This action will be imitated if there is an imminent threat to administration, faculty, and or students.

This includes threats from weather, biological, and dangerous persons or situations.

The Campus Security Authority (CSA) will make the decision to initiate action.
During regular office hours the CSA is the office manager. If the office manager is not going to be on site then they will appoint a substitute CSA.

During evening and weekend hours the senior faculty member on site will be the CSA.

In the event there is an emergency the CSA will notify the students on campus and off campus to evacuate or stay away from campus. The notification will be emailed to all students and any students on campus will be notified directly as all our classes are housed in 1 building.

Students should be directed to evacuate the building unless this would put them in direct danger.

Students will be notified of the situation as soon as the CSA has verified the emergency situation may exist.

If there is a weather threat students will be directed to the interior of the building to wait out the threat.

If there is a dangerous person or situation the decision will be made to both lock the doors and have the students move to the interior of the building or evacuate the building, this will depend on where the threat is located.

**Dating Violence, Domestic Violence, Sexual Assault and Stalking**

These concepts and programs will be presented to new employees and students in the first week of attending the Lotus School of Integrated Professions, whether it is for work or school. There will be an ongoing program in effort to decrease the amount of dating violence, domestic violence, stalking and sexual assault on and off campus.

The Lotus School of Integrated professions primary prevention and awareness programs for Dating Violence, Domestic Violence, Sexual Assault and Stalking include information on how to be vigilant to ones surroundings, signs to look for in someone that could potentially be violent, what to do if you are a victim and what to do if you see a victim in need of help. The Lotus School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the *Clery Act*.

Consent is an agreement between participants to engage in sexual activity. There are many ways to give consent, and some of those are discussed below. Consent doesn’t have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other’s boundaries.

How does consent work in real life?
When you’re engaging in sexual activity, **consent is about communication**. And it should happen every time. Giving consent for one activity, one time, does not mean giving consent for increased or recurring sexual contact. For example, agreeing to kiss someone doesn’t give that person permission to remove your clothes. Having sex with someone in the past doesn’t give that person permission to have sex with you again in the future.
Definitions

The Lotus School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act.

**Dating violence** – Parties that do not meet the family or household member definition but where acts of violence, force, or threat or criminal offenses have resulted in injury to person or property. Parties involved in a dating violence relationship may define their relationship as dating, extramarital affair, or pregnancy (child in common not yet born).

**Domestic Violence** - Assault and Battery (Code of Virginia §18.2-57 or §18.2-57.2 for Assault and Battery Against a Family or Household Member) – Any person who commits an assault and battery of a family or household member is guilty of a Class 1 misdemeanor. Upon conviction for a third or subsequent conviction, where such person has been previously convicted of two offenses against a family or household member of assault and battery, malicious wounding, aggravated malicious wounding, malicious bodily injury by means of substance, or an offense in any jurisdiction with the same elements of any of the above offenses, in any combination, all of which occurred within a twenty-year period and each of which occurred on a different date, shall be guilty of a Class 6 felony.

**Stalking** (Code of Virginia §18.2-60.3) – Any person who, on more than one occasion, engages in conduct with the intent to place, or when the person knows or reasonably should know that the conduct placed, another person in reasonable fear of death, criminal sexual assault, or injury is guilty of a Class 1 misdemeanor. Any person who is convicted of a second offense of stalking occurring within five years of a prior conviction of such an offense under this section or for a substantially similar offense under the law of any other jurisdiction is guilty of a Class 6 felony.

**Sexual assault** – (Code of Virginia under Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2) Those offenses involving sexual penetration or sexual contact with any person by force, fear, intimidation, ruse, or through the use of a person’s mental incapacity or physical helplessness, or any other forced sexual penetration/contact on a person. Sexual assaults may include rape, forcible sodomy, sexual battery, object penetration, and attempts thereof which are personal violent crimes that have great psychological and physical effects on the victims.

Prevention

**Dating Violence**

Dating violence includes any behavior that is used to manipulate, gain control, gain power; cause fear, cause physical harm or make a dating partner feel bad about him or herself.

**Online Dating and Dating Safety Tips**

- Use different photo on dating apps than your other Social Media accounts
- Be wary of suspicious profiles
- Always check out your potential date on social media
• Block and report suspicious users
• Never share personal information
• Video chat before meeting in person
• Let a friend or family member know where and when you are meeting someone new
• Meet in a public place

For more information visit: Rainn.org

Tips for preventing Dating Violence

• Define what you want in a healthy relationship. Equality, open communication and boundaries are great values to consider.
• Believe and support victims.
• Lessen the stigma for victims by openly discussing how dating & sexual violence affects us all.
• Know victims can be any gender, sexual orientation and race. Recognize unique challenges and barriers different victims may experience.
• Define your own masculinity or femininity. Challenge society’s view of men as violent and dominant individuals and women as passive and subordinate objects.
• Be media literate. Pay attention to images and messages in music, TV, online and in movies and about gender and violence. Talk about what you don’t like and what you do like.
• Advocate for more violence prevention educational programming.
• Respect yourself and others. Expect to be respected.
• Realize you always have the right to end a relationship and that you should always respect someone else’s wish to end a relationship with you.
• Participate in and organize something with friends, school groups or your community during February’s Teen Dating Violence Prevention and Awareness Month!
• Get consent for sexual activity. Openly communicate with your partner.
• Practice bystander intervention. Safely prevent or stop violence when you see it happening.
• Know how to stay safe and protect your privacy on the internet. Don’t harass, threaten, or spread rumors about others online.
• Talk about healthy relationships and sexual respect. Have ongoing discussions.

Domestic Violence

Healthy Conflict Resolution

Conflicts, such as verbal disagreements and arguments, happen in every healthy relationship. While conflict is normal, it could also be a sign that parts of your relationship aren't working. Healthy communication skills are the key to resolving conflict respectfully. When conflict arises, the tips below can help you resolve these arguments in a healthy way:

• Set boundaries
• Find the real issue
• Agree to disagree
• Compromise when possible
• Consider Everything

For more information on setting healthy boundaries visit: www.thehotline.org

Plan for Safety

• Tell your kids that, if there’s violence, their job is to stay safe, not to protect you. Find a safe place for them to stay in case of violence, such as with a neighbor or in a locked room. Teach them to call 911 and what to say to the dispatcher.
• Hide money, spare keys and a small bag of clothes at work or at a friend’s house. For small children, hide a favorite toy or stuffed animal that will comfort them.
• Inform your employer about the situation and develop a safety plan at work. Share a photo and description of the abuser with them and any pertinent legal documentation, such as a protection order.
• Document the abuse by taking photos of bruises and injuries, tell your doctor and get copies of your medical records; save threatening voicemails, notes and emails and write each incident down in a journal.
• Gather important documents or copies of documents such as passports, birth certificates, social security cards, insurance papers, work permits or green cards, ownership documents for car and/or house, checkbooks and bank account numbers. Hide these papers at work or at a friend’s house. Know the abuser’s social security number, birth date and place of birth.
• Consider obtaining a protection order. It directs the abuser not to contact, communicate with, attack, sexually assault or telephone you, your children or other family members. If you have a protection order, carry a copy of it with you at all times.

Stalking

Red Flags of being stalked.
• Calling or messaging you repeatedly, even when you have asked them to stop.
• Following you on your way to work, school, home, etc.
• Showing up at places you frequent, repeatedly and purposefully.
• Entering your home uninvited.
• Sending “gifts” or leaving other forms of evidence that they have been at your home.
• Looking up your personal information and details through public records, online searches, contacting your friends and family, going through your trash, or hiring a private investigator.
• Posting information about you or spreading rumors about you publicly.
• Damaging your car, home, or property.
• Threatening to damage your property.
• Threatening to hurt you or people you know (either directly or indirectly).

Safety planning when someone is stalking you:
• Be prepared to reach out. If possible, keep your cell phone charged and have emergency contact numbers programmed ahead of time. You may want to save
these contacts under a different name. Memorize a few numbers in case you don’t have cell phone access in the future.

- **Change your routine.** Be aware of your daily routine and begin to alter it over time. Switch up the way you commute more often, taking different routes or different modes of transportation. Visit the Stalking Resource Center for more ways to stay safe.
- **Tell someone you trust.** Stalking shouldn’t be kept a secret. Tell your loved ones, parents or other trusted adults, or the local police to determine if a report can be made.

**Sexual Assault**

Sexual Assault is never the victim's fault. There are a few things to help keep you out of situations that could result in you being a victim of sexual assault.

**Practicing Alcohol Safety**
- Keep an eye on your friends
- Have a backup plan: Have Uber or Lyft downloaded on your phone in case you can’t drive or need to leave quickly.
- Know what you are drinking
- Never leave your drink unattended
- Trust your instincts
- Don’t accept drinks from anyone you do not know or trust
- Know your limits
- Be aware of sudden changes in the way you feel. Some drugs are odorless, colorless and tasteless. If you feel uncomfortable tell a friend or call 911.

**Know what Consent looks like**
- You can change your mind at any time.
- You can withdraw consent at any point if you feel uncomfortable. It’s important to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. The best way to ensure both parties are comfortable with any sexual activity is to talk about it.

**Positive consent can look like this:**
- Communicating when you change the type or degree of sexual activity with phrases like “Is this OK?”
- Explicitly agreeing to certain activities, either by saying “yes” or another affirmative statement, like “I’m open to trying.”
- Using physical cues to let the other person know you’re comfortable taking things to the next level

**It does NOT look like this:**
- Refusing to acknowledge “no”
- Assuming that wearing certain clothes, flirting, or kissing is an invitation for anything more
- Someone being under the legal age of consent, as defined by the state
Someone being incapacitated because of drugs or alcohol
Pressuring someone into sexual activity by using fear or intimidation
Assuming you have permission to engage in a sexual act because you’ve done it in the past

For more information visit: Rainn.org

Awareness Campaigns

Dating Violence:

The Lotus School recognizes that no matter why it happens, abuse is not okay and it is never justified.

- Roughly 1.5 million high school boys and girls in the U.S. admit to being intentionally hit or physically harmed in the last year by someone they are romantically involved with.
- Teens who suffer dating abuse are subject to long-term consequences like alcoholism, eating disorders, promiscuity, thoughts of suicide, and violent behavior.
- 1 in 3 young people will be in an abusive or unhealthy relationship.
- 33% of adolescents in America are victim to sexual, physical, verbal, or emotional dating abuse.
- In the U.S., 25% of high school girls have been abused physically or sexually. Teen girls who are abused this way are 6 times more likely to become pregnant or contract a sexually transmitted infection (STI).
- Females between the ages of 16 and 24 are roughly 3 times more likely than the rest of the population to be abused by an intimate partner.
- 8 States in the U.S. do not consider a violent dating relationship domestic abuse. Therefore, adolescents, teens, and 20-somethings are unable to apply for a restraining order for protection from the abuser.
- Violent behavior often begins between 6th and 12th grade. 72% of 13 and 14-year-olds are “dating.”
- 50% of young people who experience rape or physical or sexual abuse will attempt to commit suicide.
- Only 1/3 of the teens who were involved in an abusive relationship confided in someone about the violence.
- Teens who have been abused hesitate to seek help because they do not want to expose themselves or are unaware of the laws surrounding domestic violence.

Domestic Violence:

The Lotus School recognizes that no matter why it happens, abuse is not okay and it is never justified.
Key Statistics

Prevalence of Domestic Violence in the United States

- On average more than three women a day are murdered by their husbands or boyfriends in the United States.
- Nearly one in four women in the United States reports experiencing violence by a current or former spouse or boyfriend at some point in her life.
- Women are much more likely than men to be victimized by a current or former intimate partner. Women are 84 percent of spouse abuse victims and 86 percent of victims of abuse at the hands of a boyfriend or girlfriend. About three-fourths of the persons who commit family violence are male.
- Women ages 20 to 24 are at the greatest risk of experiencing nonfatal intimate partner violence.

Violence and Young People

- 15.5 million Children in the United States live in families in which partner violence occurred at least once in the past year, and seven million children live in families in which severe partner violence occurred.
- In a single day in 2008, 16,458 children were living in a domestic violence shelter or transitional housing facility. Another 6,430 children sought services at a non-residential program.
- Approximately one in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner – a figure that mirrors victimization rates for other types of violence affecting youth.

Consequences of Violence

- Women who have experienced domestic violence are 80 percent more likely to have a stroke, 70 percent more likely to have heart disease, 60 percent more likely to have asthma and 70 percent more likely to drink heavily than women who have not experienced intimate partner violence.
- In the United States in 1995, the cost of intimate partner rape, physical assault and stalking totaled $5.8 billion each year for direct medical and mental health care services and lost productivity from paid work and household chores. When updated to 2003 dollars, the cost is more than $8.3 billion.

Prevalence of Violence against Women Globally

- The United Nations Development Fund for Women estimates that at least one of every three women globally will be beaten, raped or otherwise abused during her lifetime. In most cases, the abuser is a member of her own family.

For more information visit: [http://www.futureswithoutviolence.org/](http://www.futureswithoutviolence.org/)

Stalking:

- One in 6 women (16.2%) and 1 in 19 men (5.2%) in the United States have experienced stalking victimization at some point during their lifetime in which they felt very fearful or believed that they or someone close to them would be harmed or killed (by any perpetrator).
• Two-thirds (66.2%) of female victims of stalking were stalked by a current or former intimate partner.
• Men were primarily stalked by an intimate partner or acquaintance (41.4% and 40%, respectively).
• Repeatedly receiving unwanted telephone calls, voice, or text messages was the most commonly experienced stalking tactic for both female and male victims of stalking (78.8% for women and 75.9% for men).
• An estimated 10.7% of women and 2.1% of men have been stalked by an intimate partner during their lifetime.
• Emotional distress is difficult to conceptualize
  • Difficulty eating or sleeping;
  • Anxiety or nervousness;
  • Nightmares;
  • Increased drug or alcohol use;
  • Stomachaches or headaches from the stress of experiencing the stalking;
  • Decreased ability to perform at school or accomplish daily tasks;
    Frustration, irritability, anger, shock, or confusion;
  • Feeling “on-guard” all the time/hyper vigilance;
  • Changing routines;
  • Depression.
• Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, social media posts, written letters, gifts, or any other communications that are undesired and place another person in fear or emotional distress;
• Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by a victim;
• Surveillance of any type including the use of electronic devices such as GPS or other types of observation including staring, “peeping;”
• Direct or indirect threats (including via electronic media or text);
• Gathering information about the victim from friends, family, and/or co-workers or having third parties intentionally gather information about the victim and report back to the offender –called stalking by proxy;
• Threats to harm self or others;
• Defamation, slander, or lying to others about the victim;
• Committing other crimes that often intersect with stalking including, but not limited to:
  » Assault
  » Burglary
  » Criminal mischief
  » Harassment
  » Hate crimes
  » Identity theft
  » Intimate partner violence
  » Nonconsensual dissemination of intimate images
Protective order violations
Sexual assault
Theft
Trespassing
Vandalism
Voyeurism
Wiretapping

Use of online, electronic, or digital technologies, including:
Posting pictures or information on social media, websites or chat rooms
Sending unwanted/unsolicited texts, messages, or emails
Posting private or public messages on social networking sites, and/or other school bulletin boards or websites
Installing spyware on a victim’s computer or cell phone
Using global positioning systems (GPS) to monitor a victim
Using a tracking app downloaded onto victim’s phone

Sexual Assault:
Understanding the scope of sexual assault in the United States.
For more statistics, please visit rainn.org/statistics.

Who Is Affected?
• Every two minutes, another American is sexually assaulted.
• Women ages 18 to 24 are five times more likely than any other group to be sexually assaulted.
• About 18% of women and 3% of men have experienced an attempted or completed rape.

Effects of Sexual Assault Victims of sexual assault are:
• 3 times more likely to suffer from depression
• 6 times more likely to suffer from post-traumatic stress disorder
• 13 times more likely to abuse alcohol
• 26 times more likely to abuse drugs
• 4 times more likely to contemplate suicide

Impact of the Crime
• The majority of victims know their perpetrator personally. About 75% of rapes are committed by someone known to the victim.

Bystander Intervention and Risk Reduction:
Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.
Bystander intervention includes:
• recognizing situations of potential harm;
• understanding institutional structures and cultural conditions that facilitate violence (this might include fraternity or sports cultures at some institutions);

Bystander Intervention programs teach people to overcome their resistance to checking in and helping out. They raise an individual’s self efficacy—confidence in one’s ability to perform the necessary action.
• identifying safe and effective intervention options; and
• taking action to intervene.

Video on importance of being an Intervening Bystander:
https://www.youtube.com/watch?v=NNDZfZ7KYNs

Everyone has a role to play in preventing dating violence, domestic Violence, stalking and sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing these assaults is referred to as “bystander intervention.”

How can I play a role in preventing dating violence, domestic violence, stalking and sexual assault? The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn’t right. Stepping in can make all the difference, but it should never put your own safety at risk.

Create a distraction
• Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
• Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
• Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
• Start an activity that draws other people in, like a game, a debate, or a dance party.
Ask directly
• Talk directly to the person who might be in trouble.
• Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”
• Refer to an authority
• Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard. Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
Don’t hesitate to call 911 if you are concerned for someone else’s safety.

Enlist others
• It can be intimidating to approach a situation alone. Enlist another person to support you.
• Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
• Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
• Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

Risk reduction is defined as options designed to
• decrease perpetration and bystander inaction;
• increase empowerment for victims in order to promote safety; and
• Help individuals and communities address conditions that facilitate violence.

Risk Reduction
The Lotus School of Integrated Professions will always do the best to their knowledge and ability help individuals and communities address conditions that facilitate violence. Increasing the empowerment of our faculty and students and their safety is a top priority of the Lotus School.

Additional Resources:
http://www.theredflagcampaign.org/handouts

Learning Videos:
https://www.youtube.com/watch?v=pZwvrxVavnQ

Procedures Victims Should Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking
Any student who believes that he/she has been the subject of dating violence, domestic violence, sexual assault or stalking in any form should immediately report the incident to the proper authorities. Students who would like assistance in contacting local authorities may request help from campus authorities.
The Lotus School strongly encourages the reporting of all forms of sexual harassment, violence, assault or stalking to the proper authorities. However, the decision is the individual’s choice. The Lotus School will comply with a student’s request in notifying the authority. Individuals have the choice to involve law enforcement as they choose. Individuals can

- Notify proper law enforcement authorities, including on-campus and local police;
- Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses; and
- Decline to notify such authorities

Students and Staff have the right to obtain an order of protection, a “no contact” order, a restraining order or a similar lawful order issued by a criminal, civil or tribal court, or by the institution.

Contact information for the Henrico County Police and Fire

Main: (804) 501-4000
Fire, Police and Rescue: 911 [24 Hours]
Police (non-emergency): (804) 501-5000 [24 Hours]
Mental Health Emergency Services: (804) 727-8484

The Lotus School of Integrated Professions will honor such request and protect the identity of the potential victim by standards of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including

- a first and last name;
- a home or other physical address;
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
  - a social security number, driver’s license number, passport number or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Student Conduct and Responsibility

Policy on Leave of Absence
A current student may submit a request for a leave of absence for up to (15) fifteen calendar days in any one program, but it is the sole decision of the Director of Education if the reasons for the requested leave are acceptable and if the leave will be granted. Acceptable reasons are: medical issues either physical or mental of self or immediate family member or partner, military service or job related requirements, legal obligations affecting the student or a member of the
student’s immediate family, or death of a family member. The reason for the requested should be verifiable. The student should request the leave of absence before the class is missed. It will be at the sole discretion of the Director of Education, with the agreement of the student requesting such leave, to determine how the tuition will be handled during the time of the leave.

In the event unforeseen circumstances prevent the request from happening before the missed classes the student must still request the leave of absence and also explain why they were not able to request the leave of absence before the classes were missed, the request must be submitted within 14 calendar days from the last date of attendance.

The student must make up all material and time which will be missed by additional comparable classes or additional student practicum days, to be determined by the Director of Education. For example, if a student is granted 3 days for an approved leave of absence, the student will then be scheduled for 3 additional days of working in the student clinic or attend 3 days of another program’s classes that are similar to the classes missed.

If the student does not return within the approved number of days excused the student will be expelled from the program or course as applicable, as of the last date of attendance.

**Vaccination Policy**

The Lotus School of Integrated Professions does not require any specific vaccinations to attend its programs. Students are encouraged to make medical decisions based on the counsel of their physician.

**Penalties and institutional policies on copyright infringement**

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).
**Policy on Conduct**

- If a student violates any provision of the policy on conduct the instructor, program director, or director of education may ask the student to leave for the remainder of the day or evening.
- The student will be expected to comply with the instructor’s request, and then will be referred to the director of the program for any further action.
- All students are required to behave in a professional manner at all times, and with due respect and courtesy toward fellow students and instructors.
- Students also are expected to take appropriate care of Lotus School property and equipment.
- The Lotus School office is off-limits to students except with the permission of the faculty or staff of Lotus School.
- Students may bring in food for their break; however, each student is responsible for cleaning up after him/herself.
- The Lotus School telephone is not for personal use and may be used by students only with the permission of the faculty or staff -- except -- in the case of emergencies in which case it should be utilized as needed.
- The dress code for all Massage classes at Lotus School is Navy Blue medical scrubs.

Certain types of conduct are clearly prohibited pursuant to this policy, and will not be tolerated. Such prohibited conduct specifically includes, but is not limited to, any of the following:

- Possession or use of alcohol or illicit drugs during class or clinic,
- Failure to comply with the National Certification Board for Therapeutic Massage and Bodywork (“NCBTMB”) Code of Ethics and Standards of Practice.
- Inappropriate conduct of a sexual nature directed toward any individual while on the premises of Lotus School, or while off-premises at any function or event related to the Program; and
- Inappropriate conduct of an aggressive or violent nature directed toward any individual while on the premises of Lotus School, or while off-premises at any function or event related to the Program.

If a student violates the policy on prohibited conduct, the Director of Education shall appoint at least a 2 person panel made up of faculty and/or staff employed by the Lotus School to hear any prohibited conduct issues and offer an opinion to the Director of Education on a course of action to take if the student is to possibly be dismissed. The Director of Education may decide to temporarily suspend a student for a period of not more than two weeks while a panel is convened to hear the situation and give their suggestion to the Director of Education.
Satisfactory Academic Progress Policy

The Lotus School of Integrated Professions has a policy that requires all students to maintain Satisfactory Academic Progress throughout their program.

Qualitative and Quantitative Standards:

Students are expected to maintain a minimum qualitative standard of 70 percent cumulative grade point average. Students are expected to maintain a minimum quantitative standard (pace) where students must successfully attend 67 percent of the cumulative scheduled clock hours. Students are evaluated at the end of each payment period utilizing a formula to calculate their cumulative grade point average.

Text Books Information

Massage Program:
Approximately $320.00 (NEW) used books are acceptable

Theory and Practice of Therapeutic Massage - Published by: Delmar Cengage, Mark F. Beck
6th edition (approx. $75.00 – Amazon 2.1.2020)

Memmler’s The Human Body in Health and Disease - Published by: Wolters Kluwer, Barbara Janson Cohen/Kerry L. Hull
13th edition (approx. $95.00 – Amazon 2.1.2020)

Illustrated Essentials of Musculoskeletal Anatomy Published by: Sieg & Adams
6th edition (approx. $40.00 – Megabooks 2.1.2020)

Informed Touch a Clinician’s Guide to Evaluation and Treatment of Myofascial Disorders Published by Healing Arts Press, Donna Finando & Steven Finando
1st edition (approx. $30.00 – Amazon 2.1.2020)

A Massage Therapist’s Guide to Pathology Published by: Lippincott Williams & Wilkin
7th edition (approx. $80.00 – Amazon @ 2.1.2020)
**Esthetics Program:**
(Approximately $210.00) (NEW) used books are acceptable

Milady Standard Esthetics: Fundamentals, 12th Edition
(Approx. $150.00 @ amazon.com 2.1.2020)

Milady Standard Foundations, 1st Edition
(Approx. $60.00 @ amazon.com 2.1.2020)

(Approx. for both $165.00 + tax and shipping
@ Miladypro.com 2.1.2020)

**Master Esthetics Program:**
(Appproximately $226.00) (NEW) used books are acceptable

Milady Standard Esthetics: Advanced, 2nd Edition
(Approx. $156.00 @ amazon.com 2.2.2020)

Milady Guide to Lymph Drainage Massage, 1st Edition
(Approx. $70.00 @ amazon.com 2.2.2020)

**Student Achievement**

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<th>% Enrolled Students that Graduated</th>
<th>% of Graduates Licensed</th>
<th>% of Graduates Employed</th>
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<td>Massage Therapy Program 2016-2017</td>
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<td>92%</td>
<td>79%</td>
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<td>86%</td>
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<td>Massage Therapy Program 2018-2019</td>
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<td>68%</td>
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Information still being gathered and analyzed.

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<th>Program</th>
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<th>% of Graduates Employed</th>
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<td>100%</td>
<td>64%</td>
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<td>Esthetics Program 2017-2018</td>
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Students who went on to pursue their Masters Esthetic license not included.
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<tr>
<td>Master Esthetics Program 2018-2019</td>
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<td>100%</td>
<td>78%</td>
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