

2022 - 2023  
Volume 22  
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# Institutional Catalog



**CHARLIE'S GUARD, DETECTIVE BUREAU,  
AND ACADEMY, INC.**

Road. 107, Km. 3.1, Bo. Borinquen  
Ave. Pedro Albizu Campos  
P. O. Box 3087  
Aguadilla, PR 00605

Telephone: (787) 882-7222  
[www.charliesacademy.edu](http://www.charliesacademy.edu)

## Table of Contents

A WORD FROM THE PRESIDENT .....	4
ACADEMIC CALENDAR .....	5
HISTORICAL BACKGROUND.....	6
FACILITIES AND EQUIPMENT.....	6
MISSION .....	8
VISION .....	8
PURPOSE OF THE INSTITUTION .....	8
INSTITUTION’S EDUCATIONAL PHILOSOPHY .....	8
GOALS .....	9
General Objectives .....	9
Specific Objectives.....	9
Educational Objectives.....	10
ADMISSION REQUIREMENTS.....	11
ADMISSION PROCESS .....	11
ADMISSION OF PERSONS WITH DISABILITIES .....	11
ADMISSION VA STUDENTS .....	12
TRANSFER ADMISSIONS.....	12
READMISSION .....	12
ACADEMIC RECORD .....	12
Transcripts and Certifications.....	13
Grading Report.....	13
COURSE TRANSFER VALIDATION.....	14
Validation for Work Experience .....	15
CURRICULUM CHANGES .....	15
COURSE REPETITION.....	16
Repetition of Course-Military Students or Veterans.....	16
DEFINITION OF ACADEMIC YEAR.....	16
DEFINITION OF STUDY HOURS .....	16
SATISFACTORY ACADEMIC PROGRESS POLICY .....	17
Standards of Academic Progress for VA Students .....	18
APPEALS .....	18
ACADEMIC PROGRESS TABLE .....	20
ATTENDANCE POLICY .....	21
Veteran’s Attendance Policy.....	21
MAKE UP HOURS .....	21
LEAVE OF ABSENCE .....	22
EVALUATION SYSTEM.....	22
GRADING SYSTEM .....	22
INCOMPLETE GRADING POLICY .....	23
WITHDRAWAL POLICY .....	23
Official Withdrawal.....	24

Unofficial/Administrative Withdrawal.....	24
Partial Withdrawal (Course Drop).....	24
Withdrawal-VA Students.....	24
CANCELLATION POLICY .....	25
Cancellation of the Program by the Institution.....	25
Cancellation of Contract by the Student.....	25
CANCELLATION AND REFUND POLICY .....	26
TITLE IV REFUND POLICY .....	27
DISCIPLINE POLICY .....	27
Students Rights.....	28
Students Duties.....	28
SEXUAL HARASSMENT POLICY .....	29
INSTITUTIONAL POLICY FOR THE PREVENTION OF USE AND ABUSE OF ALCOHOL AND DRUGS.....	29
GRADUATION REQUIREMENTS .....	30
CREDENTIAL EARNED .....	30
FINANCIAL AID.....	30
Available Financial Aid Programs .....	30
Study Benefits-Military and Veterans.....	30
STUDENT SERVICES .....	31
Educational Resources Center .....	31
Guidance and Counseling Program .....	31
Tutorial Programs.....	31
Job Placement Services .....	31
COMPLAINT PROCESS .....	32
Student Complaint Procedure.....	32
PROGRAMS OFFERED.....	34
OBJECTIVES AND COURSES REQUIRED PER PROGRAM .....	35
Basic Cosmetology.....	35
Private Detective .....	36
Security Guard.....	37
COURSE DESCRIPTIONS.....	38
INSTITUTIONAL FEES .....	43
EDUCATIONAL COSTS .....	43
BOARD OF DIRECTORS .....	44
ADMINISTRATION.....	44
FACULTY .....	45
APPENDIX A. Title 38 United States Code Section 3679 (e) School Compliance Form .....	46
CERTIFICATION FROM THE PRESIDENT .....	47

## **A WORD FROM THE PRESIDENT**

With great pleasure, I extend a pleasant welcome to you. This is the first step you have taken to enter in the study of a short and practical career whose goal is to lead the way to a better technical-vocational preparation. You should understand that education is the foundations of the development of useful and productive men and women in society.

Our commitment transcends the responsibility of offering you training in a specific area of knowledge. It is based in preparing you to occupy an essentially appropriate place in the community. Also, we offer you the satisfaction of learning and provide the necessary tools that will be forging your future so that you will be able to become successful.

You should understand that, besides learning, you should show respect to others, maintain constant and adequate interaction with your classmates, teachers, and employees. As a person desiring to merge in the world of studies, you should keep honesty and integrity as high values and put to practice the efforts leading to success. You should have clear thoughts that will lead you to make you know that you are an important person, useful to yourself and to others.

Are you ready to begin a new stage of your life? You are taking the first step in the correct direction. Student success or satisfaction is not guaranteed and depends on the effort, skills, and dedication to the program selected and by meeting institutional requirements.

We urge you to read this catalog very carefully and put to practice your reading. It will serve you as a guide while studying in our institution.

*Leocadio Nieves Feliciano*  
**President**

**ACADEMIC CALENDAR YEAR 2022-2023**

2022																				
JULY				AUGUST				SEPTEMBER												
Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31				26	27	28	29	30			
						11													16	
OCTOBER				NOVEMBER				DECEMBER												
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		
31						16						17							9	

2023																						
JANUARY				FEBRUARY				MARCH														
Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do		
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
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APRIL				MAY				JUNE														
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						16						18						17				

2022		HOLIDAYS		2023	
Jul 04	Independence Day	Jan 10	2020-21 Second Term		
Jul 25-29	Summer Break	Jan 16	Martin Luther King		
Sep 5	Labor Day	Feb 20	Presidents Day		
Oct 10	Columbus Day	Mar 22	Emancipation Day		
Nov 11	Veterans Day	Apr 06	Holy Week Break		
Nov 19	Discovery of PR	May 29	Memorial Day		
Nov 24	Thanksgiving Weekend	Jul 04	Independence Day		
Dec 19-Jan	Christmas Break Starts	Jul 24-28	Summer Break		
		Sep 4	Labor Day		
		Oct 9	Columbus Day		
		Nov 11	Veterans Day		
		Nov 19(20)	Discovery of PR		
		Nov 23	Thanksgiving Weekend		
		Dec 19	Christmas Break Starts		

2023																				
JULY				AUGUST				SEPTEMBER												
Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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OCTOBER				NOVEMBER				DECEMBER												
Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do	Lu	Ma	Mi	Ju	Vi	Sá	Do
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
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30	31					16						16						8		



*"Education is the master key that opens the door to success."*

REV. 6/15/2022

**\*\*This calendar is subject to change due to natural disasters or other circumstances beyond our control that prevent the normal operation of the institution.\*\***

## **HISTORICAL BACKGROUND**

Charlie's Guard, Detective Bureau and Academy, Inc. was founded in 1981 as an academic institution and authorized by the Board of Postsecondary Institutions as a post-secondary non university institution offering high skilled technical vocational programs under License # V50-07 with a valid date until February 1, 2027. At the beginning, our facilities were located at Progreso Street, Aguadilla.

On July 9, 1999, our Institution was accredited by the General Council of Education and moved its facilities to our present address on Rd 107, km 3.1, Borinquen Ward, Aguadilla. In 2001, our Institution began the process of accrediting with the Accrediting Commission of Career Schools and Colleges (ACCSC), being initially accredited on November, 2002 and is effective until November 2023. We are certified by the Federal Department of Education for Title IV funds, effective as of December 31, 2022.

The school is approved by the Puerto Rico State Approving Agency (SAA) to provide academic training to the students under the various GI Bill® programs.

## **FACILITIES AND EQUIPMENT**

Our Institution is currently located on Rd. 107, km 3.1, Ave. Pedro Albizu Campos, Aguadilla, Puerto Rico. Due to its convenient location, we have easy access. There are shopping centers, service stations, cafeterias, restaurants, banks, and Government agencies around our perimeter.

Our Institution is equipped with three (3) classrooms with air conditioning system, one (1) computer classrooms, three (3) cosmetology labs with twelve (12) stations for haircut and styling, one mannequin oven, three (3) manicure tables, four (4) pedicure chairs, four (4) shampoo bowls, four (4) facial chairs, two (2) pedestal dryers, one (1) private detective and security guard laboratory with a desk and equipment to process fingerprints, confrontation area, crime scene investigation utilities, court simulation, and equipment for personal defense. The institution also has an academic resources center with eight (8) study stations, four (4) personal computers with access to Internet, and Lexjuris legal resources, law books, medical books, medical billing books, office systems books, legal terms dictionaries, English-Spanish dictionaries, audiovisual equipment such as, television, DVD players and multimedia projector. The institution also has the following student services offices: Registrar, Financial Aid, Social Work, Academic orientation, Administrative office and six (6) bathroom facilities, passive recreation area and parking facilities. All facilities have airconditioning systems.

Maximum limit of students in a classroom will not exceed twenty (20), the maximum limit of students in our computer labs will not exceed twelve (12), and, in the cosmetology classrooms, the students limit will not exceed fifteen (15) students.

## **MISSION**

Our Academy has the mission of forming professionals with well-defined superior values, capable of merging in society as useful persons to perform in occupations requiring technical competencies or manual skills, manipulative, and able to develop their potentials and abilities to the maximum, having into consideration the respect to fellow human beings, to life, and our environment.

## **VISION**

Our Academy has the vision of reaching academic excellence, of working in an excellent academic environment, free of alcohol and drugs, and with a sense of values, being moral values one of our priorities. It is also our vision to offer quality learning, tempered to a continuous improvement system. The teacher is an agent of constructive changes with the necessary knowledge for the development of a serious commitment to teaching.

Our Institution maintains good community relations, showing strategies leading to incite appreciation for knowledge. We also have developed an effective library for search and analysis of reliable information tending to academic enrichment, and last, develop a cooperative system with neighborhood universities leading to continuous studies for our teachers.

## **PURPOSE OF THE INSTITUTION**

- Provide a technical-vocational teaching and learning mean with the purpose of preparing students to enter the labor world through a practical and short duration career.
- Provide an academically appropriate environment of study and reflection with the purpose of developing the students' interest in cognitive skills.
- Integrate technical vocational studies to the Aguadilla community and adjacent areas to promote, for practical purposes, their interest in contributing to build more and better citizens.
- Promote vocational technical studies for those socially disadvantaged, both economically and educationally, to direct them into the world of study.

## **INSTITUTION'S EDUCATIONAL PHILOSOPHY**

Our Institution contributes to the formation of responsible students, capable of integrating to society as useful human beings, respectful of human values, good citizens that can satisfy their goals, purposes, and basic needs. We understand the importance of the need to have each graduate to find the job according to his capabilities and preferences to develop as an individual taking under consideration his interests, learning, and effort to stimulate creativity.

The institution aspires to conduct the student into recognizing his way of being and acting, distinguishing potentials and limitations, capable of understanding themselves and incorporating into the changing society.

## **GOALS**

To capacitate students through an excellent education that will lead them to fully develop their potentialities and facilitate their full development in society.

Develop students' personalities through the teaching and learning process, so they will become useful citizens, respectful of law and order.

### **General Objectives**

1. Make the student acquire knowledge and skills through academic experiences, so that he/she will become able to join the labor world.
2. Make the student acquire a high sense of responsibility, able to understand himself/herself, have control of emotions, respectful of the law and show adequate behavior.
3. Make the student develop basic skills that will serve as a stimulus towards creative activity.
4. Foment in the student the basic principles of moral, human values and sound coexistence.
5. Make the student develop a collective responsibility attitude that will let him/her integration into the family nucleus, school, and community.

### **Specific Objectives**

1. Develop in the student the skills that will permit him/her to adjust adequately to systematic technological changes that will make an easy adaptation into the labor world.
2. Develop values through student formation programming to incite a sound coexistence within our democratic principles.
3. Make the student maintain a satisfactory academic concern that will permit him/her to achieve maximum studying capacity.
4. Foment participation through curricular activities by integrating the different academic components.

5. Revise the curriculum periodically with the purpose of its enrichment to achieve a better academic progress.
6. Achieve participation through mutual effort that will lead into academic progress.
7. Strengthen the teaching and learning process to obtain significant achievements.
8. Maintain effective communication with local universities for the professional enrichment of our teachers.
9. Maintain an adequate academic environment conducive to motivation for improvement and quality of teaching and learning.
10. Maintain an evaluation system of our personnel leading to professional improvement and thus, establish reliability in the quality of teaching.

### **Educational Objectives**

1. Develop and offer certified study programs in accordance with the needs of the community our Institution serves.
2. Offer study programs related to the fields of beauty, security, criminal investigation, laws, administrative and secretarial work of medical office and legal office, repair and maintenance of household and industrial electronic equipment.
3. Foment the development of oral and written communication basic skills in Spanish and English.
4. Foment in the student the development of ethical values within his/her profession.
5. Provide in the curricula for the development of personality in such way that our graduate will have maximum opportunity to sustain good relations with his partners, supervisors, and clients on his/her workplace environment.
6. Offer a curriculum to promote development of skills for the use and management of technology in the field of personal computers and other technological advances in information management in ethical and legal procedures.
7. Provide guidance services and economic assistance that will support the student while studying in the selected occupation.
8. Maintain academic excellence through a continuous improvement program to teachers.

9. Foment participation of Program Advisory Boards, practice centers supervisors, and faculty in the process of curricular evaluation to keep the training programs curricula updated.
10. Maintain academic resources available for the student that will lead to support in the process of teaching and learning.
11. Promote participation of students and administrative and academic personnel in extracurricular activities for the development of organization skills, group work, and leadership.
12. Foment student participation in community activities, seeking good relations with the community. In turn, this participation will promote the student's concern for interaction to community improvement.

### **ADMISSION REQUIREMENTS**

1. Evidence of having approved High School or equivalent (GED) duly authorized by the State or competent agency or Transcript of Study showing that a Postsecondary Degree was completed.
2. Vaccination certificate, if less than twenty-one (21) years old.
3. Birth Certificate or any other legal citizenship evidence.

### **ADMISSION PROCESS**

- A. Submit admission application duly completed.
- B. Make payment of admission or readmission fee.
- C. Complete interview and counseling process.
- D. Enrollment Agreement Signature.
- E. Make the first payment in advance, in case of having a payment plan.

### **ADMISSION OF PERSONS WITH DISABILITIES**

Charlie's Academy does not discriminate in any way on the basis of age, race, color, sex, birth, veteran status, political or religious belief, social origin or status, sexual orientation or gender identity, physical or mental disability or handicap; or for being a victim of domestic violence, sexual assault, or stalking.

However, the Institution has the obligation to determine if the student does not have a physical disability or of any other nature, that would prevent the student from using his knowledge and skills acquired through the training to perform his work successfully.

## **ADMISSION VA STUDENTS**

A student who is entitled to educational assistance under any GI Bill® program benefits, must provide a Certificate of Eligibility (CEO) or a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website <http://www.ebenefits.va.gov/> or a VAF form 28-1905 for Chapter 31 authorization purposes. Additionally, you will need to complete the **Veterans Responsibility Sheet**.

VA Students refers to any of the following:

- Active Duty Servicemembers
- Active Selected Reservist or National Guard members
- Veterans (discharged or separated Servicemembers)
- Veterans’ and Servicemembers’ dependents (spouse, surviving spouse, or child)

Applying for admission to our institution will start your certification as a student but does not guarantee military financial aid. Each branch of military service has its own criteria for eligibility, mandatory service, application processes, and restrictions.

After a VA student has completed the admission process and the student has officially registered in an SAA approved program, the School Certifying Official (SCO) will proceed to certify its enrollment to the Veterans Administration through the Online Certification Enrollment System, VA (VA-ONCE) 30 days after the start date of the first term, even if the institution does not have a copy of the Certificate of Eligibility (CEO) for the student.

## **TRANSFER ADMISSIONS**

Students transferring from another university or technical college, duly accredited and authorized by competent authorities of the Commonwealth of Puerto Rico, with the intention of applying for admission to Charlie’s Academy, should satisfy the requirements stated above in the Admissions Process.

## **READMISSION**

Students, who withdraw for justified reasons from the program, can apply for readmission and should be interviewed by a school officer. The charge for readmission is \$25.00.

## **ACADEMIC RECORD**

Our Institution, complying with the privacy federal law “Family Educational Rights and Privacy Act,” establishes the following institutional norms:

1. Social Security identification number will not be used as routine identification on the lists submitted to professors or on previously prepared directories.
2. The use of the Social Security identification number will be limited to the following offices: Registrar, Admissions, Economic Assistance, as required by the corresponding federal agencies.
3. Any information contained in the Academic Records of students, including their Social Security identification number will not be disclosed without the student’s signature authorizing disclosure.
4. Every student registered in our Institution must fill a document in which he/she/ authorizes or not disclosure of directory information contained in the file.
5. Students who need to obtain a credit transcript or certification of studies must apply in Registrar’s Office and fill the corresponding form and deliver evidence that fees have been paid.
6. Our Institution will not issue copies nor reveal the contents of the student record to third parties, except to those the law establishes can have access to said records.

### **Transcripts and Certifications**

Students in need to obtain a transcript from their record must apply in writing and fill the corresponding form in the Registrar’s Office. They must show evidence of having paid corresponding fees.

The Institution, in compliance with the federal privacy law “Family Educational Rights & Privacy Act,” will not issue copies nor reveal the content of the student’s record to third parties without written authorization, except to those that the law establishes they can have access to the records.

### **Grading Report**

The Registrar’s Office is responsible to deliver a grading report at the end of each period. If the student is not in compliance with his payments to the Institutions, the institution will withhold the grading report until payments are made by the student.

In case the student is not satisfied with the grades, he/she will file a claim at the Registrar’s Office. The professor will notify the Registrar of changes, if any, in writing and certified.

The grading report at the end of a period can be obtained at Registrar’s Office. If not so, they will be mailed by regular mail to the address filed in the student’s academic record.

## **COURSE TRANSFER POLICY**

The school grants credit for prior education. The course subject to review should have been approved in an institution duly authorized and accredited by a competent agency offering post-secondary courses. Transfer of courses from previous education requires a minimum grading of 70%, or C for validation. Only a maximum of 40% of the hours by program will be validated. The course to be validated for transfer should be equivalent in terms of duration in hours, credits, and contents offered by our Institution. The course contents applied for transfer validation must be current, mainly in courses in which laws are covered.

The process of granting credit is to be completed by the Registrar before commencing the program. A Validation form will be completed and will require the approval signature of the Registrar and the student. Once the validation process is completed, and if corresponding, the institution will adjust the training time, proportionally reducing the enrollment costs and will notify the student before starting the program. Tuition adjustment will be determined by multiplying the amount of hours transferred by the current cost per hour minus the total of required hours of the program.

Validated courses will count as attempted and approved hours for academic progress purposes in quantitative, but not qualitative, terms; meaning that no notes will be transferred, but hours. If the courses to be validated come from the institution itself, the grades of the validated courses will be transferred, therefore, they will count as attempted and approved hours for purposes of academic progress in quantitative and qualitative terms.

It is mandatory for a student eligible to provide official credit transcripts of previous education or training and/or military transcripts and may not decline or refuse validation. Students are required to submit Joint Service Transcripts (JST). JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service members military occupational experience and training along with the corresponding ACE college credit recommendations. These will be evaluated and validated during the admission process and before being certified to the VA electronically thru VA Once.

Students can order transcripts online by authorizing release or they can fill out a request form for an official JST, with a signature to authorize the release of the transcript. This is not optional, if the student wants or not his/her military education and training to be evaluated.

Institution will access transcripts online once they have been ordered by the student. If the student does not provide the transcripts, our School Certifying Official will request the document via mail or email:

NETC  
ATTN: JST Tech/Operations Center, N644  
6490 Saufley Field Rd  
Pensacola, FL 32509

Or email: JST Tech/Operations Center: [jst@doded.mil](mailto:jst@doded.mil)

### **Validation for Work Experience**

The institution reserves the right to validate courses from work experience. The student must show evidence that the tasks carried out comply with the design and objectives of the course that they request validation and that they were carried out for a term of no less than 3 consecutive years in paid employment.

The **Application for Validation for Work Experience** must be completed and submitted during the admission process to be verified by the evaluation committee composed by the Academic Director, Administrator, Registrar, and a professor with expertise in the area. If necessary, after the preliminary evaluation, it will be determined whether it is necessary to interview the student to check if they have the necessary and required skills, as specified in the syllabus of the course to be validated.

The maximum number of credits to be validated for work experience is forty percent (40%) of the total hours of the program. They will count as attempted and approved hours for academic progress purposes in quantitative, but not qualitative, terms.

### **CURRICULUM CHANGES**

The Administration reserves the right to modify the curriculum, just and reasonably, at any time it needs modification.

Our institution will report any change in the enrollment of a student or military veteran within 30 days of the change. Some of the changes include:

1. Reduction in the number of hours.
2. Increase in the number of hours.
3. Total or partial withdrawal from a course or program.
4. Changes in costs.

### **COURSE REPETITION**

The student will be able to repeat a course if he/she is not satisfied with the obtained grading of “D” or “F.” Course will not be approved if the final grading is “F.” If such grading is obtained in a class, the class must be repeated. The highest grade obtained will prevail. The repeated course will be filed with an “R” in the academic record of the student. If the flunked

course is a prerequisite to take another course, the student will need to meet with the Academic Director to make pertinent arrangements to repeat the course.

Repetition of a course will have an additional cost to the student, according to the current cost when signing the original enrollment agreement. It is not guaranteed that the flunked course will be offered during the same period.

Under no circumstances the student will graduate without having completed the total of required courses and hours of study. The student must comply with the requirements stipulated in this Catalog.

### **Repetition of courses - military students or veterans**

A course previously completed successfully cannot be re-certified. However, if a student fails a class, or if a program requires a higher grade than that obtained in a particular class, that class can be retaken and certified.

### **DEFINITION OF ACADEMIC YEAR**

The institutional academic year is comprised in a period of 12 months from July 1 of a year until June 30 of next year. It is expected that during this period the student will complete 900 hours of study.

### **DEFINITION OF HOURS OF STUDY**

The quantitative measure of the time invested in the received training is defined in terms of clock /hours and credit / hours.

#### **Clock Hours**

Class time consists of fifty minutes of class and ten minutes of recess. It takes 37.5 hours as a unit. A study period of 450 hours equals 12 study units.

#### **Semester Credit Hours**

For hours / credit the conversion to units is used. 45 units are required to complete one credit. One hour of theoretical instruction equals 2 units. One laboratory hour equals 1.5 units. One hour of practice in a center authorized by the Institution is equivalent to 1 unit.

#### **Full-time Coursework**

A full-time enrollment period is comprised of 450 hours of coursework equivalent to 12 units and 225 hours are equivalent to 6 units and is considered half time coursework.

To obtain credit for the course taken, a minimum score of one point on the scale of 4 to 1 is required, where four is the maximum number to obtain.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

To be eligible to receive Title IV funds, the student must meet satisfactory academic progress requirements. This academic progress policy will apply not only to students receiving Title IV funds, but to all students enrolled, either part-time or full-time students.

**Frequency of the Evaluation.** The academic progress of each student is evaluated at the end of each payment period and academic progress will be compared to the standards established by the school for each term, as illustrated in the academic progress table.

This policy measures the quantitative (GPA) and qualitative element (number of hours approved). Programs are measured in clock hours and the student must have attended the 90% of the course hours. Upon completion of the curriculum, the student must have an overall average of 2.00, equivalent to "C". The student must have passed at least 67% of hours attempted during each term to meet the standard of academic progress and must complete the program within 150% of program length.

**Incomplete.** The grade of incomplete will be considered as an attempted course not approved and will have effect in the satisfactory academic progress of the student, until it is removed in the established time limit. Ninety (90) calendar days are granted for the removal of the incomplete when the hours of the course are not met and fifteen (15) calendar days when the incomplete is for not taking the final exam.

**Withdrawals.** When the student is enrolled in a program and withdraws completely from it, a grade of "W" is assigned to the withdrawal and it will not be considered as an attempted course for the computation of academic progress. If the student drops only one course, it is considered a partial withdrawal and, a grade of "WP" will be counted as an attempted course not included as part of the calculation of academic progress. Validated courses will count as attempted hours and approved for the purpose of quantitative academic progress, but not qualitative terms; meaning that grades will not be transferred, only hours.

**Repeated Course.** Repeated courses will be considered in the same way as validated courses when computing the student's academic progress in quantitative terms, as attempted hours.

**“Warning”.** If after evaluating the student's academic progress at the conclusion of the term or the payment period, it is determined that the student does not have the required average or

maintain the required rate of academic progress in terms of complete credits attempted, the student will receive a "warning" or notice indicating the possibility of losing the Title IV financial aid if he does not make academic progress and will have a full term to demonstrate achievement of satisfactory academic progress. If upon completion of that term receiving the "warning" or notice, the student has not successfully completed 67% of the hours required or the required grade point average, the student will lose eligibility to Title IV funds. The student is entitled to appeal the decision and request be granted an evidentiary hearing, showing mitigating situations that prevented him from making satisfactory academic progress.

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each term (quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 2.00 at the end of any term (quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.00 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.00.

### **APPEALS**

When the student loses Title IV funds eligibility because of unsatisfactory academic progress, the student has the right to appeal the decision for the following reasons:

- Personal injury or illness
- Illness or death of a family member, such as parents, sons or spouse.

Appeals must be filed in writing to the Financial Aid Office and should explain in detail the reasons for not making satisfactory academic progress and how the situation that prevented the student from making satisfactory academic progress has changed; this will be evaluated by the corresponding committee in ten (10) days. The student who does not make satisfactory academic progress after being in probation for a term can only receive financial aid if he appeals the decision. The student should agree to meet the academic plan the institution has developed for him. The school can ask the student to provide evidence of mitigating circumstances during the probation appeal. If the evaluating committee determines that the student cannot complete the program in 150% of the length of the program, reconsideration will not be granted.

A student that completes the program, but does not have the certificate, is not eligible to receive more Title IV funds for that program.

## ACADEMIC PROGRESS TABLE

Program	Evaluation Period from Maximum Time of Program	First Evaluation	Second Evaluation	Third Evaluation	Forth Evaluation	Fifth Evaluation	Sixth Evaluation
<b>Program <u>1,125</u> Hours <u>3</u> Terms Maximum <u>5</u> Terms</b>							
<b>Basic Cosmetology</b>	Number of Hours Enrolled	450	900	1,125	1,406	1,687	
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	753 (67%)	942 (67%)	1,125 (67%)	
	Required Minimum Grade Point Average	1.50	1.60	1.75	1.85	2.00	
<b>Program <u>900</u> Hours <u>2</u> Terms Maximum <u>3</u> Terms</b>							
<b>Security Guard</b>	Number of Hours Enrolled	450	900	1,350			
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	900 (67%)			
	Required Minimum Grade Point Average	1.50	1.75	2.00			
<b>Program <u>1,125</u> Hours <u>3</u> Terms Maximum <u>5</u> Terms</b>							
<b>Private Detective</b>	Number of Hours Enrolled	450	900	1,125	1,406	1,687	
	Minimum of Hours the Student Should Approve	300 (67%)	600 (67%)	753 (67%)	942 (67%)	1,125 (67%)	
	Required Minimum Grade Point Average	1.50	1.60	1.75	1.85	2.00	

## **ATTENDANCE POLICY**

The institution requires regular attendance to school and student must complete the required clock hours assigned to each course of the program. When absences are repeated or continuous, the student may be academically penalized, and his academic progress will be affected. Student will be required to make up 100% of the hours in which he/she was absent except those that are considered excused. Only 10% of excused absences are allowed in the clock hour programs.

An excused absence is defined as an absence caused by death of a close family member, illness or medical appointment of the student, his children, spouse or parents, court subpoena, or military service (reserve). The institution leaves at the professor's discretion the requirement of written evidence for the reason of the absence.

The student will be allowed to make up the hours of excused absences only if they do not exceed 50% of the hours of the course. If the student incurs absences that exceed 50% of the course, they will not be entitled to receive a make-up agreement and will fail the course. It is the responsibility of the student, in coordination with the teacher, to make up the absent hours within ninety (90) calendar days after the end of the course. The replacement of hours must be carried out under the supervision of instructor or personnel authorized by the institution. The student who does not make up the absent hours as established by this policy, will fail the course.

The student who is absent consecutively for twenty (14) days or more, without any notification to the Institution, will receive an administrative withdrawal.

### **Veteran's Attendance Policy**

The student must meet 90% attendance for each certified term. In 10% of the absences allowed, they must present justification and evidence of make-up. VA study benefits will be subject to termination if the student violates the attendance standards and exceeds 10% in absences. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one term after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

All students who receive educational benefits under the Educational Assistance for Survivors and Dependents (DEA) must certify their enrollment status on a monthly basis through text or by calling the toll-free number 1-888-442-4551. For more details on this monthly verification process go to <https://www.va.gov/resources/gi-bill-wave-faqs/>.

### **MAKE UP HOURS**

The student will be allowed to make up for hours if the absences do not exceed 50% of the course hours. If the student incurs absences that exceed 50% of the course, he/she will not be

entitled to receive a reinstatement agreement and will fail the course. It is the student's responsibility, in coordination with the teacher, to make up the absent hours within ninety (90) calendar days after the end of the course. The replacement of hours must be carried out under the supervision of an instructor or person authorized by the institution. The student, who does not make up the absent hours as established in this policy, will fail the course.

### **LEAVE OF ABSENCE**

The student that, due to health reasons of him or his immediate family (parents, children, spouse), military or Jury duty, is forced to leave school for some time (from 2 to 26 weeks), might consider applying for Leave of Absence (LOA). Application for LOA should be filed at the Guidance/Social Work Office. LOA will be granted only to students who are not on academic probation. Leave of Absence can be granted more than once a year, but the total days of leave may not exceed one hundred eighty (180) calendar days.

Application for Leave of Absence is submitted at the Social Work Office and should be signed by the student professors at the time of the submitted permission application. Once permission is granted, it will be delivered to Registry Office, not more than five (5) days after approval. The Register will proceed to change the student's status to PA until the student returns to class. If the course ended while the student was on LOA, he/she will receive an Incomplete, which he should remove in the next ninety (90) days, from the date the student returned to school.

### **EVALUATION SYSTEM**

Our Institution uses diverse criteria for the student evaluation. These are:

1. Tests
2. Projects (written works, oral reports, research works (groups or individual))
3. Special projects outside work
4. Allocations
5. Practice
6. Assistance

### **GRADING SYSTEM**

The professor will evaluate the students based on percentages obtained in the different evaluation criteria. At the end of the class period, percentages will be converted in corresponding grading.

PERCENT	POINTS	LETTER	MEANING
100 - 90	4	A	Excellent
89 - 80	3	B	Good
79 - 70	2	C	Regular
69 - 60	1	D	Deficient
59 - 00	0	F	Failure*
-----	-----	IP	Incomplete in Progress
-----	-----	FI	Incomplete (Not authorized)**
Code of Actions		W	Official withdrawal
		WA	Administrative withdrawal
		WP	Partial Withdrawal
		R	Repeated Course
		T	Validated/Transfer Credit

\*F grading is given when the student completed the course but did not master the minimum requirements for approval.

\*\*FI grading is given when the student did not complete the course and abandoned same without notifying our institution the reasons for not coming to class or his/her intentions of dropping the course.

### INCOMPLETE GRADING POLICY

An incomplete grade will be awarded to any student who is absent from the final exam for a justified cause, such as health condition that prevents him from attending, military license or death of a relative to a second degree of consanguinity. If the student attended the entire term of the course, he / she missed his final exam and did not take it during the fifteen (15) calendar days, this will affect his / her final grade and the final grade will be A, B, C, D, or F.

If at the end of the course the student has not completed the hours required to pass the course, he will be awarded the grade of Incomplete. The grade of incomplete (I) due to incomplete hours must be removed within ninety (90) calendar days after the end of the course.

### WITHDRAWAL POLICY

The student could be granted and administrative withdrawal after enrollment in the school after a determination from the school or request an official withdrawal.

## **Official Withdrawal**

A student can request a withdrawal in writing to the school's administrator or officer assigned by the school, informing the reason for the withdrawal. Intent to withdraw does not include informal conversations with the institution's faculty or staff.

## **Unofficial/Administrative Withdrawal**

If the student does not notify the corresponding office of intent to withdraw, the school administration will determine the student's date of withdrawal based on the student's last date of attendance at an academic related activity. If the institution determines that a student did not begin the institution's withdrawal process or otherwise provide official notification of the student's intent to withdraw, the institution may determine that the student unofficially withdrew after 14 days from the last day of attendance in programs measured in clock hours

## **Partial Withdrawal (Course Drop)**

The student can request to drop a course on or before completing fifty percent (50%) of the total hours required of the course in progress. If this happens and the student's academic load is different from the original one, the Financial Aid Office will re-calculate financial aid according to new academic load. Dropping a course can have an adverse impact in the student's academic progress, because this could translate in the student not completing the program within 150% of the required time to complete.

## **Withdrawal – VA students**

Federal regulations require official or administrative withdrawals be reported by the School Certifying Official to the Veterans Administration within 30 days from the last day assisted.

If the student requests a withdrawal from one or more courses due to an unavoidable event and for reasons beyond his control, a withdrawal will be considered due to an extenuating circumstance. If the student has provided any mitigating circumstances, VA will be informed respectively.

The official date of a student's withdrawal is the last date of attendance at a course or academic activity. In either case, student may no longer be entitled to all the funds originally granted, therefore, a calculation will be made for the refund of the amount of the funds received corresponding to the hours not completed in accordance with the registration in force at the time of the withdrawal. This will be done proportionally up to at least 60% of the amount received by our institution. The calculation of the return is based on the formula indicated below: Total hours assisted divided by the total hours attempted.

## **CANCELLATION POLICY**

The institution reserves the right to cancel or terminate the student's enrollment agreement if one or more of the following situations occur:

1. Not making academic progress into certification of completion of the program.
2. The program does not have enough students enrolled, in which case the institution will notify the student and will reimburse all funds paid by the student.
3. The student is not in compliance with the institution's rules and regulations.
4. Physical destruction of the institution.
5. State and/or local laws require termination of the program.
6. Not in compliance with norms and procedures for an institutional environment free of drug and alcohol possession, distribution, or use.

If enrollment is cancelled or terminated, for the engagement in one or more of the situations, institutional refund policies will be applied in the date of the school determination.

### **Cancellation of the Program by the Institution**

- If the institution cancels a program before it starts, the institution will reimburse all funds paid to the student.
- If the institution cancels a program after starting within a maximum timeframe of 15 days from the starting date, the institution will reimburse the student all funds paid by the student as of that date.

### **Cancellation of Contract by the Student**

- Prospect students who have not visited the school prior to enrollment will have the opportunity to withdraw from the program without penalty three (3) days after orientation or visiting the school facilities and inspection of the school's equipment where training is to take place.
- All funds paid by the prospect student, should be reimbursed by the institution within three days after signing the enrollment agreement and making initial payment. If the applicant asks for cancellation after three days of the signature of the enrollment agreement and paying initial fee, but before starting training, he has the right to a reimbursement of all funds paid, except 5% of the enrollment agreement fees up to a maximum of \$150.

## **CANCELLATION AND REFUND POLICY**

Charlie's Guard, Detective Bureau, and Academy, Inc., has established the following cancellation and refund policy for students who withdraw all classes in the period.

The last day of attendance to an academic related activity will determine the number of hours earned and disbursement to be returned to student or financial aid.

Students participating of Title IV aid that withdraw from the program of study in the Institution should visit the institution's Financial Aid Office before completing the withdrawal process in the Fiscal Office.

The amount of aid to refund will be calculated in accordance with the tuition and other charges made to the student's account by the Institution in proportion with the time (clock hours) the student was in attendance and for which the Institution has charged the student's account rounded to the nearest lower decimal fraction. The Institution will have the right to keep the amount of aid earned by the student in proportion to the amount of time the student was in attendance rounded to the nearest high decimal fraction for the payment period. In any payment period in which the student was in attendance for more than 60% of the term, the institution will have the right to charge or keep 100% of the amount paid. Any post-withdrawal disbursement to the student will be made no later than 90 days upon the date of the student's withdrawal or determination date.

**Institution's return of funds:** Once the institution's portion of the return of funds has been calculated, the Financial Aid Office will return the funds within 45 days from the date the school determined that the student withdraw to the appropriate program(s). If this calculation results in a debit balance in the student's account, the student will be responsible for paying the debt to the school. A student will not receive an official academic transcript until the debt has been paid in full. If this calculation results in a credit balance in the student's account, the Institution must perform the payment to the student no later than 14 days after the calculation date.

**Student's return of funds:** If calculation determines an overpayment amount to be returned from the student, once the student's portion of the return of funds has been calculated, the Financial Aid Office will notify the student of the amount of grant funds the student may need to repay. One of the following repayment options may be selected:

1. The student may pay the full amount of the debt to the Institution within 45 days and the Institution will return the funds to the appropriate federal program(s).
2. The student may contact the Department of Education to establish a repayment plan.

The student will remain eligible for Title IV funds for 45 days from the date the institution sends the student a notice of the overpayment. If no action is performed from the student with the 45 days to pay the amount owed, the Institution will report the overpayment to the Department of Education.

### **TITLE IV REFUND POLICY**

The Title IV return policy requires that the Institution should determine the amount of Title IV funds earned (or for which the Institution has the right to charge) if the beneficiary of federal student financial aid discontinues attendance (unofficial withdrawal) or officially withdraws from the institution after beginning attendance. The amount of aid earned is determined by the amount of time the student was in class attendance, not by the number of charges incurred by the student in the institution.

If the amount of Title IV funds paid is more than the amount earned, the amount of unearned tuition should be returned to the financial aid program. The Institution, as well as the student could be responsible for returning the Title IV funds determined as unearned.

If the amount of aid earned is more than the amount of Title IV funds paid, the student is eligible to receive a post withdrawal disbursement for earned tuition not paid.

The following definitions and procedures will be used to determine if there is a return of Title IV funds: The percentage of aid earned would be determined dividing the number of days/hours of attendance by the student by the number of days/hours of the payment period.

#### **Clock-Hour Programs:**

- a. To determine the amount hours in the payment period enrolled the Institution counts the hours the student is required to complete each day from the first day and last day of the payment period enrolled.
- b. Once the student has attended more than 60% of the period, all funds will be considered as earned and there will not be any return of Title IV funds.

### **DISCIPLINE POLICY**

Our Academy has approved a policy of discipline in which sanctioned acts and resulting sanctions to be applied, and the appealing process, are referred to in the **Students Regulations Act**. Such measures will be of administrative concern. The student may be sanctioned for neglect, through action, omission or negligence as author, coauthor, concealment, or conspirator.

The student will be notified in writing of the violation to the rules, norms, or guidelines. He will be conceded the opportunity to be heard, present evidence, and counter interrogate witnesses, according to the terms specified in the Students Rules Act.

### **Students Rights**

1. The right to education, and to enjoy of an education that will tend to develop their capacities and well-being as thinking persons.
2. The right to be treated with respect and dignity under the Constitution of the Commonwealth of Puerto Rico.
3. The right to express openly their ideas and opinions, and to dissent of their professors, always within a frame of respect.
4. The right to enjoy an atmosphere of harmony in the classroom, where dialogue and freedom of speech will be maintained. Data and opinions exposed by the professor will be a part of frank dialogue for academic enrichment.
5. Grades obtained by the students will be based on their academic progress and fulfillment of the assigned tasks performed. Students' opinions or conduct will not be taken into consideration at the time of grading.
6. The right to confidentiality over opinions or beliefs expressed in the classroom.
7. The right to be graded with just evaluation from their professors, taking into consideration the established criteria for each matter.
8. The right to have an opportunity to reinstate a test, when, for just reason, is deserved.
9. The right to learn the results of exams within reasonable time. Besides, they have the right to revise works requested once they are duly corrected.
10. The right to apply for revision, before their professors, of grades obtained, and in case the professors deny, to the Academic Director.
11. The right to meet with professors on previously accorded time, with the purpose of clarifying doubts and other situations related to their academic progress, within a frame of respect and responsibility.
12. The right to expose suggestions understood to be appropriate before their professors, Academic Director and/or administrative personnel in a respectful manner.
13. The right to constitute organizations with academic purposes, cultural, social, or sports. This will require the approval of the Academic Director. \*
14. The right to elect, or be elected, in any student organization of our Institution and/or become a member of the class board.
15. The right to be heard and attended by our Institution Board, providing that the rights of others are not undermined, and by advance appointments.

### **Students Duties**

1. The duty to address professors, classmates, and all Institution personnel with respect and consideration.
2. The duty to follow the professor's instructions and Institutional norms.
3. The duty to honor the established payment during tuition, and the differed payments in the corresponding date, in accordance with the established compromise.
4. The duty to take good care of class equipment, library books, and to keep clean classrooms, bathrooms, walls, and corridors.
5. The duty to provide precise and complete information on admission requirements. Besides, they have the responsibility to notify any sudden changes in their conditions.
6. The students have the responsibility to make questions when in doubt of the information provided.
7. The students are responsible for their actions and the consequences of same.
8. Beepers and cell phones are forbidden in class.
9. Eating in classroom is forbidden.
10. The students will assist to school through all of the lecture time needed until having finished each one of the program courses, according to study plan enforced.
11. Students will follow the professors' instructions in the educational process.
12. The students will make the most of time and will collaborate in tasks assigned to them.
13. Dressing and personal appearance of students will be in accordance with norms of good taste, decorum, preservation of health and security.
14. It is forbidden to bring outsiders to the classroom.

### **SEXUAL HARASSMENT POLICY**

Our Institution has adopted a strong policy to avoid sexual harassment in our Institution. To secure a work and study environment free of sexual harassment, our institution performs, throughout the year, guidance meetings with faculty and administrative personnel ways of identifying sexual harassment, as well as the established procedures for filing a complaint.

### **INSTITUTIONAL POLICY FOR THE PREVENTION OF USE AND ABUSE OF ALCOHOL AND DRUGS**

Charlie's Guard, Detective Bureau and Academy, Inc. has established a policy for the prevention of use of controlled substances and alcohol on the job and teaching facilities. This has been done as part of our institutional norms to promote an environment of study and work free of drugs, and in accordance with what is stipulated in the Workplaces Free of Drugs and Alcohol Law of 1988, Schools and Communities Free of Drugs Law of 1989. We understand that use and abuse of controlled substances is harmful to health and the development of human beings.

Aware of the problems this modality represents for both our students and personnel, we pledge to maintain an environment free of drugs and alcohol for schools' personnel and student body.

Our Institution adopts a firm policy to combat, through all available means, the manufacture, distribution, sale, possession, and illegal use of drugs in our school and in any activities promoted by the school, as defined by Controlled Substances Law of Puerto Rico.

Our Institution offers guidance and counseling services to those individuals involved in the use of drugs and alcohol, under the strictest confidentiality. During the school year workshops and seminars are offered to our students by external sources about the prevention and alerts regarding the damages caused by the use of drugs and alcohol, and the available services in the community for the affected persons.

### **GRADUATION REQUIREMENTS**

In order to graduate and receive his/her certificate, the student should:

1. Complete all credits with an academic index of not less than two grade points average (2.00 GPA).
2. Complete the study program on or before the 150% period required to be completed.

Note: Official certificate of graduation will not be granted until the student has satisfied his/her payments of financial obligations.

### **CREDENTIAL EARNED**

Once all these requirements are covered, the student will receive a Certificate, indicating his/her specialization field of study.

### **FINANCIAL AID**

Through its Financial Aid Office, our Institution offers some economic assistance available to those students who qualify. To participate of the aid programs available at the moment, the student should visit the aforementioned office, and express his/her interest in guidance in the process of application for financial aid. There, the student will receive ample guidance in the process of available financial aid programs.

#### **Available Financial Aid Programs**

- Title IV Funds (Pell Grant) Program
- Work & Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG) Programs
- Workforce Investment Act (WIA) Program, referred through Northwestern Consortium
- Vocational Rehabilitation Programs

- GI Bill® programs  
“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)”

### **Study Benefits - Military and Veterans**

Our institution is approved by the Puerto Rico State Approving Agency (SAA) to provide academic training to the students under the various GI Bill® programs. For more information you can refer to <https://www.va.gov/education/>.

- Our institution does not determine eligibility for VA educational benefits. We recommend that students begin the process of applying for their educational benefits at least one (1) month before the start date of classes.
- Our institution will provide the student with a “shopping sheet” or Financial Sheet. It includes estimated total cost, estimated cost of living, financial aid available including those not administered by VA, among others. This sheet will be available within 15 days after the determination of the cost of tuition and fees for the academic year.
- Our institution complies with the requirements of Section 103, PL 115-407, therefore, it will not impose additional charges to the account of any covered individual due to the delay in the disbursement of funds. In addition, access will not be denied to classes, libraries, or other institutional facilities or required to apply for a loan due to the individual's inability to meet financial obligations to the institution.
- A signed copy of the certification of compliance under Section 38 USC 3679 (e) is found in APPENDIX A of this catalog.
- If the student is a beneficiary of CHAPTER 31, he must verify with his professional counselor from the Veterans Administration that he has issued the authorization to the school, establishment, or training facility on the job (VA Form 28-1905) and that the Certifying Officer has received it.
- Failure to attend classes or unsatisfactory academic progress may result in ineligibility for military aid benefits including creating debt with the Veterans Administration.
- Certain educational benefit programs require students to report enrollment in school each month to receive their GI Bill® benefit payments; for some of those programs, thru the WAVE (Internet Automated Enrollment Verification) website.

We have two Certifying Officers of the military and veterans study program who will be able to provide you with the necessary information to apply for your benefits as a military, veteran, spouse or children of a veteran. Both are certified as School Certifying Official (SCO) of the VA education program.

Eulogia Morales  
Admissions Officer  
787-882-7222  
[emorales@charliesacademy.edu](mailto:emorales@charliesacademy.edu)

Beatrice Fuentes Ortiz  
Registrar and Fiscal Officer  
787-882-7222  
[bfuentes@charliesacademy.edu](mailto:bfuentes@charliesacademy.edu)

## **STUDENT SERVICES**

Our Institution offers the student various services aimed at promoting good study habits. Among the services offered to the student are: Educational Resources Center, Guidance and Counseling, Job Placement, and Tutorials.

We have qualified staff to provide help or advice in matters, such as:

- Academic.
- Financial.
- On disability.
- Additional help according to special needs required to complete a course or program of study.

### **Educational Resources Center**

The Educational Resource Center is intended to serve the teacher and student as a resource to expand classroom experiences. It has an inventory of books specialized in the content of current curricula, reference books and electronic library. It has an area of study that provides the student with the opportunity to prepare their projects, special assignments, and other tasks with access to computers with cameras and Wifi connection.

### **Guidance and Counseling Program**

Our Institution provides guidance and counseling services to students. These services are offered by the schools' Social Worker. She interviews the students and offers them the corresponding support and assistance.

### **Tutorial Programs**

Our Institution has a tutorial program for each professor in the academic area. Each professor has one weekly hour to offer tutorial services to those students in need. This is achieved with a previous coordination with the student.

### **Job Placement Services**

Our Institution's Job Placement Office offers the student assistance to seek for employment and assist in completing the application for license in those programs that require it. However, this does not mean that our Institution will guarantee a job to its graduates.

## COMPLAINT POLICY AND PROCEDURE

CGDBA Complaint policy and procedure is established for the purposes of responding to, addressing, and redressing as appropriate complaints regarding administrative or academic services, educational quality, or compliance with ACCSC standards or requirements. A complaint may be filed by any party including but not limited to students and former students of the school, prospective students, governmental agencies, members of the public, and other accredited schools. Claim should be filed with the institution's Academic Director as follows:

- The claim should mention where and when the incident happened and all persons that witnessed it and a narrative of the situation or the actions forming the basis of the complaint and copies of any supporting documents or materials, if available.
- The Academic Director will call all related parties stated in the claim and submit a resolution or answer to the claimant during fifteen (15) business days after the date the claim was received.
- Should the claimant not be satisfied with the results, he/she should appeal the decision to the President during fifteen (15) business days from the date of receipt of the resolution or answer submitted from the Academic Director.
- The President will evaluate the situation, will call all the parties involved, and send an answer or resolution to the claimant during the fifteen (15) business days after the appeal was submitted.
- If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the PR Board of Post Secondary Institutions\* and/or the Accrediting Commission as described in the following notice:

### STUDENT COMPLAINT PROCEDURE

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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

\* **Junta de Instituciones Postsecundarias**  
San José Street, San Francisco Corner  
PO Box 9023271  
San Juan, Puerto Rico 00902-3271  
(787)722-2121

- The institution maintains a complete record of all written student complaints for at least the last five years.

## **PROGRAMS OFFERED**

Our Institution offers the following programs of study for which a certificate is issued to each student who has approved the program.

<b>PROGRAM</b>	<b>DURATION</b>
Basic Cosmetology	14 Months
Private Detective	14 Months
Security Guard	12 Months

## OBJECTIVES AND COURSES REQUIRED PER PROGRAM

### Basic Cosmetology

After completion of the Cosmetology Program, the student will have acquired the knowledge and skills required to perform immediately as cosmetologist and be ready to take the test required by the Examination Board of Cosmetology of Puerto Rico.

CODE	COURSE TITLE	DURATION IN HOURS
CSES 131	Introduction to the Beauty Field	15
CSES 103	Hygiene and Sterilization	15
ANAT 101	Anatomy and Physiology	15
CISO 105	Human Relations	45
CSES 105	Skin and Massage	75
CSES 130	Beauty Field Applied Sciences	15
CSES 111	The hair	45
CSES 107	Makeup Application and Removal	90
CSES 113	Hair Curling	60
CSES 115	Haircuts and Styles	120
CSES 117	Blowers, Hair Curler and Iron	75
CSES 119	Haircolor and Bleach	90
CSES 121	Hair Relaxing	60
CSES 123	Hairstyles and Design	75
CSES 125	Manicure y Pedicure	60
CSES 135	Business Development and Job Search	30
CSES 129	Total Look	60
CSES137	Licensing Test Review	60
CSES 200	Practice (Internship/Externship)	120
<b>TOTAL HOURS</b>		<b>1,125</b>

## Private Detective

After completion of the Private Detective Program, the student will have acquired the knowledge, skills, and attitudes that will permit him/her to approve the revalidation test offered by the Police Department of the Commonwealth of Puerto Rico and start working efficiently from the beginning as a private detective in the community.

CODE	COURSE TITLE	DURATION IN HOURS
CISO105	Human Relations	45
JUSC 100	Constitutional Law	60
JUSC 105	Criminal Law	60
JUSC 104	Civil Law – Family Law	45
JUSC 107	Special Laws	60
CICO100	General Concepts of the Personal Computer	45
JUSC109	Criminal Law Procedures	60
JUSC 111	Evidence Rules	60
INGL110	Conversational English	60
JUSC115	Fraud and Forgery	60
DEPE101	Personal Defense	60
DEPE103	First Aid	45
JUSC 116	Introduction to Criminal Investigation	45
JUSC 117	Report Composition	60
JUSC 118	Investigative Office Procedures	30
JUSC 103	Civil Law Procedure	45
JUSC 113	Legal Photograph	60
JUSC 125	Dactyloscopy	60
JUSC127	Advanced Criminal Investigation	60
JUSC120	Judicial Procedures	45
JUSC121	Surveillance and Monitoring Operations	60
<b>PROGRAM TOTAL HOURS</b>		<b>1,125</b>

## Security Guard

After completion of the Security Guard Program, the student will have acquired the knowledge and skills that enable him/her to obtain the Security Guard license and perform, orderly and systematically, the security guard's functions immediately.

CODE	COURSE TITLE	DURATION IN HOURS
CISO 105	Human Relations	45
JUSC 101	Constitutional Law	45
JUSC 105	Criminal Law	60
CICO 100	General Concepts of the Personal Computer	45
INGL110	Conversational English	60
JUSC107	Special Law	60
JUSC109	Criminal Law Procedures	60
JUSC 111	Evidence Rules	60
JUSC 116	Introduction to Criminal Investigation	45
DEPE101	Personal Defense	60
DEPE103	First Aid	45
JUSC 117	Report Composition	60
JUSC120	Judicial Procedures	45
DEPE105	Advances Security Techniques	30
JUSC 200	Security Guard Externship/Internship	180
<b>PROGRAM TOTAL HOURS</b>		<b>900</b>

## COURSE DESCRIPTIONS

Code and Course Title	Hours
ANAT 101    Anatomy and Physiology	15
Study the composition of the human body's vital systems and functions, so that the students will be able to transfer the acquired knowledge to their work in cosmetology.	
CSES 135    Business Development and Job Search	30
Norms regulated by the State for the administration of a Beauty Salon and the permits required by the different agencies for its establishment. Needed inventory to establish business and the cost per service to clients. Writing a résumé and letter of presentation.	
CICO 100    General Concepts of the Personal Computer	45
This course introduces the students with the personal computer from its origins, all of its components, and receives training to manage the computer through Windows system.	
CICO 101    Introduction to Computer / Laboratory	45
This course introduces the students to the origins of the computer to this day, the fundamental concepts in the personal computer functions and management of same through Windows system.	
CISO 105    Human Relations	45
This course has been designed to train students in the development of human and social skills that will permit them perform their roles when confronted to situations in which they must intervene. Themes like personality, motivation, emotions, language, effective communication, intelligent behavior, relations at the workplace and courtesy rules.	
CSES 131    Introduction to the Beauty Field	15
This course introduces the students into the cosmetology field, offering a broad view of the occupation, the safety required, and the agencies governing it.	
CSES 103    Hygiene and Sterilization	15
This course covers basic procedures of hygiene, general concepts of bacteriology, sterilization, equipment disinfection, and tools used in the practice of cosmetology.	
CSES 105    Skin and Massage	75
This course introduces students in the techniques to deal correctly with skin conditions of the customer that may be treated in the beauty salon, and manipulations and correct movements used in massage to obtain the expected results.	
CSES 107    Makeup, Application and Removal	90
Introduces students to correct makeup application, using appropriate procedure and cosmetics.	

<b>Code and Course Title</b>	<b>Hours</b>
CSES 130 Beauty Field Applied Sciences	15
This course includes the study of the theory of electricity in cosmetology. The nature of electrical current, principles of electricity, and safety precautions involved in the operation of electrical tools and equipment. Also included are matter chemical principles, Ph, chemistry of water, cosmetics, shampoo, hair relaxers, and conditioners.	
CSES 111 The Hair	45
Includes hair composition, structure, and growth. Students will study scalp conditions, contagious infections and available treatments, scalp and hair cleansing, using different products for treatment available to be used in the classroom.	
CSES 113 Hair Curling	60
This course includes different hairstyles, techniques to do rings, loops, rolls, and permanent waving, according to profile of customer's face.	
CSES 115 Haircuts and Styles	120
The cuts and styles course introduces to students' techniques how to handle the basic tools in correct haircut, according to the hairstyle to be performed, using scissors or razors.	
CSES 117 Blowers, Hair Curler and Iron	75
This course introduces students in the correct use of blowers and tongs to comb different lengths of hair and set the hair for proper style using both instruments.	
CSES 119 Haircolor and Decoloration	90
This course emphasizes procedures for hair dyeing, according to color classification, taking all necessary precautions in chemicals application.	
CSES 121 Hair Relaxing	60
Students study techniques used in the application of chemicals for straightening, according to client's profile and analysis of hair condition.	
CSES 123 Hair Combs and Styles	75
Students learn basic hair design techniques. In addition, students learn cleaning and alteration of wigs, and techniques to do hairstyles on wigs.	
CSES 125 Manicure and Pedicure	60
This course includes use of appropriate techniques to do manicure and pedicure, identifying irregularities on nails recognizing nail diseases requiring professional doctor's treatment and cannot be treated in the beauty salon., taking into consideration all the necessary precautions.	
CSES 129 Total Look	60
Through this course, students will be able to harmonize all the beauty and aesthetics elements or components, such as hairstyle, facial beauty, makeup, skin, manicure and pedicure in order to achieve a successful final look.	

Code and Course Title	Hours
CSES 137    Licensing Test Review	60
The purpose of this course is to offer the student the opportunities to review all theoretical and practical aspects of the content of the courses included in the cosmetology program, performing each step of the execution involved in the procedures.	
CSES 200    Practice (Externship/Internship) (Prerequisites: CSES 101-125)	120
Students are required to complete 180 hours of practice in our Institution to reinforce the knowledge and technical skills acquired in cosmetology training and under the teacher's supervision.	
DEPE 101    Personal Defense	60
This course intends to capacitate students on the correct use of the nightstick to submit a violent person to obedience. It also includes how to effectively disarm an attacker without causing physical or emotional harm. Legitimate Defense (Article 26, Penal Code) will be one of the specific areas to be covered.	
DEPE 103    First Aid	45
Course design is directed to capacitate students to effectively provide adults in emergency situations. Rescue and breathing techniques, first aid in choking, pulmonary resuscitation, together with other essential basic techniques. Students receive introductory theory for each class, adequate procedures on each emergency situation, and exercise sheets providing instructions on how to do certain techniques.	
DEPE 105    Advanced Security Techniques	30
The course covers the most important legal, technical, administrative and operational aspects related to the functions of the personnel in charge of private security in commerce, industry, banking, recreational areas, housing complexes, school zones, hotel areas, areas monitored by electronic equipment and personal safety to citizens.	
INGL 110    Conversational English	60
This course is designed so that students will acquire techniques and knowledge that will help them to the development of English oral and written communication skills through oral practice.	
JUSC 100    Constitutional Law	60
This course introduces students to the Constitution of Commonwealth of Puerto Rico and Constitution of the United States of America, and to those fundamental laws establishing political relationship between Puerto Rico and the United States of America.	
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<b>Code and Course Title</b>	<b>Hours</b>
JUSC 103 Civil Law Procedure	45
Introduces students on various subjects: What is a civil action, what are civil investigations, which are the most common types of civil investigations, also the structure of civil procedure, assets, properties, and modifications.	
JUSC 104 Civil Code, Family Law	45
Deals with everything related to Family Law, as established in the Puerto Rico Civil Code, to gain knowledge that will be useful to the investigator when performing civil investigations related to Family Law.	
JUSC 105 Criminal Law	90
There are two areas to be covered in this course: the general area, which includes themes like crime definition, time and classification of crime, forms of guilt, and special laws. The special part, which covers crimes against property, public safety, civil rights, etc.	
JUSC 107 Special Laws	60
This course aims to teach students interpretation and analysis of special laws within the scope of Criminal Justice. Special laws to be considered are: Weapons Law, Domestic Violence Law, Private Detectives Law, Explosives Law, Minors Law, and Police Law, among others.	
JUSC 109 Criminal Law Procedures	60
Students will comprehend rules that control processes in the field of criminal nature. This course includes organization analysis, functions and procedures of the State to execute and enforce the laws.	
JUSC 111 Evidence Rules	60
This course integrates law with jurisprudence and constitutional rights. Rules of Evidence are distributed into nine different areas, so that these can be applied unmistakably: witnesses, documents, real, scientific and demonstrative evidence, legal knowledge, proof of reference, assumptions, credibility, and general dispositions.	
JUSC 113 Legal Photography	60
Students will learn the skills to identify and handle photographic camera parts, and, at the same time, learn to use appropriate films on a given crime investigation and testify in court as photography technician.	
JUSC 115 Fraud and Forgery	60
Students will detect fraud and its different aspects in public and private institutions. Through this course,	

<b>Code and Course Title</b>	<b>Hours</b>
they will be able to detect fraud in a given situation and will know how to deal with the problem. Also, alternatives to prevent fraud and applicable jurisprudence to each case.	
JUSC 116 Introduction to Criminal Investigation	45
Students will develop the basic skills to be applied in criminal investigation. Also, this course will familiarize students with basic, historical and technical principles applied to criminal investigation, including crime scene.	
JUSC 117 Report Composition	60
Students will be able to write correctly an investigation report, applying orthography an accentuation rule. Besides, students will be related to desirable characteristics of an investigation report, and its structure or format, using the observations notebook.	
JUSC 118 Investigative Office Procedures	30
Students will be able to establish and handle their own investigations office. It includes how to treat clients with respect and seriousness, writing investigations report, and deliver the report to the client.	
JUSC120 Judicial Procedures	45
The course includes the issue of arrest, defendant's constitutional rights and guarantees, the preview of a case, the indictment, the dismissal of charges, finding test, trial and offenses requiring corroboration.	
JUSC 121 Surveillance and Monitoring Operations	60
To teach students tracking techniques, maintaining secrecy and security for the best results of the operation.	
JUSC 125 Dactyloscopy	60
Through this course, students will learn the skills to develop fingerprints, latent prints lifting, fingerprint evidence packaging, and protection of evidence containing fingerprints.	
JUSC 127 Advanced Criminal Investigation	60
JUSC 200 Security Guard Externship/Internship (Pre-requisite JUSC 102-120)	180
Students will take a practice period of 180 hours. It is required that students demonstrate they can effectively perform the duties of a Security Guard.	

### INSTITUTIONAL FEES

Admissions fee	\$ 25.00
Readmission fee	\$ 25.00
Copy of a document (per page)	\$ .25
Transcripts (average time)	\$ 10.00
Transcripts (English version and express time)	\$ 20.00
Certification of studies (average time)	\$ 2.00
Certification of studies (express time)	\$ 5.00
Identification card	\$ 5.00
Graduations fee	\$ 75.00

### EDUCATIONAL COSTS

<b>Program</b>	<b>Cost</b>
Basic Cosmetology	\$ 10,260.00
Private Detective	\$ 10,260.00
Security Guard	\$ 8,208.00

## **BOARD OF DIRECTORS**

Leocadio Nieves Feliciano	President
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Eulogia Morales	Secretary and Treasurer
Efraín Ramírez	Vocal
Eduardo Miranda	Vocal

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Interamerican University of Puerto Rico

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Certificate, Charlie's Academy

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MA, Interamerican University of Puerto Rico

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BA, Interamerican University of Puerto Rico

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Certificate, Century College

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Educational Resource Center Coordinator  
Certificate, Charlie's Academy

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BA, International Institute

Prof. Vilma Ruíz  
Certificate, Emma's Beauty Academy

Prof. Luis A. Matos Aponte  
Certificate, Emma's Beauty Academy

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Prof. María I. Burgos Vargas  
BSN, UNITEC de Puerto Rico

## Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

**Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:**

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website — eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

Leocadio Nieves Feliciano

Print Name and Title of Official

  
Signature and Date 2/17/2021

## CERTIFICATION FROM THE PRESIDENT

I, Leocadio Nieves Feliciano, as President of the Board of Directors of Charlie's Guard, Detective Bureau and Academy, Inc., hereby certify that the information stated in this catalog reliable and correct.

This catalog has been approved in all its parts by the Board of Directors of Charlie's Guard, Detective Bureau and Academy, Inc.

I certify correct,



**President**