

**ADDENDUM – REVISED 11/21/2022**  
**INSTITUTIONAL CATALOG 2022-2023, VOLUME 22**

1. The following text must be part of **page 6 and 7** of the institutional catalog 2022-2023:

**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 has three (3) classroom each equipped with desk, board, Fire Extinguisher and airconditioning systems and six (6) laboratory rooms. Each laboratory room for supervised practice is equipped as follows:

1. Administrative Assistant Certified Program

Twelve (12) equipped computer stations, 12 computers with Wifi access.

2. Basic Cosmetology Certified Program

Two (2) cosmetology labs with six (6) stations for haircut and Stylist, one mannequin oven, three (3) manicure tables, four (4) spa pedicure stations, four (4) adjustable facial/massage beds, one (1) portable massage chair, two (2) shampoo bowls, two (2) pedestal dryers, two (2) ring lights, board, desk, water heater and wall odor extractor.

3. Barber & Stylist Certified Program

Six (6) Cutting Stations with chairs, Two (2) Practice/Mingo Stations, One (1) each: Shampoo Bowl, Shampoo Bowl Chair, Pedestal Dryer, Manicure Table, Board, Desk, three (3) Chairs, Ring Light, Towel Oven, water heater.

4. Nail Technician Certified Program

Nine (9) Manicure Stations, four (4) Pedicure Stations, (4) Pedicure Chairs, hand washing station, cabinet for training materials, desk, board and wall odor extractor.

5. Private Detective and Security Guard Certified Programs

One (1) desk, board, 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 four (4) personal computers with access to Internet, and LexJuris legal resources, law books, office systems books, legal terms dictionaries,

English-Spanish dictionaries, audiovisual equipment such as, television, overhead projectors 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.

The maximum number of students in a classroom will not exceed twenty (20) students. In the computer, cosmetology, and barber and stylist lab rooms up to a maximum of twelve (12) students, in the nail technician lab up to a maximum of eighteen (18) students and in the private detective and security guard lab up to a maximum of twenty (20) students per room.

2. The following text must be part of **page 19** of the institutional catalog 2022-2023:

**ACADEMIC PROGRESS TABLE**

Program	Evaluation Period from Maximum Time of Program	First Evaluation	Second Evaluation	Third Evaluation (if applicable)	Maximum Time to complete program in hours
Program <u>1,125</u> Hours <u>3</u> Terms					
BASIC COSMETOLOGY	Number of Hours Enrolled	450	900	1,125	1,687
	Minimum of Hours the student should approve	300 (67%)	600 (67%)	753 (67%)	1125 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00	2.00	2.00
Program <u>900</u> Hours <u>2</u> Terms					
SECURITY GUARD	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 (GPA)	2.00	2.00		2.00

Program <u>1,125</u> Hours <u>3</u> Terms					
PRIVATE DETECTIVE	Number of Hours Enrolled	450	900	1,125	1,687
	Minimum of Hours the student should approve	300 (67%)	600 (67%)	753 (67%)	1125 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00	2.00	2.00
Program <u>900</u> Hours <u>2</u> Terms					
NAIL TECHNICIAN	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 (GPA)	2.00	2.00		2.00
Program <u>810</u> Hours <u>2</u> Terms					
ADMINISTRATIVE ASSISTANT	Number of Hours Enrolled	405	810		1,215
	Minimum of Hours the student should approve	271 (67%)	543 (67%)		810 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00		2.00
Program <u>1,020</u> Hours <u>3</u> Terms					
BARBER & STYLIST	Number of Hours Enrolled	450	900	1,020	1,530
	Minimum of Hours the student should approve	300 (67%)	600 (67%)	683 (67%)	1020 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00	2.00	2.00

3. The following text must be part of **page 34** of the institutional catalog 2022-2023:

## PROGRAMS OFFERED

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

PROGRAM	DURATION
Basic Cosmetology	14 Months
Private Detective	14 Months
Security Guard	12 Months
Administrative Assistant	11 Months
Barber & Stylist	13 Months
Nail Technician	12 Months

4. The following text must be part of **OBJECTIVES AND COURSES REQUIRED PER PROGRAM**, page 35 of the institutional catalog 2022-2023:

### Administrative Assistant Program

After having completed the Administrative Assistant Program, the student will have acquired the necessary knowledge and experience in practice in order to perform efficiently and demonstrate command in the execution of general office job duties assigned as Administrative Assistant.

The program consists of 810 hours which include classroom instruction, laboratory practice and externship. The program provides instruction in the development of human and social skills as well as written and oral communication skills required for good business relations, data entry, Microsoft technology applications (Word, Excel, Powerpoint) for creation of business documents such as forms, letters and presentations, office equipment management, office procedures, customer service, secretarial accounting, filing systems and records management.

CODE	COURSE TITLE	DURATION IN HOURS
CISO105	Human Relations	60
ESPA105	Spanish Grammar Structure and Composition	60
MATE101	Basic Mathematics	45
CICO101	Introduction to Computers w/Laboratory	45
CICO103	Keyboard Handling I	60

CISE101	Filing and Documents Administration	60
ESPA107	Commercial Spanish	60
ADCC101	Elementary Accounting	45
INGL101	Basic English	60
CICO107	Keyboard Handling II	60
ADCO101	Office Procedures and Administration	45
INGL110	Conversational English	60
CICO105	Word Processing Applications Software	60
ADOM200	Externship	90
<b>PROGRAM TOTAL HOURS</b>		<b>810</b>

### **Barber and Stylist Program**

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

The program consists of 1,020 hours which include classroom instruction, laboratory practice and externship. Shop business practices are integral part of the classroom experience with emphasis on safety, sanitation and hygiene practices and occupation rules and regulations. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and Stylist art; facial treatments and massage; hairpiece and toupee fitting; instrument and equipment operation; human relations; chemical applications; hair and scalp anatomy and physiology, diagnosis and histology of hair, skin and nails; fundamentals of electricity; product knowledge; customer relations; and employability skills.

<b>CODE</b>	<b>COURSE TITLE</b>	<b>DURATION IN HOURS</b>
CISO 105	Human Relations	60
CSES 131	Introduction to the Beauty Field	30
CSES 103	Hygiene and Sterilization	30
CSES 130	Beauty Field Applied Sciences	30
ANAT 101	Anatomy and Physiology	30
BARB 111	Barbershop Instruments	30
CSES 125	Manicure y Pedicure	60
CSES 111	The Hair	60
BARB 117	Mustache and Beard Shaving	60

BARB 125	Theory and Chemicals Application	60
BARB 121	Haircuts, Styles, and Hairpieces	120
BARB 133	Graphic Designs	60
CSES 105	Skin and Massage	60
CSES 135	Business Development and Employment Search	30
BARB136	Total Look	60
BARB137	Licensing Exam Review/Theory and Practical	60
BARB200	Externship	180
<b>TOTAL HOURS</b>		<b>1,020</b>

### **Nail Technician Program**

After completion of the Nail Technician Program, the student will have acquired the knowledge and skills required to perform immediately as a nail technician and be ready for employment.

The program consists of 900 hours which include classroom instruction, laboratory practice and externship. Special emphasis is given on safety, sanitation and sterilization practices. Includes instruction in fingernails and toenails; manicuring theory; nail growth, irregularities, and diseases; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; instrument and equipment operation; equipment and table maintenance; nail anatomy and physiology; fundamentals of electricity; customer relations; and employability skills.

<b>CODE</b>	<b>COURSE TITLE</b>	<b>DURATION IN HOURS</b>
CISO 105	Human Relations	60
TEUN 100	History of the Occupation	15
TEUN 101	Handling of Equipment and Electricity	45
TEUN 102	Anatomy and Physiology	30
CSES 103	Hygiene and Sterilization	30
CSES 125	Manicure and Pedicure	60
TEUN 103	Acrylic Nails	75
TEUN 104	Raised Nail Art	75
TEUN 105	Gel Nails (Gelatin)	45
TEUN 106	Sculptural Nails	75
TEUN 107	Encapsulated Nails	75
TEUN108	Graphic Design on Nails	105

TEUN 109	Retouch and Removal of Nails	45
CSES 135	Business Development and Employment Search	45
TEUN 200	Externship	120
<b>TOTAL HOURS</b>		<b>900</b>

5. The following text must be part of **page 38** of the institutional catalog 2022-2023:

### **COURSE DESCRIPTIONS**

#### **ADMINISTRATIVE ASSISTANT PROGRAM**

CODE NO.	COURSE TITLE / DESCRIPTION	HOURS
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ADCC 101	Elementary Accounting (Prerequisite: MATE 101)	45
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Familiarizes students with the accountings terminology and broadly presents the accountings equation and cycle to be able to manage small business.

ADCO 101	Office Procedures and Administration	45
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In this course, we present techniques and procedures performed in a modern office leading to quality service. Clerical personnel duties and responsibilities in the office are emphasized, and keeping a healthy work environment throughout the course, the student should demonstrate an efficient and secured command in office equipment management, and also demonstrate command in procedures of customer service.

ADOM 200	Externship	90
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In this course, students will have the opportunity to implement what they learned in class through their performance as practicing students in an office environment. They will be exposed to actual working conditions, for about 15 hours per week.

CICO 101	Introduction to Computer / Laboratory	45
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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.

CICO 103	Keyboard Handling I (Prerequisite: CICO 101)	60
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This course introduces the students in the correct handling of the computer keyboard, shoes position and technique leading to efficient typing, and the forms of the different commercial documents.

CICO 105 Word Processing Applications Software (Prerequisite: CICO 101) 60

This course presents the procedures to be followed in the creation of documents using cloud-based applications from Microsoft Office 365, such as Word, Excel and PowerPoint.

CICO 107 Keyboard Handling II (Prerequisite: CICO 103) 60

This course has been designed so that students will perfection the skills and techniques in the first keyboard handling, typing with speed and correctness office jobs like letters, tables, sketches, column jobs, transcription of manuscripts, rough drafts, etc.

CISE 101 Filing and Documents Administration 60

Covers the basic principles governing the control and management of documents at the office.

CISO 105 Human Relations 60

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.

ESPA 105 Grammar Structure and Writing in Spanish 60

This course introduces students to basic concepts of Spanish grammar and orthography. Afterwards, students will be introduced to commercial reports writing.

ESPA 107 Commercial Spanish 60

Includes principles of commercial communication psychology and the different communication formats in modern office.

INGL 101 Basic English 60

This course includes vowel pronunciation, according to syllabic composition and word ending, word classification, according to its function in the sentence and sentence structure, so that students will be able to write and speak using correct grammar structure and correct pronunciation of English as a second language.

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.

MATE101 Basic Mathematics 45

Students will take a review of basic concepts in math operations with whole numbers, fractions, and decimals.

**COURSE DESCRIPTION**

**BARBER & STYLIST PROGRAM**

CODE NO.	COURSE TITLE / DESCRIPTION	HOURS
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CISO 105	Human Relations	60
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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	30
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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	30
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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	60
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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 109	Beauty Field Applied Sciences	30
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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 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.

ANAT 101 Anatomy and Physiology 30

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 Employment 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.

CSES 111 The Hair 60

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.

BARB 111 Barbershop Instruments 30

This course is conducted to the study of job work tools and equipment to be used in a barbershop and to the adequate and effective use of same. It also includes the safety measures to be taken while using equipment and tools in the practice of the profession.

BARB 125 Theory and Chemical Application 60

Study of hair's natural chemicals and the pigmentation and elasticity concepts. Hair analysis process to determine its condition.

BARB 117 Mustache and Beard Shaving 60

Epidermal structure of the face. Knowledge of the 14 steps involved in shaving of the face. Appropriate skills in the use of the shaving razor. Appropriate marking of the shape of a beard, according to the physiognomy of the client.

BARB 121 Haircuts, Styles and Hairpieces 120

Study of techniques of classical and modern haircuts for gentlemen and kids. Technical study and practice for women and kids. Cleaning and combing of men's hair. Exact hair test to adapt pieces to natural color.

BARB 133 Graphic Designs 60

Student is offered options using the symbolic expressions with the hair. Modern designs will be the source for manifestation on the client's head, creating a display of techniques used on art.

BARB 136 Total Look 60

This course allows the student to harmonize all the elements or components of beauty such as: skin, hair, haircuts, hairstyles, manicures, pedicures, clothing, accessories, and other components of aesthetics to obtain a balanced and adequate final product.

BARB 137 Licensing Exam Review/Theory and Practical 60

The purpose of this course is to offer students an opportunity to review all theoretical and practical aspects of the course's contents included in the Barbershop Program. At the same time, students will be offered the opportunity to perform the steps involved in each one of the procedures.

BARB 200 Externship 180

Additional practice in a real environment to strengthen barbershop concepts learned in the different programs course, and a greater control of the skills initiated and contained in the barbershop occupation.

### **COURSE DESCRIPTION**

#### **NAIL TECHNICIAN PROGRAM**

CODE NO.	COURSE TITLE / DESCRIPTION	HOURS
CISO 105	Human Relations	60
<p>This course has been designed with the purpose of training students in the development of human and social skills that allow them to exercise their roles when faced with situations in which their intervention is necessary. Topics such as personality, motivation, emotions, language, effective communication, intelligent behavior, relationships at work, and rules of courtesy are combined in the course content.</p>		
CSES 103	Hygiene and Sterilization	30

This course covers basic hygiene procedures, general concepts of bacteriology, sterilization, disinfection of equipment and tools used in the practice of the profession.

CSES 125      Manicure and Pedicure      60

This course includes the appropriate study of the techniques to carry out the manicure and pedicure, identifying irregularities in the nails, which require professional medical treatment and that, cannot be treated in a beauty salon and / or barbershop, taking into consideration the necessary safety precautions.

TEUN 100      History of the Occupation      15

This course offers the student an overview of the nail care professional evolution its required safety protocols.

TEUN 101      Handling of Equipment and Electricity      45

Included in this course is the study of the theory of electricity in nail care, nature of electricity, principles of electricity, and precautions and safety involved in the operation of electrical tools and equipment. It also studies the chemical principles of matter, the pH, water chemistry and products to be used.

TEUN 102      Anatomy and Physiology      30

This course introduces the student to the composition of the nail, the systems that make up the human body, and their functioning.

TEUN 103      Acrylic Nails      75

Includes the correct procedures for the preparation of the nail and the application of acrylic powder and liquid, sanitizers, priming antiseptics, abrasives and other chemicals with due personal and client safety.

TEUN 104      Raised Nail Art      75

This course introduces the techniques to work with tools and material used to design 3D (Third Dimension) figures on nails.

TEUN 105      Gel Nails (Gelatin)      45

A more advanced and modern technology is presented through the course. It is a way to introduce oligomers, products that are neither liquid nor solid; a gel that takes the desired style under the ultraviolet rays of a lamp or without the use of it.

TEUN 106      Sculptural Nails      75

This course includes the study of the methods to create sculpture nails and the technique to provide resistance, hardness and consistency avoiding its easy breakage.

TEUN 107 Encapsulated Nails 75

The decoration procedures of the nail are studied throughout the course, using accessories such as ornaments, papers and forms according to the client's taste, with the intention to lock such items intact and unalterable during the growth of the nail.

TEUN 108 Graphic Design on Nails 105

This course introduces the organization of images to meet the needs of visual communication in the client's nail. The student is educated in the use of graphic design in such a way that can transmit sensations; balancing the personality of his/her client while combining elements that are usually not taken into consideration.

TEUN 109 Retouch and Removal of Nails 45

This course teaches the basic techniques of retouching and removal of products on the nails. In addition, the cleaning and prevention of fungi is studied.

CSES 135 Business Development and Employment 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.

TEUN 200 Externship 120

The student is required to complete a 120-hour practice to consolidate the knowledge and skills acquired in training as a nail technician.

6. The following text must be part of **page 43** of the institutional catalog 2022-2023:

### 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
Graduation fee	\$ 75.00

### EDUCATIONAL COSTS

Program	Cost
Basic Cosmetology	\$ 10,260.00
Private Detective	\$ 10,260.00
Security Guard	\$ 8,208.00
Administrative Assitant	\$7,387.20
Barber & Stylist	\$9,302.40
Nail Technician	\$8,208.00

7. The following text must be part of **page 25** of the institutional catalog 2022-2023:

### 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 return 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 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 RETURN POLICY**

Charlie's Guard, Detective Bureau, and Academy, Inc., has established the following cancellation and return 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 return 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 student has earned a 100% of the aid disbursed in the payment period. If the student received less aid than

he/she earned in the payment period, a 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 of Title IV within 45 days from the date the school determined that the student in the following order:

- Federal Pell Grants
- FSEOG

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 RETURN 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.

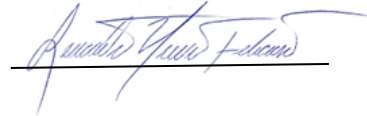
**Clock-Hour Programs:**

- 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 100% earned and there will not be any return of Title IV funds.

This Addendum becomes part of the Institutional Catalog 2022-2022 Vol. 22 for all purposes.

I CERTIFY IS TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Name/Signature: Leocadio Nieves Feliciano



Title: President/Executive Director

Date: November 21, 2022

**Charlie's Guard Detective Bureau & Academy, Inc.**

Carr. 107 Km. 3.1  
Aguadilla, PR 00603