



STUDENT CONSUMER MANUAL

2026-2027

JULY 1, 2026

CHARLIE'S GUARD DETECTIVE BUREAU & ACADEMY, INC.
PO BOX 3087, AGUADILLA, PR 00605

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DISCLOSURE

Charlie's Guard Detective Bureau and Academy, Inc., does not discriminate against any person on the basis of race, color, national origin, sex, politics, religion, social status, ethnic origin or handicap in compliance with titles VI and VII of the Bill of Rights Civil Codes of 1984, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

MESSAGE FROM THE FINANCIAL ASSISTANCE OFFICE

Greetings and welcome to Charlie's Guard Detective Bureau and Academy, Inc. I am pleased that you have selected us as your educational alternative since your education is the key to a successful future.

It is our responsibility to comply with the purpose and regulations of the Financial Aid programs of the United States Department of Education. Charlie's Guard Detective Bureau and Academy, Inc. has a Financial Aid Office which is responsible for managing and administering various financial aid programs for those students who are in need and who are eligible. This Student Consumer Manual describes the federal and state financial aid available to cover the costs of study for those students who qualify.

For more information or guidance regarding our services, you can visit our office from Monday to Thursday from 9:00am to 9:00 pm or call (787) 882-7222.

We're at your service.

Nereida Crespo Arocho

Financial Assistance Director

ACCREDITATIONS, CERTIFICATIONS AND AUTHORIZATIONS

Charlie's Guard, Detective Bureau And Academy, Inc.

- Accredited by the "Accrediting Commission of Career Schools and Colleges" (ACCSC), with a valid date until November 2028.
- Certified by the United States Department of Federal Education for Title IV funds, valid until December 31, 2026.
- Licensed to operate by the Board of Post Secondary Institutions of Puerto Rico until February 1, 2027.
- Approved by the Puerto Rico State Approving Agency (PRSAA) to provide academic training to the students under the various GI Bill® programs*.

REVIEW OF AGENCY DOCUMENTS

Any student or prospect who wishes to have accessibility to review the documents related to the accreditations, permits, licenses and operating authorizations of the Institution must request them in writing and the institution will provide the opportunity to review them within ten business days from the date you request it.

In addition, the documents are displayed and available in the office of the director of the institution.

INFORMATION SECURITY POLICY

Institutions participating in federal programs are subject to the application of various federal laws to protect the privacy of the information they manage. Charlie's Guard, Detective Bureau, and Academy, Inc., as an institution duly certified to participate in Title IV Funds, is subject to compliance with this provision. Among the laws that affect the institution are; The Gramm-Leach-Bliley Act (GLBA), the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

Our Administrative Staff as well as Student Services offices will use appropriate security controls and protocols to protect against any unauthorized or malicious access to institutional information resources and the network.

ACADEMIC RECORD

The institution, in compliance with the FERPA Law ("Family Educational Rights and Privacy Act"), establishes the following institutional regulations:

1. The Social Security Number will not be used as routine identification on lists given to teachers or in previously prepared directories.

* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

2. The use of the Social Security Number in the institution will be limited to the Registrar's Office, Admissions and Financial Aid offices, as required by the corresponding federal agencies.
3. All information contained in students' academic records, including their Social Security Number, may not be released without the student's signature authorizing its release.
4. Every student who enrolls in the institution must fill out a document in which he or she authorizes or does not authorize the disclosure of directory information contained in the file.
5. Students who wish to obtain a transcript of credits from their transcript or certification of studies must request it in writing by filling out the corresponding form at the Registrar's Office and provide evidence of having paid the cost of this.
6. The institution will not issue a copy or reveal the content of the student's file to third parties without the student's written authorization, except for those individuals who the same law establishes may have access to them.

MISREPRESENTATION POLICY

The United States Department of Education requires all Postsecondary Educational Institutions that participate in Title IV Programs to implement the Deliberate Misrepresentation Policy. The main purpose of this policy is for Educational Institutions to offer all prospective students and all their students correct and truthful information regarding information on: their licenses, accreditation, location, facilities, equipment, academic programs, costs of study, financial aid and employability rates of its graduates.

Charlie's Guard Detective Bureau and Academy, Inc., in compliance with the above, publishes the Institutional Catalog annually to offer information regarding this policy regarding our study programs, costs, institutional policies, etc. It is required to access www.charliesacademy.edu/catalogo prior to officially enrolling in the institution.

STUDENT'S RIGHT TO BE INFORMED (STUDENT RIGHT TO KNOW)

The Student-Right-to-Know Act published by the United States Department of Education on December 1, 1995 requires all Postsecondary Educational Institutions that participate in the Title IV programs that collect, publish and disseminate the following:

1. Graduation rates and, if applicable, rates of students transferring to other institutions for a specific cohort ("cohort") of the student population. This cutoff is for undergraduate students enrolled for the first time, full-time, and pursuing a certificate or associate degree.
2. The school must disaggregate graduation rate information by sex, racial or ethnic group (as submitted in IPEDS), Pell Grant, FFEL Loan, and Direct Loan recipients, and non-beneficiaries. Pell Grant, nor subsidized FFEL or Direct Loans.
3. Retention rate, employability rate and types of jobs obtained.

4. For schools that offer athletic-related student aid, completion and graduation rates and, if applicable, rates of students transferring to other institutions that receive athletic-related student aid, if the school offers athletic aid. The school must provide information on graduation rates to student-athletes or potential student-athletes, their parents, high school coaches, and counselors when making an offer of athletic aid.

Charlie's Guard Detective Bureau and Academy, Inc., in accordance with the above, will report its retention and graduation rates on July 1 of each year. For more information about our graduation and employability rate by degree program, the average debt of students who completed the program, types of employment, and other important information, you can visit the website www.charliesacademy.edu and look under Financial Aid Office.

INSTITUTIONAL POLICIES AND PROTOCOLS

Charlie's Guard Detective Bureau and Academy, Inc. reaffirms its commitment to maintaining its academic excellence by formulating and implementing public policies and protocols in order to guarantee the well-being and integrity of our student community, visitors and employees. We recognize and support the right of every person to an education that contributes to the full development of their personality, capacity and the strengthening of their rights, their fundamental freedoms and the dignity of the human being. We will also cooperate to the extent legally possible with law enforcement and other governmental and private agencies to ensure that such public policies and protocols are interpreted and enforced in accordance with all local, state and federal laws.

Knowledge of the policies and procedures in the Policies and Procedures Manual is raised through copies delivered and discussed in meetings with students and/or staff of the institution, access to the internet and/or copies in the Educational Resource Center and Department of Labor Social of the Institution.

FINANCIAL ASSISTANCE OFFICE POLICY

The Financial Aid office of Charlie's Guard, Detective Bureau and Academy, Inc. will be governed by the following operational policies:

- a. To receive financial aid, all prospects must submit an Application for Federal Student Aid, known as a Pell Grant (FAFSA).
- b. Once the student's FAFSA (SAR or ISIR) response is received, their financial need is analyzed.
- c. Notification of the Financial Aid that was eligible and the amounts of money that will be awarded in an Academic Year is sent to the student by mail.
- d. **Drug Prevention:** Aware of its responsibility to contribute to the preservation of the physical and psychological well-being of the student community, teachers and administrative employees, as well as the society it serves, Charlie's Guard, Detective

Bureau, And Academy, Inc., has established within its Institutional Policy for the Prevention of the Use and Abuse of Drugs and Alcohol a program aimed at the prevention of drug use.

STUDENT RIGHTS AND RESPONSIBILITIES

A. RIGHTS:

1. Right to know the Financial Aid that the Institution offers and has available to prospects.
2. Right to know the eligibility requirements for each Financial Aid program available.
3. Right to know what the deadlines are to apply for said programs, the programs available, where and to whom to submit the applications.
4. Right to know how Financial Aid funds are managed and distributed, and how they may be affected by decisions at both the Federal and State levels.
5. Right to know how education costs are determined.
6. Right to know the amount of Financial Aid that the student has available to cover his or her need for financial funds for studies.
7. Right to know how and when the aid will be paid.
8. Right to know what the Institution's Refund Policy is in relation to the Financial Aid granted and accepted by the student, in addition to knowing how its calculations are carried out.
9. Right to know the Institution's Satisfactory Academic Progress Policy and know how the Institution determines whether the student is making Satisfactory Academic Progress in accordance with established standards.
10. Right to know how you would be affected if you were not making Satisfactory Academic Progress in accordance with the Institution's standards.
11. Right to know what facilities and services are available for disabled people.
12. Right to accessibility and review of documents related to accreditations, permits, licenses and operating authorizations of the Institution (these documents are available in the Academic Affairs office).
13. Right to know the criteria to continue being eligible for aid, depending on whether the student files a new application and demonstrates financial need.
14. Right to know the method, procedures and frequency of Financial Assistance payments, which are as follows:
 - a. **Payment Method:** The scholarship payment is made through a credit to the student's account through a payroll system.
 - b. **Payment Procedure:** After the student has enrolled, class attendance will be checked through the Registrar's Office. A payroll is made to be able to credit the money to the student's account.
 - c. **Payment Frequency:** One (1) disbursement will be made per term.

B. RESPONSIBILITIES:

1. You must review and consider information related to the programs offered by the institution before enrolling.
2. You must complete the application and submit it within the stipulated deadlines.
3. You must provide the information requested and with the greatest degree of correctness possible. If you provide incorrect information in the Financial Assistance applications, you will commit a violation of the law and could be penalized and/or fined.
4. You must provide any other additional information that is required, such as certifications, etc.
5. You must notify the institution of any changes that affect your financial status.
6. You must read and understand all documents that you are asked to sign and keep copies of them.
7. Once you have done the above, you must accept and acknowledge responsibility and have understood the agreements you sign.
8. You must understand the Institution's withdrawal refund procedures, if any.
9. You must notify the Financial Aid office:
 - a) Change of residential address.
 - b) Change of name or marital status.
 - c) Change or transfer from any or another post-secondary institution in which you obtained federal aid.
 - d) If you have withdrawn from your study program, or if you have changed from one academic program to another.
10. You must read, understand and sign the statement of educational purposes (Student Guidance Sheet).
11. You must make Satisfactory Academic Progress (as defined by institutional standards).

ELIGIBILITY REQUIREMENTS

TO FINANCIAL AID PROGRAMS

To be eligible for federal aid, students must meet the following requirements:

1. Be a US citizen or permanent resident or naturalized.
2. Graduated from high school or have passed the equivalence exam of the Department of Public Instruction of Puerto Rico (GED), under Law 188.
3. Demonstrate financial need as defined by Federal Regulations.
4. Be enrolled in a program leading to obtaining an academic degree or certificate approved by the Federal Department of Education.
5. Permanent resident or naturalized students must process the Form G-845 of the Federal Department of Immigration.

6. Maintain Satisfactory Academic Progress according to the Satisfactory Academic Progress Policy.
7. Not be in default or delinquency on federal student loans and not owe the federal government for improper payments.

PELL GRANT

The Pell Grant is a financial aid program from the federal government for postsecondary students in programs leading to a degree or certificate.

This program fundamental to receive other financial aid. Eligibility for this program is determined using a standard need analysis formula.

The maximum Pell Grant amount is \$7,395.00 for the year 2026-2027. This amount may vary every year according to the authorization of Title IV assigned by the Federal Congress.

APPLICATION PROCESS

The application is processed by the student with the Pell Grant Processing Center. The Pell Grant is filed/submitted using the Application for Federal Student Aid (FAFSA) on the website www.fafsa.ed.gov. The student will complete it with the help of the Financial Aid officer and send it to the Processing Center online at www.fafsa.gov.

Applications must be filed on or before the deadlines established by the Federal Department of Education.

The “Student Aid Report” (SAR) or (ISAR) is the document that the student will receive which contains all the information from the student's FAFSA application as well as the student's eligibility index. The latter will be used to determine the amount of scholarship to which the student will be eligible. Using this index and the Pell Grant Payment Table, the Institution will determine the amount and payments to be awarded to the student.

The student interested in applying for the funds described below (federal or state) must submit a separate application for the Pell Grant and will complete the corresponding state funding application.

SUPPLEMENTARY SCHOLARSHIP (FSEOG) (FEDERAL SCHOLARSHIP)

This Federal Supplemental Educational Opportunity Grant (FSEOG) will help you pay for your education while you are studying at the institution. These funds are free and students may receive from one hundred dollars (\$100.00) to four thousand dollars (\$4,000.00), according to their financial need and the availability of funds at the institution. (No need to fill out another Application).

WORK AND STUDY PROGRAM (FWSP) (FEDERAL PROGRAM)

This is a self-help program where the federal government contributes 75% of the student's salary and the institution 25%. Compensation is for hours worked at the current federal minimum wage. The student must work the assigned hours. There will be no compensation for unauthorized overtime worked. It is required to fill out an application.

STATE SCHOLARSHIP FUND

This is a State Scholarship that will be awarded only to first-time post-secondary students who have a high school GPA of 3.00 or higher, and who demonstrate financial need to be able to study. Students wishing to apply for this fund must present an official copy of their high school credit transcript. The process and requirement for granting these funds are similar to other funds awarded in relation to the eligibility requirements and granting of these to students who demonstrate financial need to be able to study.

GI Bill® programs

Our institution is approved by the Puerto Rico State Approving Agency (PRSAA) to provide academic training to the students under the various GI Bill® programs. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For details, please refer to Institutional Catalog in the website www.charliesacademy.edu.

REQUIREMENTS FOR THE GRANTING OF FINANCIAL ASSISTANCE

1. Submit the federal student aid report (SAR or ISIR) to the financial aid office.
2. Deliver necessary documents.
3. Must be enrolled and attending classes in a program leading to a certificate or academic degree.
4. Be an American citizen or permanent resident required to present the resident card.
5. Make satisfactory academic progress.

HOW IS YOUR FINANCIAL AID DETERMINED?

There are two (2) factors that affect your eligibility for financial aid.

1. Your financial need will determine the amount you receive.
2. The type of help you will receive.

Financial need will be determined based on the student's expenses during an academic year.

The student's study expenses will be subtracted from the resources that can be provided to the student and/or his or her family. The remaining amount will be considered the student's financial need for that year.

STANDARDIZED STUDENT BUDGET

The following is an estimate of student's expenses while attending classes and do not necessarily represent expenses for all students.

TYPICAL STANDARD COST FOR A STUDENT TO ATTEND

Charlie's Guard, Detective Bureau, And Academy, Inc.

Pell Grant /Campus Based / State Aid

2026-2027

Tuition and Fees (900 hours/yr.)

Direct Educational Cost	\$ 9,320	\$ 9,320
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Living cost

- Students without dependents living with their father	\$ 6,756	
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- All other students		\$12,286
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- Students live in institution accommodation	N/A	
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Expenses for the physically disadvantaged (Including transportation provided by agencies, if applicable)		\$ CAC
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Nota: CAC = Current Actual Cost

CRITERIA FOR GRANTING FUNDS 2026-2027

FOR FEDERAL AND STATE AID PROGRAMS

1. All funds awarded will be based on federal regulations.
2. SEOG funds will be awarded in ascending order of the EFC indicated by the Pell Grant.
3. The funding award criteria will be used as a guide to equitably award federal, state and other funds that are available. In the event that something occurs that was not contemplated in the criteria, the director of the financial aid office may, based on her best judgment, award funds with appropriate documentation.
4. The director of the Financial Aid office will be responsible for preparing and controlling a list of students pending to be awarded.
5. At least fifteen (15) days prior to any enrollment, the financial aid office will actively work to award or re-award pending funds to be allocated. This will depend on whether additional money is received or funds that were canceled due to casualties.
6. The supplemental relief fund will be awarded after federal funds are awarded, unless federal funds have been exhausted.

CONTINGENCY PLAN

****If supplemental aid and/or state scholarship funds are not available, the student will be kept on a waiting list until funds become available, if any, due to adjustments, cancellations or withdrawals.**

****Student will be kept on a waiting list until scholarship money is available.**

VERIFICATION PROCESS

The Student Aid Report (Pell Grant SAR) may be selected for verification. If this exists, an asterisk (*) will appear next to the eligibility index (EFC) that appears on the upper margin on the first page of the Aid Report.

For the verification process, the student must provide evidence or document the information they provided in their Pell Grant application. The most important data to verify are the following:

1. Number of people in the home.
2. Number of people attending post-secondary schools.
3. Adjusted gross income and contributions paid.

In some cases, the student must verify his or her citizenship and independence status. The Financial Aid Officer is authorized to select other data for verification at his or her discretion. The documents to be used in the verification process are described below:

1. Adjusted Gross Income and Tax Liability, according to the base year income tax return.
2. Proof of Withholding (W-2) – If you did not file a return.
3. Letter from the job (Employer) that specifies what was earned, if you did not file a return.
4. Independent students, if they pay child support, present evidence.

PAYMENT METHOD AND FREQUENCY

Charlie's Guard Detective Bureau and Academy, Inc. will credit the student's account twice in one fiscal year for those students who study the full year.

The accreditation of Pell Grant payments to student accounts will be carried out as follows once certified by the registrar's office as an active student:

- a. The first payment at the beginning of each term.
- b. Provided that for those academic sections that extend from one fiscal year to another, payments will be made on the effective date of the Pell Grant corresponding to the fiscal year preceding or subsequent to the start of the student's course.
- c. The Institution reserves the right to individually evaluate cases to determine which fiscal year it will make payments (in accordance with current legislation).

CREDIT TO STUDENT ACCOUNT

If there is any credit in the account, it will be credited if the student authorizes it in writing. Funds earned by the student from the work-study program may be credited to the student's account only by specific authorization from the student to credit said funds to his or her institutional debt.

PROCEDURE FOR PAYMENT OF FINANCIAL AID

Once the student has been determined active and eligible for the different financial aids available, the following procedure will be followed for the payment and request of funds for each program:

1. The granting of funds from the Financial Aid programs will be made.
2. A notification will be sent to the applicant indicating the amount of funds allocated and which aid program or programs will be given by term.
3. Once the student signs the scholarship, the student's enrollment and initial attendance at the classes for which he or she has enrolled will be verified.
4. If enrolled and attending classes, the student's cost and eligibility data will be entered for the specific term in the financial aid program.
5. The payroll of payments for the different programs will be generated and the payment information will be printed.
6. Veteran students who are eligible for a Pell Grant will receive the corresponding refund within the standard 14-day period, regardless of whether the institution has received the disbursement of educational benefits for veterans.
7. The "Origination & Disbursement" Document will be created to be sent to the Federal Department of Education and then receive confirmation of the accepted processing of the student's payment.
8. A copy of the payroll payment list will be sent to the Collections office.
9. Collections will post the payment of each student in student account ledger and the payroll will be used to request funds from the Federal Department of Education through the "G-5" system.

TERMINATION 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 on 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 RETURN POLICY

Charlie's Guard, Detective Bureau, and Academy, Inc., has established the following cancellation and return policy for students who withdraw from 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 in 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 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.

RETURN OF FUNDS BY INSTITUTION

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 make the payment to the student no later than 14 days after the calculation date.

RETURN OF FUNDS BY STUDENT

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 notice of the overpayment. If no action is performed by the student within 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 number of 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.

Procedure:

1. Information is collected on the Title IV Funds that were awarded to the student.
2. The percentage (%) of Title IV funds that has been earned by the student for the time attended is determined. (This is determined by dividing the number of calendar days the student attended by the number of calendar days in the term).
3. The amount of Title IV Funds that has been earned by the student for the time attended is determined.
4. It is determined if a disbursement must be made to the student after the withdrawal has occurred or if any Title IV funds must be returned.
5. The amount that was not earned or not accrued from Title IV Funds by the Institution is determined.
6. The amount (if any) that the Title IV Institution would have to return is determined.
7. The initial amount of the portion not earned or not earned by the student is determined.
8. The amount (if any) that the student would have to return is determined.

SATISFACTORY ACADEMIC PROGRESS POLICY

(Please refer to the policy described in the Institutional Catalog, Page 16-18)

PAYMENTS BY THE STUDENT

Payments for studies and fees will be made on the date agreed upon in the student's Deferred Payment Plan. If the student, for any reason, cannot pay on time, they must inform the Collections Office.

Deferred payment plans will not be created for Chapter 33 participants, except for those who are not eligible for a Pell Grant and have an outstanding balance that is not covered by their Chapter 33 benefits.

ACADEMIC GUIDANCE

Faculty members, student services office staff, directors, and the institution's executive director are committed to providing academic guidance to students.

EMPLOYMENT GUIDANCE SERVICE

Charlie's Guard Detective Bureau and Academy, Inc. will guide and assist students in where and how to apply for jobs in their area of study. The assistance is aimed at equipping, preparing and guiding students in their responsibility to obtain employment.

Our graduates will receive free orientation through the Placement Office, nevertheless, will not guarantee employment to its students. The Institution will maintain contact with sources of employment to inform graduates of opportunities as they arise.

PHYSICAL FACILITIES

Our Institution is located on Highway 107, Km. 3.1, Pedro Albizu Campos Avenue in Aguadilla, Puerto Rico. Due to its convenient location, it has easy access. In the nearby perimeter there are shopping centers, cafes, restaurants, banks and government agencies. We have access facilities for people with special needs.

FACULTY

(Please refer to the policy described in the Institutional Catalog, Page 55)

Charlie's Guard Detective Bureau and Academy, Inc.

I certify that I have received the Student Consumer Manual

2026-2027 from Charlie's Guard Detective Bureau and Academy, Inc.

Print Name

/

/

Date

Signature