



Title IX Notice of Nondiscrimination

Premiere Career College prohibits discrimination on the basis of sex in educational programs and all operations of the school, in compliance with Title IX of the Education Amendments of 1972 and implementing federal regulations. Sex discrimination includes sexual harassment and sexual violence. Inquiries concerning the application of Title IX may be referred to Premiere Career College's Title IX coordinator or to the Office of Civil Rights. Contact information is provided at the end of this section.

What Is Sexual Harassment?

Sexual harassment involves a school employee explicitly or implicitly conditioning a student's participation in an education program or activity, or basing an education or employment decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Similarly, no employee, agent, or third party shall promise, imply, or grant any preferential treatment to any student for engaging in sexual conduct or submission to sexual harassment. Hostile environment harassment can include unwelcome sexual advances, request for sexual favor, and other verbal, nonverbal, or physical conduct of a sexual nature. This type of sexually harassing behavior is sufficiently severe, persistent, or pervasive as to limit a student's ability to benefit from an education program or activity, or has created a hostile or abusive educational or work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sex are example of a hostile environment. This type of sexual harassment also includes a display in the workplace of sexually suggestive objects or pictures or graphic verbal commentaries about an individual's body, dress, or habits.

Sexual Harassment Complaint Procedure

Any Premiere Career College student who feels that he or she is a victim of or a witness to sexual harassment or sexual violence, including but not limited to any of the conduct listed above, by any Premiere Career College employee, student, or third party, should report the matter to the Premiere Career College Title IX coordinator: Fe Ludovico-Aragon, President/Executive Director. The Title IX coordinator will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. The investigation will be initiated within seven calendar days of the student's complaint, and the Title IX coordinator will inform the complainant of his or her right to file a criminal complaint, if applicable. The complainant may be asked to appear before the Title IX coordinator and/or the ad hoc Grievance Committee to answer questions about the allegation(s). The Committee may call such witnesses as are appropriate, and the complainant or alleged harasser or perpetrator may also request that the Committee hear witnesses. Both parties have an equal right to present relevant witnesses and other evidence, and both parties will have similar and timely access to any information used at the hearing. The committee uses the preponderance of evidence standard to evaluate complaints.

If the complainant requests that his or her name be kept confidential, that request will be honored. However, such a course of confidentiality may hinder the investigation and/or limit the school's ability to respond to the situation. The school will take immediate action and any interim steps necessary to eliminate a hostile environment or to protect the complainant, prior to the final outcome of the investigation. The Title IX coordinator will maintain documentation of the allegation(s) and any related hearing(s), and provide written notice to both parties of the outcome of the investigation and any related hearing(s) within seven days of the conclusion of the investigation and hearing(s). The complainant will be notified of any sanction imposed upon the harasser when the sanction directly related to the harassed student. The Title IX coordinator will follow written procedures for conducting the investigation, reporting subsequent problems, and making follow-up inquiries to the complainant(s). Generally, the investigation should be concluded within 30 to 60 calendar days. Any employee, student, agent or third party who is determined, after such investigation, to have engaged in sexual harassment or sexual violence in violation of this policy is subject to appropriate disciplinary action, up to



and including dismissal, expulsion, contract termination, and/or appropriate legal action. The institution will take any and all reasonable steps to prevent the recurrence of sexual harassment and sexual violence.

Appeal Procedures

Either party in the grievance procedure has the right to appeal the outcome of the investigation and hearing(s). Such appeal must be made in writing to the Title IX coordinator, within ten calendar days of the date of the written notice of the outcome. The ad hoc Grievance Committee will hear the appeal and a written decision will be sent to the appellant within three calendar days of the appeal hearing. The decision of the Grievance Committee is final.

Retaliation Is Prohibited

Retaliation against a sexual harassment or sexual violence complainant by any employee, student, agent or third party is prohibited. Likewise, retaliation against any witness or other participant in a Title IX hearing or investigation by any employee, student, agent or third party is also prohibited. Any such retaliation will be grounds for disciplinary action, up to and including dismissal, expulsion, contract termination and/or appropriate legal action.

Office for Civil Rights

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Tel: 800.USA.LEARN

Fax: 202.401.0689

TDD: 800.437.0833

Email: customerservice@inet.ed.gov