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**PUERTO RICO**  
**ADVANCE INSTITUTE**  
A NON PROFIT CORPORATION

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1 **CATALOG**

*2019– 2021*

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**Revision date: May 2019**

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## MESSAGE OF THE ADMINISTRATIVE PRESIDENT

**Puerto Rico Advance Institute** was created is one of the educational institutes of Prestige in our area. We appreciate the contribution of many persons that help achieve our goals, all those peoples that in a disinterested way have contributed their efforts, knowledge, and experiences in order that this institution it develops with prestige and recognition.

The world of the technology is one changing that it adapts to the challenges and demand of the labor force. In our classrooms the student will develop the skills in the science and the technology so he or she will have the knowledge to offer the maximum to our country. On the other hand, our faculty and the administrative personnel will help to create on an environment of pleasant and favorable work to surrender the maximum of their capacitances.

This catalog will give you the opportunity to find out more about us. What we can do for you and what we expect from you, together we help you achieve the success. Take a few minutes to read this document carefully. This catalog is part of the official documents of studies and will let you know your rights, responsibilities and services you will have as student, requirements, policies and procedures of the institution.

Count on us. Gladly we will help you get the motivation and support you need to achieve your goals.

I know you can due and you will!

**Zuleyka Liss Herrera Morales**

**Administrative President**

Institutional vision

PUERTO RICO ADVANCE INSTITUTE (PRAI) vision is to work with excellence in the educational area and is carried out in a healthy environment, with a sense of strengthening the moral values. It offers a quality education; it adapts to the system of change; always looking to improve in all the area. The teachers are people that see the changes in a positive manner, with the necessary knowledge and experience to develop a high priority commitment in education in all training programs. The academic offer is designed in response to socio-economic and cultural changes in a dynamic and productive and seeks to incorporate new concepts and technical advances in different occupations, careers and academic programs. Enrollment policy based on the values of freedom, responsibility, the performance of duty, dignity and righteousness of conscience

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Institutional Mission

The mission of PUERTO RICO ADVANCE INSTITUTE (PRAI) is a technical training of higher education whose mission is to train and retrain to youth and adults peoples with the necessary skills to obtain the theoretical and practical knowledge in these technical professions and to prepare them to compete for employment opportunities that arise in these fields and keep them.

Students will be prepared entirely with skills necessary to successfully compete with technological advances, social, ethical, cultural and economic of rapid growth and evolution of society in the human aspect and intellectual, achieved through our innovative programs.

To induce a sense of professionalism in every student and provide training up-to-date information about education, so that our students can successfully obtain employment opportunities in their field of study.

PRAI provides a teaching of excellence and learning experiences that are accessible. Satisfying the needs of our diverse students preparing them to be responsible citizens and successful life-long learners. The institution embrace its responsibility to serve as a cultural, civic and economic development in our community.

**Goals to support the institution mission:**

- To train youth and adults' persons with the technical knowledge and skills necessary to comply with the demands of qualified personnel in the public and private employment market.
- To offer academic programs formulated so that youths and adults can develop their intellectual, affective, and motor competencies to allow them to become integrated in the employment market.
- To provide young individuals with economic and social disadvantages, a study environment that stimulates their intellectual capabilities and human skills.
- To develop in students Spanish and English communication skills, and technology skills to allow them effective-global competition.
- To promote in students human and ethical values development that will allow them to successfully develop as professionals in their academic field.
- To develop in students the capability to compete and achieve their personal and professional goals.
- To create a professional who knows his/her rights and responsibilities in society and in the occupational field where he/she will develop.
- To promote and maintain bonds with the private industry so the Institution is up-to-date with the tendencies in the business, beauty and services market and with new development and technologies.

**Program Competencies – Objective**

To earn the diploma of any of the PRAI courses of the studies the students will demonstrate the following competencies:

THE COLLEGE pursues to achieve their philosophical mission through the following objectives:

- To develop skills on the students, through an integral education.
- To teach the students for the world of the work, in the vocational and technical areas by means of the development on the cognitive skills, affective and psychomotor.
- To develop in the student a positive attitude towards him or she and towards the society.

Each program has the specific competencies for success.

## PHILOSOPHY OF THE INSTITUTION

THE INSTITUTION has as mission the development in the student's capacity in the vocational and technical area, in such a way that can significantly contribute to the society in there socioeconomic, cultural development and political areas.

The profile of the institution is one alive, changing and dynamic entity that has gone by adapting the philosophical postulates and academic offers in agreement with the needs of the market effective employment.

THE INSTITUTION directs their efforts towards the attainment to supply the students with basic skills, necessary to graduate in the vocational area to compete effectively in the market of employment through the programs. We are jointly the technology with the needs of the industry in order that our graduates' students contribute greatly to the economic development of our Island Puerto Rico and any were at the same time obtain success for them self.

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## HISTORY OF THE INSTITUTION

PUERTO RICO ADVANCE INSTITUTE (PRAI) was establish on the year 2010, as a nonprofit organization by Mrs. Edith Y. Cuevas - Perez, immediately it was selected five Boards members, (Mrs. Edith Y. Cuevas-Perez was not a Board Member). The board members have appointed the position of administrative president for three-year (2010 – 2013) and in 2014 have appointed that position for four years term (2014 – 2018) naming Mrs. Anneris Albizu Ed.D. The Boards of Director in their annual meeting (2018) has select Mrs. Zuleyka Liss Herrera, as the new operational president of the institution, for five (5) years term. (2018-2022) the board members reserve the rights to revoke or to extend the president terms.

In 2013 PRAI applies to the IRS as 501 (c) 3 as nonprofit organizations that application was approved. PRAI has acquired the necessary state Licenses (Number V-14-74) to operate as a post-secondary Institution with programs of study leading to find and maintain a job. We are proud of the organization, because after the long hours of work and effort has paid us back with the creation of the nonprofit

Institution to serve Youngers and adult helping them to obtain and retain a job. (Note PRAI has applied to the Puerto Rico Department of treasure (Departamento de Hacienda) to be certified as an income tax exempt business and due to some error in the application documentation, was denied.

**LIST OF ADMINISTRATIVE STAFF**

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Zuleyka L. Herrera – President  
Carmin L. Berrios Rivera – Academic Director  
Madeline Santiago – Registrar and Learning Resources Services  
Veronica Ramos – Admission Director and Placement  
Mayda Morales – Academic Coordinator and Students Services  
Jennyfer Rivera – Physical Facilities

**LIST OF FACULTY MEMBERS**

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**Omar Vargas – Esthetics**  
**Raquel Ayala – Bartending / Waitress**  
**Margarita Cintron – Office Administration and Billing**

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**GOVERNING STRUCTURE OF THE INSTITUTION**

PUERTO RICO ADVANCE INSTITUTE is a nonprofit Corporation organized under the laws of the Commonwealth of Puerto Rico, there has not being change of ownership on this corporation. The governing body is the Boards of Director through the operational president and staff members.

Governing Boards of **PUERTO RICO ADVANCE INSTITUTE CORP.**

As a nonprofit organization

**List of the current Boards Members**

Mr. EDWIN MUÑIZ – BOARD PRESIDENT  
Mrs. MADELINE SANTIAGO – BOARD SECRETARY – TREASURER  
Mr. MANUEL REYES DAVILA- ATTORNEY - BOARD MEMBER  
Mr. FRANCISCO AROCHO – BOARD MEMBER  
Mrs. CARMEN L. BERRIOS – BOARD MEMBER  
Mr. RAMON GERENA DELGADO – BOARD MEMBER



## FACILITIES AND EQUIPMENT

The Institution are in a 2-storage building occupied the first floor, located at 14 Barbosa street in Bayamón, PR, and have three classrooms /laboratory, with their respective furniture, chairs, acrylic board, tables, drinking water facility, two restrooms, two offices and lobby area. In the facilities we have the office of the President/ directors, accounting, Register, admissions, learning resource center and student services. Also, there is area of rest behind the building facilities. Each program of study counts with their respective inventory of equipment.

### **Bartending/Waitress:**

10 feet Bar – simulating a cocktail bar area, Speed bar, back liquor stand, liquor safety cabinet, tables, chairs, acrylic board, kitchen stainless steel sink, refrigerator, coffee maker, kitchen tools and utilities, stools, serving class collection, plates and a variety of juices, soda and liquor in stock.

### **Professional Esthetics:**

Facial Stretchers, Steam Machine, Microdermabrasion Machine, Multi use Machine, Depilation Machine, Radio frequency Machine, Magnifying Glass, chairs, acrylic boars, locker, dress area.

### **Office Administration and Billing:**

Tables, chairs, acrylic boards, 15 laptops with internet access, a variety of software pertaining to the program, Filing cabinet to practice.

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### **MAXIMUM STUDENTS PER GROUP**

Our purpose is to offer an education with the best quality, for that reason it permits a maximum number of students per group, this way the teacher can offer an individual attention if needed. We understand that the maximum per classroom should be

Twenty (20) students.

### **LICENSE**

The Institution have license of authorization that was awards by the “Consejo de Educacion de Puerto Rico” On August 2018 the agency changes their name to Board of Postsecondary Institutions. The agency is located at Calle San Jose Esq. San Francisco old San Juan. Telephone 787-722-2121

**THE COLLEGE will enforce the laws of the commonwealth of Puerto Rico and those federal laws, such as:**

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### **TITLE IX SECCION 504 LAW (NONDISCRIMINATORY POLICY) POLICY AS TO STUDENTS**

The Puerto Rico Advance Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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**PRIVACY OF THE STUDENTS FILES OR RECORD,** THE COLLEGE guarantees the privacy of the documents of the students in agreement with the law “Family Educational Rights Privacy Act of 1974”, which stated not to give the information without writing authorization of the student, in order to maintain the privacy. However, we guaranteed to the students the right to have access to their documents or files, by requesting it in writing within three (3) working days of anticipation at Registrar office and should specify the reasons to have access.

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### **SUPERVISION AND INTERPRETACION OF DOCUMENTS**

All students that request to see their files will be able to make it with the supervision of the register, after having complied in accordance with point above of this section. Any clarification with respect to the file will be responsibility of the registrar to evaluate and to take the necessary action about the matter, in disputed. The student files (active, withdraw or graduate) will remain in the Registrar office for five (5) years minimum. During this period the students will be able to request the information that is needed according to the politics to request documents. In addition, the institution can use for this purpose the following documents: Catalog, personnel manual and circular letters (memos).

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### **ADMISION POLICY**

THE COLLEGE maintains open door as one of the Institution policies. This implied that the college would be able to allow students that fulfill the requirements of admission and want to achieve and develop the necessary skills to applied and secure a job in the work force. THE COLLEGE does not permit the recruitment of active students that are being enrolled in other schools that offers similar curriculums.

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### **ADMISSION REQUIREMENTS**

I - The requirements of admission that the school establish are the following:

1. Graduated of high school or having a GED.
2. Filling up the admission application in all parts.
3. Transcript of Credit or Copy of Diploma, certification of equivalence that shows evidence of high school or accredited University transcript.
4. Admission fee of \$25.00.
5. \*A picture 2x2 (for purposes of identification). Not necessary to certify the file as complete.
6. Original certificate of immunization, if he or she is less than 21-years old. Applied to all programs.

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Note: The state regulatory agency in Puerto Rico has stablish as a minimum age 16 years old.

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## **ADMISSION PROCEDURE**

- All applicants must have an interview with the Admissions Representative who will offer the candidate a general orientation regarding the Institution's admission requirements, programs offered, duration, costs, payment options, starting and ending dates, and employment possibilities in the occupational field he/she opts to study. In addition, the applicant will receive additional information, according to his/her interest. The candidate is then offered a tour of the Institution's facilities.
- Once the candidate has decided to study one program, he/she fills out the Admission Application and is given orientation regarding the documents, which must accompany the application.
- Once the admission applications are received, they are evaluated, and it is determined whether the candidate is accepted or not. If the applicant does not meet admission requirements, s/he will be notified in writing.
- Once the student is accepted, the enrollment agreement is filled out. A financial analysis is made to determine if the prospectus qualified for any available aid or will establish a payment plan, which never included financing interest. In addition, it receives orientation on, student's rights to know, drug free and alcohol, demands of the profession, graduated student's statistics and campus security.

I. Safety of the Students file.

C. After the admissions department revises the students file it will be taken to the registrar office.

### **II. Class Program**

1. The first day of attendance the student will go to the registrar office to fill out the class program.

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## **Admission Procedure for People with Disabilities**

The admission procedure for an individual with physical impairment or any other disability is the same as that of any other student. These candidates are oriented of the programs and courses requirements, the facilities available

for them, classrooms, and sanitary services; in addition to the counseling services offered by the specific Students Affair Coordinator that may have to make a reasonable accommodation.

### Admission Requirements for Foreign Students

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1. Foreign prospects must complete the admission requirements of the Institution as applicable for Vocational Programs (Visa M).
2. Provide high school diploma and/or its equivalent. The copy must be validated by the Education Ministry of the country and/or by the American Embassy. Transcript must be validated by PR Council of Education.

Equivalence chart:

The following chart will be used in the conversion of the general grade point average equivalent to our educational system based on a scale of 0 to 4 points. The conversion for countries where the value of academic progress is *Excellent, Outstanding, Acceptable, Insufficient, and Deficient*, the conversion will be as follows:

#### EQUIVALENCE CHART IN GRADE POINT AVERAGE

Foreign countries (where this scale is applicable)	Conversion for PRAI.
Excellent	4.00 – 3.50
Outstanding	3.49 – 2.50
Acceptable	2.49 – 1.60
Insufficient	1.50 – 0.8
Deficient	.79 – less

### ENROLLMENT

The act of enrollment in the college is the acceptance and endorsement to all academic, administrative rules norms it contains in this catalog and any other institutional publications. In addition, when the student makes the enrollment understands, accepts and approve that the college, in any moment may executed at their discretion, to modify, change, alter, amended and or eliminated without previous notice

the norms and/or established rules in this catalog and/or any other publications with the purpose to accomplish the philosophy and objective of the school.

### **ENROLLMENT CANCELLATION**

The enrollment cancellation of the student can be made by canceled at any moment before the midnight of the third day after the date of has signed the contract, for the return of all paid money to the college. The student that has not begun there training and want to cancel the contract of studies, after the three working days of have it signed, will receive the return of the paid money except for the admission fee. The student that wants the return of here money, after canceling the contract, it must make a petition in writing to these effects during the three working days following of having signed or sent the cancellation. If the student is a minor the petition must be signed for one of the parents or authorize representative.

### **CLASS PROGRAM CHANGES**

The students will be enrolling according the dates establish in the academic calendar. After matriculated, can make changes in your class program (class schedule or group) by following the norms and the procedures established at the Registrar office. The Registrar must officially approve the change. The student that officially did not withdraw will receive an administrative drop and won't have credit by the hour accumulated.

1. It will be able to carry out the change during the period of stipulated by the register in the academic calendar.
2. It will request the change in the Registrar office after being interviewed by the executive director or other officer of the college whom will recommend the change.
3. It will complete the procedure and the necessary forms in the Registrar office.
4. It will receive accredit for that unit (s) that is similar with the new curriculum, to judgment of the registrar.
5. It will assign the group and teacher for you're to start.

THE COLLEGE reserved the right to modifies or cancels any course, curriculum (course), hours and/or academic calendar if the institutional circumstances believe is necessary.

### **RE-ADMISSION**

The student that interrupts the studies and then are interested in return to study can request a re-admission of the student. The hours and evaluations obtain expired at the end of two (2) years. After that the student can enroll as a new student.

The student suspended for academic deficiency can request re-admission after passed at least two (2) months of the date of your suspension. The student will be admitted in status of probation. Students that were given a termination by academic progress unsatisfactory or any other reason must have the consent in writing of the Executive Director or the President of the college.

### **TRANSFER CREDIT**

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A student may request an official credit transcript from PRAI to go to another institution. The transcript can be requested and will be ready within five (5) working days. If the other institution requires it, PRAI will provide its Institutional Catalog which includes the description and objectives of the courses for all its programs of study.

The transfer of credits received from PRAI to another institution is solely at the discretion of the accepting institution. No guarantee of transfer is made or implied by PRAI. Credits accepted by PRAI as transferred in do not affect Satisfactory Academic Progress (SAP) measurement and do not count for final GPA; the student enrolled with credits transferred will be evaluated for academic progress made in the courses taken after the credits transfer has been approved and applied. For the courses taken, SAP will be monitored up to the maximum 150% time allowed to complete the program. SAP will be monitored every term and progress must be made according to the Institutional SAP policy. Please refer to the Policy under this Catalog. The evaluation of credits to be transferred in has no cost and is performed during the admissions process. Credits accepted as transferred will be discounted from the total cost of the program and this is detailed in the Enrollment Agreement.

### **Credits Transfer from - to Vocational Programs**

All graduates of our Institution who wish to enroll in any other of our programs will be given credit for classes, courses or laboratory sessions already taken that are like those of the new program. It should be

noted that for course credit to be awarded, the passing grade must be at 70% or above and /or a grade of P (Passed). Candidates that have studied at another technical-vocational post-secondary institution which have an accreditation similar to PRAI may apply for awarding of course credit, provided they were passed with a 70% or higher grade and/or P. Students holding duly documented Associate, Bachelor's or higher degrees from accredited institutions and which classes or courses are similar to those of the PRAI may apply for course credit for up to 70% of the credits for general courses and up to 30% of concentration courses and such credits will not expire.

**21 DEFINITION OF CLOCK HOUR / CREDIT UNIT**

The unit of credit used is the credit hour. The conversion from clock hours to credit in semester credits, conversion is 1:30. One contact hour lasts for 50 minutes during a 60-minute hour. The institutional policy is to provide ten (10) minutes of rest after each fifty (50) minutes of class and twenty (20) minutes of rest after one hundred (100) minutes of class.

In addition, outside the class work (homework) is assigned to students as applicable in order to comply with the clock/hour to credit/hour conversion for program completion.

1 Semester Credit Hours = 45 Units

1 Clock Hour Didactic	= 2 units
1 Clock Hour Supervised Lab	= 1.5 Unit
1 Clock Hour Externship	= 1 Unit
1 Cock hour Outside Work	= 0.5 Unit

**30 GRADING SYSTEM**

The following factors will be evaluated to decide the academic progress of the student. Theoretical works (text, assignments, projected, etcetera.) and practical evaluations. Both criteria are evaluated to the following scale:

VALUE	GRADE	POINTS OF HONOR	INTERVALS
100 – 90	A – EXCELLENT	4.00	4.00-3.50



89-80	B – GOOD	3.00	3.49-2.50
79-70	C – SATISFACTORY	2.00	2.49-1.50
69-60	D – DEFICIENCY	1.00	1.49-1.00
59-0	F – FAILURE	0.00	0.99-0.00

The students must maintain an academic average of C (2.00) or better and accumulate a quantity of notes in agreement with the quantity of evaluations in the program of study.

The correct and complete use of these reports serves to evaluate with objectivity the practical execution of the student. In addition, the academic register can show other annotations, just as:

W/WA	WITHDRAW	IT DOES NOT CALCULATE
V	CONVALIDATION	IT DOES NOT CALCULATE

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### **ATTENDANCE POLICY**

According to the working hour established by the school, the attendance to classes is compulsory. It is responsibility of the student carry out the assigned work during their absence. The teacher is obliged to refer to the Students Affair Coordinator, at the latest on every Thursday, of those students that has being absent without justification in order to have the proper orientation and not being affected their academic progress. All students are subject to the following:

- A. The student will receive single credit for the attendance hours to the school.
- B. It won't have discount hours as penalty.
- C. It won't have assigned additional hours to the already established in the Curriculum don't matter the reasons.
- D. All fraction of hour will be rounded to the quarter of the nearest hour.

As a post-secondary educational institution, PRAI expects students to come to class as established in their class schedule and in the time specified.

### **MINIMUM STANDARD**

For a student to complete or graduate from a program, the student must have a minimum of 80% attendance. The 80% of attendance is an absolute requirement. In case of absences, the student will be responsible for the material given in class.

### **TRACKING**

Faculty shall take daily attendance and maintain an attendance record of all students. Attendance is tracked in every class by instructors using a form provided by the institution (Attendance Record). The faculty will report daily attendance of all students and the Registrar office will input that information in the student record. Faculty will also report all students who fail to attend class or have never attended. The cumulative attendance information is monitored every term and those students with an attendance record below 80% are informed so in writing, they will sign the advisory letter titled Attendance Commitment, which also warns them that failing to meet the requirement will result in an administrative withdrawal. Externship attendance when applied, is tracked by sign sheets which must be certified by the site supervisor and externship coordinator.

### **TARDINESS AND EARLY DEPARTURES**

PRAI expects students to be in class on time. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. When a student is tardy or leaves early, the teacher shall record the tardiness or early departure from the classroom in the attendance record. The time incurred in tardiness or early departure shall be deducted from class time, rounded to the nearest quarter of an hour and every four quarters will be equal to one absence. (Example: a student arrived 15 minutes late four times, that is equal to a one-hour absence.)

### **ACCEPTABLE (JUSTIFIABLE) ABSENCES**

The Institution considers the following to be justified absences:

- Student's illness,
- Serious illness or death of a member of the immediate family,
- Circumstances beyond the student's control, and
- Extra hours at work or training hours for a pre-determined period
- Court or government agency appointment

What is previously mentioned IS NOT an exemption for the student to comply with the minimum 80% attendance required for graduation. Remember, the 80% of attendance is an absolute requirement; even

when there are absences that can be justifiable, cumulative attendance for graduation can never be below 80%. All students who are absent to class must present evidence that will be evaluated by the authorized school representative. The absences considered due to circumstances beyond the student's control will be evaluated individually by Student Affairs Coordinator and it will be determined if it is justifiable enough to assign the make-up work.

### **CONSECUTIVE ABSENCES**

A student who is absent for fourteen (14) consecutive academic days without justification, will be **administratively withdrawn**.

### **CONSEQUENCES OF NOT MEETING ATTENDANCE REQUIREMENT**

Since cumulative attendance is monitored at the end of every term, an advisory letter titled Attendance Commitment will be issued to any student with a percentage of attendance that is below 80%. In case that a student does not meet the minimum 80% required, will be evaluated before processing his/her enrollment, will enter an orientation process, and will sign an Attendance Commitment with a specific plan that will be monitored periodically by Student Affairs Coordinator. After exhausting all reasonable efforts, if the student does not comply with the minimum attendance requirement, he/she will be administratively withdrawn. If as part of the enrollment process for students going to the last term, it is determined by the Registrar that a student has no real possibility of meeting the cumulative 80% of attendance requirement upon completion of the program, this will be communicated to the student in writing because it is potential for an administrative withdrawal.

### **TERMINATIONS DUE TO POOR ATTENDANCE: Impact on Financial Aid**

The Registrar's Office will inform the Financial Aid Office of the withdrawals processed within the term required by the school -within 14 calendar days from the last day of attendance.

Exceptions: When the academic calendar includes an academic recess of five (5) school days or more, the determination date will be when the student complies with the six (6) consecutive days of absences. In case that the student notifies the Institution his/her desire of not returning to class and after counseling the student regarding the withdrawal policy, the Registrar's Office will process the withdrawal immediately.

## GRADUATION REQUIREMENT

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- In order to complete or graduate from a program the student must have a minimum standard of attendance of 80%.
- Complete the total of credits in their study program with a cumulative grade point average of 2.00 or 70% (C) and must have maintained satisfactory academic progress.
- Must have filled out all the documents required by the Institution.

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In order to receive a **DIPLOMA**, credit transcript, studies certification and/or any official document from our Institution, a student **must not be in financial debt with the Institution**.

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## MAKE-UP WORK FOR ABSENCES

The student will be entirely responsible for making up work due to legitimate absences, and this will be done on a weekly basis, through special arrangements or tasks assigned by the instructor. The student will have until the fifteenth week for semesters, to make up for the absences incurred in such term.

## CHANGE OF ACADEMIC GRADE

The student that has any claim to a grade awarded will have a (1) month, from the date the report is given to the student. The grades delivered from the teacher and registered in the office of Registrar will not be able to be change or modified, except when it has an error in the grade or is a makeup work. In this case, the teacher will submit the corresponding evidence and will indicate the reason of the change of qualification to the academic coordinator, who will proceed to approve with the signature.

This document will be taken to the Registrar office for register the change.

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## Satisfactory Academic Progress

**NOTE: PLEASE SEE PAGE 44/45 FOR PART OF THE SAP -LOA**

The Registrar office personnel oversee monitoring Satisfactory Academic Progress (SAP). PRAI requires that all students comply with a minimum requirement of SAP; that is, academic proficiency. In order to measure this proficiency, we have established certain minimum parameters for each study program based on:

- The normal length of the study program.
- The maximum length of the study program, this is 1.5 times the normal length.
- Qualitative and cumulative Satisfactory Academic Progress shown by the student's grade point average per term.
- Quantitative Satisfactory Academic Progress of the academic load registered per semester, showing an increase in the credits approved by the student.

The table presented below establishes the minimum requirements by percentages of accrued credits for each group of programs. The groups of programs have been divided based on the number of credits required and the length. The academic performance of each student will be evaluated cumulatively against the standards established in these tables. An evaluation sheet will be kept in each student's file to record SAP. Attempted credits are those in which the student has been enrolled even though they are classified as:

W = Full Withdrawal, WA = Administrative Withdrawal or F = Failed

For PRAI students they must maintain a minimum cumulative grade of 70% each term; if the grade falls below 70% at the end of any term, he/she will be placed on academic probation for the next term. If at the end of the second consecutive term of probation the grade is still below 70%, the students will be terminated.

### EVALUATION CHART FOR SATISFACTORY ACADEMIC PROGRESS

Programs of 26 Credits - 2 Term - 3 Term 39 Credits Maximum

Period of evaluation of maximum course time	First Evaluation	Second Evaluation	Third Evaluation
Number of credits enroll	13	26	39
Student must approve this minimum of credits	40% 5	50% 13	65% 25
With a minimum average of	1.50	2.00	2.00

### Probation Period

A student, who does not meet SAP during one academic term and his /her appeal, is approved, will be placed on probation for one academic term and will be notified in writing. If upon completion of the probation it is determined that the student did not achieve SAP or did not comply with the Academic Plan, the student will be withdrawn from the Institution. If on the contrary, upon completing the probation, the student achieves SAP and/or complies with the Academic Plan, the probation will be suspended; nevertheless, the student will continue with the established study plan until completing his/her academic program. While a student is on probation, he/she is considered as complying with SAP.

### **Appeals Process**

A student, who upon completing the probation period has been suspended for not complying with SAP, will have the right to appeal such determination. The student must submit the appeal in writing (a form will be provided) from the Registrar, the appeal must be submitted to the Registrar together with the documentation that supports the appeal. The appeal must be received within two (2) working days from the notification. An appeals hearing will be held within three (3) working days from the receipt of the appeal. The hearing will be composed of a committee created for such purposes and where the situations exposed by the student will be evaluated and which can be:

1. Prolonged illness
2. Physical impairment or temporary mental condition that does not allow the student to move
3. Student and/or family member's illness that does not allow satisfactory learning
4. Death in the family, a spouse and/or tutor
5. Drastic change in the financial situation of the family
6. Divorce of the parents and/or the student
7. Drastic personal problems of which the student has no control

A decision will be determined in writing. If the request is approved, the student will be placed in probation and will be able to continue. As part of the appeal process, the student is required to have an academic plan.

### **Academic Plan**

A student who appeals after a probation period and such appeal is approved, will receive an Academic Plan according to the availability of resources and must adhere to it in order to be eligible to graduate from the program. The student will be evaluated during each academic term by the Registrar.

### **Student Suspension by the Institution**

If a student is suspended for failing to meet SAP and does not submit and appeal or such is denied, he/she will be suspended from the Institution as well as if failing to comply with the Academic Plan established because of the appeal.

### **TRANSCRIPT AND CERTIFICATIONS**

The office of the Registrar will do every three-month and distribute to each active student their academic evaluation. These documents contain the units and the hours accumulated for the student, to the date of the last evaluation. It is responsibility of the student to verify and to discuss with the teacher, before the next schedule.

Also, the registrar will do a transcript or certifications if it is required in writing by the student. As long as the student is up to date with the Institution, in all aspects including the financial responsibilities.

1. The academic transcript and or certifications are requested in the office of Registrar by filling up the corresponding request form with two (2) days of anticipation. The certifications are free of cost. The transcriptions of credit have a value of \$2.00 the official and of \$1.00 the student copies.

### **ACADEMIC DISTINCTIONS**

THE COLLEGE in accordance with the levels of use of academic kind and by basing in the average of graduation awards the following distinctions:

1. High honor: For the students that achieve an academic average of graduation of 4.00.
2. Honor: For the students that achieve an academic average of graduation of 3.75 to 3.99.

### **CHANGE OF ADDRESS**

All students that through the program do not notify a change of address to the office of Registrar. The college won't be responsible for documents not delivery or misplaced notifications if the post office

can't deliver the mail. Of the period of your studies changes or modifies the address, must inform immediately

### **PROCEDURES FOR REPORTING EMERGENCIES AND CRIMES OCCURRING WITHIN INSTITUTIONAL FACILITIES**

All emergencies or crimes occurring on campus will be processed as follows:

- The employee or affected person will inform the incident to the President or an authorized officer of the Institution. If the incident involves a student, it will be notified to the Student Affairs Coordinator. These authorized officers will be responsible of notifying the concerning agencies which may include the Police Department and/or Medical Emergencies. The President and Student Affairs will maintain a registry of each incident informed.
- The following incidents should be reported to the Institution's authorized representatives: theft or damage to vehicles, muggings, assaults, peace disturbance, sexual offenses, unlawful entry into school premises, vandalism, domestic violence, sexual harassment, or any other incident that affects the normal school's operations. Any incidents related to discrimination based on religion, race, political affiliation, sex, age, disability or any reason contrary to law, should also be reported.
- We will log all incidents reported and will publish those incidents to the student community each September.
- All students and employees must follow the security personnel instructions for their protection. The security or administrative personnel shall deny access to the Institution to persons possessing alcoholic beverages, drugs, firearms or any other items, which violates Student Regulations. A student, who commits violations, will be referred to the school's Student Affairs for the corresponding action as established in the school policies and procedures.
- The Student affair coordinator will offer lectures during the year to students and employees regarding prevention of crime, sexual offenses and personal safety. Those who are interested may request guidance and information on those subjects.
- Unauthorized persons may not enter the Institution; the administrative staff should work in coordination with the closest headquarters of the local Police.
- All students and employees will keep the Institution's Anti-Drugs and Alcohol Policy in an accessible location.



## **POLICY PROHIBITING SEXUAL HARASSMENT**

PRAI- policy and practice is to ensure equal employment opportunity to all, regardless of race, color, age, religion, sex, national origin or social condition, disability or any other veteran status, marital status, to allow and/or accept any direct or indirect conduct that constitutes sexual harassment or any other legally protected condition. The Bill of Rights of our Constitution establishes that the dignity of human beings is not to be violated, and that we are all equal before the law, while clearly stating that no discrimination may take effect for the reasons. This policy applies to all personnel of the Institution and employment practices such as recruitment, promotion, evaluation and training; among others.

The practice of sexual harassment in the workplace and academic environment, in any of its forms, infringes on the inviolability of human beings and constitutes clear discrimination against men or women in the work environment. It interferes with people's ability to work and deprives them of the enjoyment of a full life to which all human beings have a right in equal circumstances under the law, as expressed in the constitutional mandate and it is one of the manifestations of discriminations based on sex; this includes men and women. The magnitude of this problem is of concern and interest to all since sexual harassment in the workplace and/or classroom constitutes an unacceptable offense against the dignity of all human beings.

The purpose of this policy is to provide a working environment that is free of harassment and intimidation, which will allow all employees to carry out their administrative and academic work. The presence of harassment or intimidation in the workplace is a violation of this policy and will be addressed according to the corrective measures determined by the Institution; therefore, any behavior or verbal expression, whether written or physical, of a sexual nature that could create an offensive or intimidating work environment for an employee or that interferes or could interfere with the work of an employee, is prohibited. The solicitation of sexual favors and/or sexual advances towards our employees and/or students is strictly prohibited.

Law No. 17 of April 22, 1988 (applies only to Puerto Rico) and the regulations of our Institution provide that workplace sexual harassment is constituted by solicitation of sexual favors, unwanted sexual advances or other physical or verbal conduct of a sexual content:

1. When submitting to such conduct implicitly or explicitly constitutes a condition or term for obtaining or maintaining employment or continuity as a student.

2. When submission to or rejection of such conduct is used as the basis for making employment decisions or in the student's academic evaluation.

3. When this conduct has the effect of interfering unreasonably with the performance of work (whether administrative or teaching) of the employee or creates an intimidating, hostile or offensive environment for the employee. Sexual harassment can be expressed through sexual insinuation or indirect comments, physical contact and even sexual aggression.

Disciplinary sanctions are applicable to employees and/or students who engage in sexual harassment, as provided in the Institutional policy on harassment at the workplace.

### **IN THE EVENT OF SEXUAL ASSAULT**

If the event involves an employee, it must be notified to the President. If it involves a student, the incident must be notified to the Student Affairs Coordinator.

The Institution is committed to arrange medical assistance to the student and offer first aid. In addition, it will coordinate any assistance with the local Rape Victims Help Center.

### **STUDENT RIGHT TO KNOW POLICY**

PRAI provide information to any student or prospect interested regarding the retention and graduation rates of previous programs. Pursuant to Public Law 101-542, known as the “STUDENT RIGHT TO KNOW”, will report its retention and graduation rates on January of each year.

### **CAMPUS SECURITY ACT POLICY**

The Institution recognizes, as an institutional interest, the protection of life and safety of all its members and has developed the On-Campus Safety Policy in compliance with Federal Regulations and provisions of the “Crime Awareness and Campus Security Act”. This act requires the establishment of a policy, which allows a safe working and study environment, free of risks, acts of rape and danger. The law recognizes the right of students, potential students, and the community in general to be informed about criminal acts occurred in the Institution.

This document will be given to each candidate, student and staff member of the Institution and provides for the procedure to follow in the event of emergencies within institutional premises. It applies to students as well as to faculty, visitors and the administrative staff.

The objective of this policy is to establish a basic emergency procedure to guarantee the protection of life and property on institutional premises.

The policy covers emergencies such as:

- Murder / Negligent involuntary homicide
- Forced sexual offense (including rapes)
- Unforced sexual offense
- Robbery or theft
- Aggravated assault
- Motor vehicle theft
- Theft of vehicle accessories
- Arson
- Simple assault
- Violations of alcohol abuse laws
- Violations of controlled substance laws
- Illegal weapons possession
- Threats
- Discrimination/Crimes due to causes of discrimination based on race, religion, sexual orientation, and country of origin or others.

### **NON-SMOKING POLICY**

The Institution prohibits the student community and the staff personnel from smoking in the Institution and in any closed spaces, such as: classrooms, laboratories, hallways, offices, the library and restrooms; among others.

### **DRUG AND ALCHOOL POLICY.**

PRAI is committed to maintaining an educational environment based on the promotion of healthy lifestyles and respect for the teaching-learning process. It has also established a policy regarding Drugs

and Alcohol based on the Drug Free Schools and Communities Act of 1989 (Public Law 101-226 and the Internal Regulations of the United States Department of Defense).

The use, handling and distribution of controlled substances as well as the consumption of alcohol within institutional premises will entail the sanctions stipulated in the **Regulations on the Illegal Use of Drugs and Alcohol Abuse, Faculty and Administrative Policies**.

### **POLICY IN COMPLIANCE WITH LAW 186**

PRAI has developed a policy in order to comply with Puerto Rico Law 186 of September 1, 2006. This policy has the fundamental intention of maintaining in strict confidentiality the social security number of the students and prospects; the number will only appear in official documents of the Institution. For more information, please refer to the Registrar's Office.

### **BULLYING PREVENTION POLICY**

All students have the right to feel safe in their personal and social lives. The Institution prohibits harassment, threats, and bullying among students. This behavior is classified as actions of systematic violence, psychological, physical, or sexual from the student or group of students towards their class peers who are not in position of defending themselves (Lex Juris, Law 37 from April 10, 2008).

PRAI promotes a policy free of threats and intimidation so that students can develop in a safe study environment. The Institution will work with the prevention of bullying by offering workshops through its personnel and if a complaint is filed, the Presidency or the Student Affairs Coordinator will intervene and apply the procedure established in the school policy and procedures. The Institution will also protect the documents of the students' records and academic history. The students will have a healthy student life where their rights are protected to help them achieve their academic goals; they will also have the opportunity of selecting their field of studies freely.

### **POLICY FOR TREATMENT OF STUDENTS WHO SUFFER FROM ASTHMA**

In compliance with Law 56 of February 1, 2006, "Law for Treatment of Students who Suffer from Asthma", recognizes the right of students who suffer from asthma or any other related condition, to

administer, on their own, the prescribed medicine while at school, with their parents, tutor, and/or legal guardian's consent in case that the student is a minor.

For an underage student to administer on his/her own the medicine for asthma treatment, a medical certification will be required which will state that the student suffers from the condition, the medicine to be used for its treatment, and that the student has been trained to administer it on his/her own. It will be the parents, tutor and/or legal guardian's responsibility to present the updated documents so that the student can make use of this right.

Whoever interferes with the exercise of this right will incur in an administrative fault and will be exposed to a fine according to the Law. A person who acts in conformity to the Law will not incur in civil responsibility in case that a complication emerges for the use of a medicine that the student administers on his/her own.

## **VACCINATION POLICY**

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This policy applies to all students under 21 years of age who request admission to PRAI.

According to the Procedures and Regulations of the Health Department concerning the Tests for Transmitted Diseases and Students' Vaccination, it is required that all students who are admitted in PRAI until the age of 21 years, comply with the following vaccination requirements:

1. A reinforcement dose of the following vaccines: Tetanus, Diphtheria, and Acellular Pertussis (Tdap) and/or a reinforcement of Tetanus and Diphtheria (Td) within the last 10 years or according to the case.
2. Two doses of the following vaccines: Common Measles, German Measles, and Mumps (MMR).
3. Three doses of the Hepatitis B vaccine.
4. Three doses of the Polio (OPV/TPV) vaccine if the last one was administered on or after the fourth year of age.
5. Vaccine against Chicken Pox (VAR); one dose is recommended for adolescents between the ages of 11 to 18 years and complete a second dose according to the existing regulations or a signed declaration by the doctor specifying that history of having contracted the disease exists.

These vaccines must be registered in the PVAC-3 form (green paper).

Students, who for religious beliefs are not vaccinated, must present a sworn statement or a certification from the physician; nonetheless, the exemptions for religious beliefs will be null in case that an epidemic is declared by the Secretary of Health.

## **OFFICES DESCRIPTIONS**

### **ADMISSIONS OFFICE**

This office evaluates applications of all prospects or candidates. In this office, the documents required for student admission are received, prospective students are interviewed and their eligibility for admission is determined.

### **REGISTRAR'S OFFICE**

This office keeps custody of all student files and transcripts regarding their academic progress. It processes registrations and withdrawals, grades, academic progress and student evaluations and produces official lists, course certifications, graduation certifications, transcripts, and diplomas.

### **BURSAR OFFICE**

This office maintains a subsidiary in which the student's financial record is reflected, including payments and refunds. It collects fees pertaining to the study contract, including other related charges, I.D. Card and credit transcripts.

### **FINANCIAL ASSISTANCE OFFICE**

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This office evaluates students' eligibility for the granting of state aids and processes all scholarship applications from eligible students. The office is governed by the Rules and Regulations of the Council of Education of Puerto Rico (CEPR) in its local (State) programs.

### **CAREER SERVICES OFFICE (PLACEMENT)**

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This office assists students in job searches and gives them guidance in finding jobs upon graduation in the public or private sector. It assists in follow-up of graduation candidates and filling out resume, letters of recommendations, letter of references in order to increase their employment opportunities. **The Institution does not guarantee employment to students, prospective students or graduates.**

### **THE STUDENTS AFFAIR COORDINATOR OFFICE.**

The student's affairs Coordinator offer services which complement the professional and academic development of the student; it deals with academic and discipline problems, absenteeism, and personal problems of students. It also offers individual and group orientation, workshops and referrals to government and private agencies according to the student's need.

The office coordinates extracurricular activities to encourage their integral development; it also offers the opportunity of reasonable accommodation for students with special needs. Also handles students' referrals and students who are simply seeking the office's services, the office provides support to students who want to obtain entry at the University level.

### **ACADEMIC COMMITTEES**

The Institution has the following Committees for the academic area:

- ACADEMIC PROGRESS COMMITTEE** - Responsible for reviewing the case of any student who fails to comply with the Satisfactory Academic Progress Policy.
  
- RE-ENTRIES COMMITTEE** - Responsible for making the necessary recommendations as to a student's re-entry application.
  
- DISCIPLINE COMMITTEE** - Responsible for attending all complaints filed against a student for alleged violations to the school policies.
  
- INSTITUTIONAL DISCIPLINE COMMITTEE** – Responsible for attending all complaints from students against institutional employees. This committee will be leading by the President. In case a complaint is presented against an instructor, the President will attend the complaint.
  
- APPEALS COMMITTEE** - Responsible for handling the revision and appeals requests of students regarding grades and documents issued by the Registrar's Office.

**STUDENT ACTIVITIES**

The Institution fosters activities that contribute to enhancing the students’ quality of life. The Institution plans extracurricular activities during the academic year, such as: lectures, workshops, social, and cultural, sporting, and recreational activities aimed at the student’s well-rounded development. The Institution also promotes the development of student groups and associations designed to contribute to the students’ formation.

**FINANCIAL AID**

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All students with need of financial aid to study in the college must visit the office of finance in order to receive the proper orientation. The financial aid help is the quantity of money that the state and federal agencies pay to cover cost of studies. The quantity of money depends of your economic situation, duration of the course and costs of the postsecondary education. PRAI now qualified to receive aid from Work Investment Act, which is a federal grant administer by the municipalities, a defer payment plan without interest.

To qualify you must fulfill the following requirements:

1. Being enrolled in an eligible program.
2. Being citizen of the USA or resident authorized citizen from the department of immigration.
3. Have economic need.
4. Keeping an academic satisfactory progress.
5. Not to have pending debts in guaranteed loans from the federal government.
6. The male students born from January 1, 1960 in ahead must be entered in the selective service.

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**COSTS AND GENERAL FEES**

The costs for Programs are: UPDATED 01/2018

Program	Admission	Tuition	Total
BARTENDING / WAITRESS	25.00	4,995.00	5,202.00



PROFESSIONAL ESTHETIC	25.00	4,995.00	5,020.00
OFFICE ADMINISTRATION AND BILLING	25.00	4,995.00	5,020.00
Admission fee of \$25.00 not refundable after the acceptance of the student.			
The general fee not included in cost of the program are:			
READMISSION		15.00	
IDENTIFICATION CARD		5.00	
ACADEMIC TRANSCRIPT		2.00	
DIPLOMA DUPLICATE		20.00	
CERTIFICATION		2.00	

Others Cost may apply

Books and supplies – not supplied by the school	150.00
If a payment plan is granted interest do not apply	

**Books and Materials**

The Institution does not provide books or materials to students. Students will be responsible for acquiring textbooks and materials. The estimated cost of books and materials can fluctuate between \$100 and \$150, depending of the program of study and the prevailing market cost.

**METHOD OF COLLECTING DELINQUEN TUITION**

During the enrollment process, the student fills out a payment plan in which they pledge to pay, in installments, the balance not covered by any aids each term. The dates when these payments shall be made are stipulated in the payment plan. These dates have been chosen in such a way that the student can meet his/her financial obligation one month before the end of the academic term. This is done so that the student has no debt at the end of the finishing the program. The office sends out letters on a monthly basis regarding the balances owed by each student in order to remind them of their balances and of their payments’ expiration dates. Any active or inactive student, including re-entry must keep their account current. The institution at this time do not use collecting agency, because all effort is done in house.

### **Cancellation and Refund Policy**

**This Cancellation and Refund Policy are applied to all students enroll at PRAI programs; independently the source of funding, no other policy is taken into consideration.**

The Institution maintains a Cancellation and Refund Policy. The Institution's Cancellation and Refund Policy is based as follows:

1. Rejection of Applicant: When the Institution rejects a student / prospective before starting classes, all monies paid in advance will be fully refunded to the applicant.
2. Program Cancellation: If the Institution cancels the program of study on or before starting classes of the corresponding term, all monies paid by the student in advance will be fully refunded.
3. Cancellation Prior to the Start of Class or No Show: If the student decides to cancel his/her admission before the first day of classes or never attends class (no-show) during the first week of class, the debt with the Institution will be cancelled, and he/she will only be responsible for the payment of the admission fee \$25.00. Any additional monies paid will be refunded within 45 days from the first day of class or the day of the cancellation, whichever is earlier.
4. Refund Policy for Withdrawals or Terminations:
  - a. Enrolled students that withdraw or are terminated after the first week of class, for the purpose of Refund Policy, the programmed credits to be studied will be calculated until the last day of attendance.
  - b. If during the late enrollment process, the student is marked by an instructor(s) as "no show" when the student did not attend one of his/her classes, even though he/she attended other classes, the Registrar's Office will begin a partial cancellation process of the enrollment, and the Finance Office will then proceed to make the required adjustment in the total enrollment cost for that term. Any grant payments will be adjusted per the student's final academic load for that term.
5. All students must settle their account balance before starting the next enrollment period.
6. If for any reason the institution ceases operations, the money that the student or his/her guarantor has paid in excess will be refunded prorated except for the admission fee.

7. If a student processes an official withdrawal or is administratively withdrawn (terminated), he/she will be responsible of paying the balance reflected after the withdrawal calculation. This balance will be notified on or before fourteen (14) days from the date of the withdrawal which will be prorated.

### **POLICY FOR UNEARNED TUITITON DUE TO WITHDRAWAL**

The institution will use the policy to determine the amount of unearned tuition due to withdrawal:

The refund calculation will be based on the student's last day of attendance (LDA).

During the first (1st) week of class, tuition charges will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$499.00. The institution will consider a partial week when determining the number of weeks attended or completed by the student.

After the first week of class, the financial obligation of the term of study will be subjected to a prorated calculation from the first week until the fifty percent (50%) of the term period.

After fifty percent (50%) of the term period of financial obligation is completed, the institution may retain the full tuition for that period.

All refunds for concept of credit towards the student will be paid as follows:

- If the credit is created for any advance payments, a check will be issued under the student's name within 14 calendar days starting from the date of determination.
- If the credit is created by other aids or, a check will be issued to the corresponding agency or the student's name in 30 calendar days starting from the date of determination.
- The student will have 30 additional business days to claim the check in the Collections Office. If the student does not claim the check, it will be returned to the student by regular mail to the address on record.

### **Payment Plan**

The total cost of studies and fees are to be paid in their entirety during enrollment and before the last day of classes. Students, who are unable to meet this requirement, can participate in the Institution's deferred payment plan. This is designed for students who can only make payment by means of this plan and for those who are awaiting an answer and receipt of aid packages provided by state or local agencies. It is each student's responsibility to stay up-to-date with his/her monthly payment plan.

### **Withdrawals**

The Institution will apply the Refund Policy to those students who interrupt their studies or are expelled. A student, with satisfactory progress at the time he/she is expelled, may apply for re-enrollment and will be considered to continue his/her studies.

A student, who does not meet satisfactory progress at the time he/she is expelled, will be placed on probation for a period of one (1) term whenever he/she is accepted for re-enrollment. This readmission will be submitted to the Admissions Office and must be approved by the Registrar.

### **Voluntary Withdrawals**

A student can withdraw at any time and must receive the approval of: The Registrar Office, the Finance Office, Student Affairs Coordinator and the instructors. He/she must turn in the withdrawal form in the Registrar's Office, where the withdrawal will be made official and it will be kept in the student's academic file with a W (Withdrawal).

### **Administrative Withdrawals**

Administrative withdrawal is an action taken by the Registrar Office to process a withdrawal to a student who does not comply with institutional rules, policies, procedures after all resources are used for the student to normalize his/her situation. Administrative withdrawals apply to the following cases:

- Financial debt with the Institution
- Consecutive unjustified absences
- Breach of contract
- Unsatisfactory Academic Progress (Attendance / Average)
- Breach of the probation status in the case of academic progress
- Improper behavior towards faculty or administration members, students and/or visitors
- Inconformity with the Institution's rules and requirements
- Health problems

### Termination of Studies

A student will terminate his/her studies when:

- He/she finishes the total of academic credits, according to the program and contract
- Upon voluntarily withdrawing
- Upon being administratively withdrawn or expelled
- If the student fails to comply with the conduct policies established by the Institution or he/she is submitted to expulsion

### STUDENT SERVICES

As part of the student's services this office give orientation to the student's population such as, positive attitude and motivation, how to prepare to be in College, Rules and regulation of the school, government's services. The purpose is to help the students that have a need or any situation in the school to achieve their goal. These services are available from the first day of class and during the entire program of study. To use these services the student should visit the office the student's coordinator to request the services or the faculty or any other staff can refer the student to this office. This office will work with the student refer to help them with their problems of absentee, disciplines or any other matter.

The office of student services has as purpose the integral development of the student. This office contribute that the student knows their rights stipulated on the norms established by the college. All and each of the services that it is mentioned following form a combination of complements the educational technology, advanced and efficient according to the moral duties arising from a status and objective of the institution. Such as Orientation and cultural activities, office of placement, Center of resources library. **The Institution at this time do not offer housing and after the first intervention with the student, if he or she needs professional counseling the student affair coordinator will give alternative professionals on this area, the student will have to cover the professional fees.**

## **CULTURAL, RECREATIONAL AND SPORT ACTIVITIES**

The college recommends to all matriculated student the participation in the extracurricular, recreational and social activities that they sponsor. These activities are coordinated through the office of student's coordinator. During the whole year the college sponsors activities.

## **THE LEARNING RESOURCE CENTER**

THE COLLEGE has a center of resources of apprenticeship. The objective is to promote to enrich the intellectual knowledge of our students, through the use and manage of the educational available resources. The school Director directs this center; the current collection includes the books of reserve (textbooks of the curriculums), books of reference, project done by the student's graduates that is used to stimulus and motivation of the new student. To make use of this material the student, as well as the teacher, only must notify with the coordinator to request the service. In addition, each teacher will have in the area of his or her classroom educational resources and materials that serve as complement to the daily class. For the benefit of our students the center of resources of apprenticeship counts at present with two (2) computers with Internet access.

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## **COPYRIGHTS INFRINGEMENT POLICY**

Any original work that the author or create is copyrightable, including music, websites, art, literature, computer software, books, magazines, architectural design and other tangible creative creations. It's illegal to copy those materials, the author or the publisher can bring charges to a person that consciously made copy of the material to distribute, taken advantages of the material. In many cases you can request authorization of some material for educational purposes. You can't copyright ideas, but you can copyright your personal and unique expressions of ideas. The author most always considers adding a copyright notice if he or she is releasing something into the public that it was created and want to protect. If you've created a mobile app, recorded a song, written a book, blog post, or other published writing or any other unique expression of ideas, you will want a copyright notice. Look for the statement of copyrights in every item mentioned above to avoid criminal charges and possible jail time or a fine.

## STUDENT RULE AND REGULATION

### INTRODUCTION:

Welcomes to the family of PRAI, as part of our norms and procedures following will detail the student rules. The same must be respected for all active students for their own benefit, as well as for the whole student's community, administration. We request you that help us to achieve the proposed objectives in this catalog.

The student will have to respect this rule in all moment when governing for the following norms:

1. It will be on time suitable and will be punctual.
2. It does not be able to get out of the school during the class period unless request a permission in reception, in the case of emergency.
3. It will keep your area of in order and clean work. It will take charge of gathers the area before going out.
4. It will be courteous and respectful with your fellow students, and with the administration.
5. It will bring the books and equipment at all time. It forbids to shear or to borrow.
6. It will be responsible for the equipment of work and the personal property, as well as the property of the school.
7. It does not be able to bring children's nor other guests to the class.
8. In the case of absent it will be responsible for consult to your teacher.
9. It forbids to the student it makes social gatherings. The uses radio or cellular, smoke or speak on high voice in the class hours.
10. It does not permit make nor receive telephone call in the institution (except in the case of emergency)
11. It forbids the use of alcohol or drugs in the institution. The students will have constantly a professional attitude by avoiding gesticulates and vile vocabulary.
12. Not permit students in the administrative offices in distinguished hours without the proper authorization. The student must use these services outside of your regular hour hand not in order to affect academically.

**\*\*\* THESE NORMS ARE SUBJEC TO CHANGES IN ANY MOMENT WHEN THE INSTITUCION UNDESTANCE THAT IS NECESSARY. THE STUDENT THAT VIOLATES THESE NORMS WIL BE SUSPENDED IMMEDIATELY**

### **Advisory and Interaction Committees**

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The Advisory Committees of PRAI are support teams composed of people who have the knowledge, competencies and experience, which allow them to serve as liaisons between the school, Industry and the community in general. The Advisory Committees' participation is of great importance in strengthening and enhancing technical education. These committees advise the school regarding planning, development and review of the training courses offered to the staff, curricular review and other educational programs, which can be implemented. The Advisory Committees of our Institution represent different community sectors, such as: the industry, leading businesses, and the banking sector. The committees should identify job market trends and demands for human resources in the area of technical and industrial education. In addition, they should provide the Institution with information regarding the standards established in the technical curriculum, as well as technological changes and needs existing in the labor field. They also advise the Institution regarding its curricula, teaching materials, tools, equipment, and establishment of skill-performance levels, competencies, goals and objectives in the development of the short-term action plan. In addition, they participate in job opportunity searches for students who have graduated from the Institution; provide orientation to business owners regarding the technical courses offered and stimulate the teachers and students in developing occupational competencies, open houses and others. PRAI, advisory committee meets at least once a year. Members are selected depending on each program of study, employment agencies, education area and can be change every year.

## **THE SCHOOL ACADEMIC PROGRAMS**



18

**Office Administration and Billing**

**Objective:** The curriculum has been designed to prepare candidates for entry-level skilled as beginners in the area of administration of medical offices. The arduous task of doctors and medical units in addressing an area as necessary as health. The doctor or administrator of a medical unit in need of an administrative assistant who will facilitate the work of the clerical and billing. The graduated student will be able to work as an assistant to the administrator of the Biller medical office, of insurance plans or as an employee in an office that requires a person skilled in working in computers or in a combination of two or more of the positions described.

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**Duration:** The Office Administration and Billing has a duration of 37 weeks (9 months approximately). 537.50 theory, 250 laboratories, plus 112.5 internship 900 hours / 27 credits. The School use term as semester.

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NOTE: There is no state licensure requirement for this program, or certification in order to the graduated to start a job.

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**PROGRAM OUTLINE**

Code	Unit	Theory	LAB	T / Hrs.	Outside Work	Internship
Code	Unit	Theory	LAB	Externship	CRS	T / Hrs.
OAB - 001	Ethics and Leadership	37.5	0	0	.05	37.5
OAB - 002	Basic Spanish	37.5	0	0	.05	37.5
OAB - 003	Office Adminstration	75	0	0	2.5	75
OAB - 004	Key board	30	45	0	2.5	75
OAB -05	Word Processor Aplication I (Word Elementary)	30	45	0	2.5	75
OAB -06	Word Processor Aplication II (Word Intermediate and Advanced))	30	45	0	2.5	75
OAB – 07	MS Excel, Power Point and Outlook	30	45	0	2.5	75
OAB – 08	Document Adm. And Medical Record	50	25	0	2.5	75
OAB – 09	Medical Terminology And Coding	75	0	0	2.5	75
OAB – 10	Medical Billing Manual	75	0	0	2.5	75
OAB – 11	Medical Billing Electronic	30	45	0	2.5	75
OAB – 12	Basic English	37.5	0	0	0.5	37.5
OAB – 13	Externship	0	0	112.5	3	112.5
		<b>537.50</b>	<b>250</b>	<b>112.5</b>	<b>27</b>	<b>900</b>

18

**Professional Esthetic**

**General Objective:** The Program of Professional Esthetics is designed to provide students with the skills necessary to analyze, clean, treat and correct the conditions and the irregularities in the skin through the appropriate use of cosmetic, products and modern methods to stimulate the Skin / circulation. At the end of the program, the student will be able to work at the level of entry as an Esthetician, Cosmetic Vendor, Make up Technician, or Administrator of an Esthetic Clinic. **Duration:** The Professional Esthetic has a duration of 37 weeks (9 months approximately). 730 hours plus 170 hours outside work 900 hours or 27 credits. The School use term as semester.

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**PROGRAM OUTLINE**

Code	Unit	Theory	LAB	T / Hrs.	Outside Work	Internship	CRS	T / Hrs.
EP – 901	Introduction and Hygiene	30	10	40	10.00		1.50	50.00
EP – 902	Anatomy, Physiology Facial	30	20	50	12.50		2.0	62.50
EP – 903	The Skin and its Disorders	30	30	60	15.00		2.50	75.00
EP – 904	The Cosmetic and Electric Equipment	20	40	60	15.00		2.00	75.00
EP -905	Theory and Facial Massage	20	60	80	20.00		3.00	100.00
EP – 906	Facial Treatments	20	60	80	20.00		3.00	100.00
EP – 907	Corporal Anatomy	30	0	30	7.50		1.00	37.50
EP – 908	Theory of the Corporal Massage	30	0	30	7.50		1.00	37.50
EP – 909	Advance Corporal Treatment	20	60	80	20.00		3.00	100.00
EP – 910	Depilation	20	30	50	12.50		2.00	62.50
EP – 911	Professional Make-up	20	40	60	15.00		2.00	75.00
EP – 912	Salon Administration, Placement seminar	30	30	60	15.00		2.00	75.00
EP – 913	Intern Practice	0	50	50	0		2.00	50.00
<b>TOTAL PROGRAM</b>		<b>300</b>	<b>430</b>	<b>730</b>	<b>170</b>		<b>27</b>	<b>900</b>

NOTE: There is no state licensure requirement for this program, or certification in order to the graduated to start a job.

18

**Bartending / Waitress**

**Objective:** The students through the program will acquired the knowledge and skills to work as Bartender or Waitress (entering level) having the opportunities of more qualified jobs. In addition, the students will learn it related to the hygiene and personal appearance, the cleaning and the environment of the Salon / Bar area. Welcome and reception of the clients, the Bartender/waiter, as seller and the responsibilities of serving alcohol beverage. Will acquired the skill to make small plated as appetizer.

**Duration:** The Bartending / Waitress has a duration of 31 weeks (8 months approximately). 725 hours plus 155 hours outside work, 880 hours / 25 credits. The School use term as semester.

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**PROGRAM OULINE**

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Code	Unit	Theory	LAB	T / Hrs.	Outside Work	Internship	CRS	T / Hrs.
BM – 001	The basic principles of Bartending	30	15	45	11.25	0	1.50	56.25
BM – 002	Serving Glass and Utilities Tools	30	20	50	12.50	0	2.00	62.50
BM – 003	The Art of Mixology	30	15	45	11.25	0	1.50	56.25
BM – 004	Classic Cocktails Recipes Lab	30	20	50	12.50	0	2.00	62.50
BM – 005	Preparing the serving Table	20	25	45	11.25	0	1.50	56.25
BM – 006	Fruits Cutting and Decorations	30	20	50	12.50	0	2.00	62.50
BM – 007	The Variety of Wines	30	20	50	12.50	0	2.00	62.50
BM – 008	The Variety of Beers	25	10	35	8.75	0	1.50	43.75
BM – 009	Social Activities / Business Manage	20	20	40	10.00	0	1.50	50.00
BM – 010	After meal Cocktails – Variety Liquor	25	20	45	11.25	0	1.50	56.25
BM – 011	The Bar area Organization	25	20	45	11.25	0	1.50	56.25
BM – 012	Client Reception – Relationship with Clients	20	25	45	11.25	0	1.50	56.25
BM – 013	Dinnerware / handle Food	20	25	45	11.25	0	1.50	56.25
BM – 014	Invoicing per serving	20	10	30	7.50	0	1.00	37.50
BM – 0015	Business Manage	15	15	30	7.50	0	1.00	37.50
BM – 016	External Practice	0	0	75	0	0	1.50	75.00
<b>TOTAL PROGRAM</b>		<b>370</b>	<b>280</b>	<b>725</b>	<b>155</b>	<b>0</b>	<b>25</b>	<b>880</b>

**NOTE:** There is no state licensure requirement for this program, or certification in order to the graduated to start a job.

**38 COMPLAINS OR GRIEVANCES POLICY**

Under consideration to the fact that a student can have a genuine complaint, about the school personnel, policies establish by PRAI, or any other mean; the student can fill out a complaint form. To start the procedure, the student will request in the office of the director the form to fill out the complaint, the school director will call the members of the disciplinary committee that include faculty member, administration staff the student and anybody else on the disputed. The school will be able to disesteem the complaint for consider without merit or unfounded or will be able to resolve the complaint by means of the dialogue between the parts or refer to the interested parties for a meeting before the committee. If the student understands that the school has not resolved the complaint, the student can send a letter to the Council of Education of Puerto Rico, which is the licensure agency with permission from the complainant(s) for the Council of Education of PR to forward a copy of the complaint as well as the response on behalf of the school, for the appropriated action. The student will be keep informed of the status of the complaint and the result. The Board of Postsecondary Institutions regulator agency is located at:

Calle San José Esq. San Francisco Old San Juan, Puerto Rico. Telephone (787) 722-2121

A copy of complaint form is available at the school student services office and may be obtained by contacting the Students Services Coordinator.

**39 Academic Calendar 2019 - 2021**

DATE	Description
1 to 7 January	Academic Recess
11 January	Eugenio Ma. Hostos-Holiday
12 January	Beginning of classes
18 January	Martin Luther King - Holiday
19 January	<b>Enrollment of January</b>
15 February	Day of the Presidents - Holiday
March 22,	Abolition of Slavery - Holiday

21 - 25 March	Academic recess - Holy Week
18 April	Jose de Diego - Holiday
20 May	<b>Enrollment of May</b>
30 May	Day of Remembrance - Holiday
4 July	Independence Day - Holiday
July 18,	Luis Muñoz Rivera - Holiday
25 to 29 July	Academic Recess
25 July	Constitution of PR - Holiday
27th July	Joseph C. Barbosa - Holiday
September 5,	Work Day - Holiday
6 September	<b>Enrollment of September</b>
October 10,	Day of the race - Holiday
November 7,	<b>Enrollment of November</b>
11 November	Veterans Day - Holiday
19 November	Discovery of PR - Holiday
26 November	Thanksgiving - Holiday
23 to 31 December	Academic Recess

**\*Subject to change**

**STATEMENT**

**IF THE SCHOOL ADMINISTRATION MAKES ANY CHANGES THAT WILL AFFECT THE ACCURACY OF THE INFORMATION PUBLISHES ON THIS CATALOG WILL BE UPDATED BY AN ADDENDUM IMMEDIATELY.**

### ADDENDUM #1

**PRAI has adopt the Leave of Absent policy criterions from the accrediting Commission ACCET, as part of the guidelines of the SAP stablish by our Institution.**

LEAVE OF ABSENCE POLICY This policy applies to all programs, except English for Speakers of Other Languages (ESOL) programs with international students enrolled under F visas. A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. PRAI has elects to have an enrollment policy that permits a leave of absence, the policy is published in the institution's catalog/handbook and comply with the following requirements:

1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.
2. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn.
3. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
5. The institution must document its approval decision relative to the leave of absence request in accordance with its published policy.
6. The institution must not assess the student any additional charges as a result of the leave of absence.
7. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum.
8. A leave of absence must be limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.
9. A leave of absence policy is in compliance with any applicable state and federal regulations. Federal or state regulations may differ from ACCET policy, and if stricter, take precedence. For example, a leave of absence

granted to international students enrolled on M1 and F-1 visas must be limited to five months, during which time the students must be out of the United States. EFFECTIVE DATE 08/10/2019