



Student Handbook

Table of Contents

Welcome	2
Staff	3
New Student Orientation	4
Housing	
Living Arrangements.....	5-7
Housing Policies.....	7
Alcohol.....	8
Hotel Damage.....	8
Mailings.....	8
Security Box.....	8
Laundry.....	8
Housing Exemption Policies.....	9
Visitation Hours.....	10
Guest Policies.....	10
Dining.....	10
Medications, Illnesses and Emergencies.....	11
Available Support.....	11
Packing List.....	12
Training	
Training Programs.....	13
Training Session Length.....	14
General Courses.....	14
Daily Schedule.....	14
Internship.....	14
Technology.....	15
Materials Needed.....	15
Payment Policy.....	15
Withdrawal and Refund Policies.....	16
Available Support.....	16
Community Engagement	
Social Activities.....	17
Transportation.....	18
Available Support.....	18
Discipline	
Academic Policies.....	19
Behavior Policies.....	19

Welcome

Dear Student,

Erskine Green Training Institute (EGTI) welcomes you! We are excited that you have chosen to attend EGTI to grow professionally and personally, and we look forward to assisting you as you work toward reaching your goals.

EGTI has a well-rounded program that will enhance your pathway toward employment as well as provide a variety of activities to allow you to grow personally. To fully benefit from the program, we encourage you to take advantage of these opportunities.

This student handbook will allow you and your family to have a clear understanding of EGTI's procedures and policies. We ask that you review this prior to the start of your program. Additional instruction regarding procedures and policies will be provided during the new student orientation and throughout the first week of your training session.

You have worked hard to master the skills required to be accepted into EGTI. Because of this, we are confident that you will succeed. Congratulations on taking this positive step toward your future.

Best Wishes,

A handwritten signature in black ink that reads "Megan Stevenson". The signature is written in a cursive style and is centered within a light gray rectangular box.

Executive Staff

Clint McKay

Executive Director, The Arc of Indiana Foundation

Jill Vaught

Director of Advancement, The Arc of Indiana Foundation

Jeanne Scheets

Director of Marketing and Partner Programs, The Arc of Indiana Foundation

Megan Stevenson

Director, Erskine Green Training Institute

Brittany Bales

Instructor

Sarah Lambert

Instructor

Daniel Gurulé

Student Support Specialist

Grace Clark

Student Support Specialist

Fenway Park

Student Support Specialist

Kate Anderson

Nurse

New Student Orientation

Students accepted to EGTI are required to attend a new student orientation prior to the start of their program. The orientation date for each training session can be found on the calendar located on EGTI's website (www.erskingreeninstitute.org).

Orientation includes informational meetings for both the student and guardian(s). The information provided will assist students and their families in planning for their time at EGTI and after their training session is completed. It will also give students a chance to meet other students, learn more about how their days will be structured, tour the facility and meet EGTI staff.

Housing

Living Arrangements

Students can choose to have a single room or a double room with a roommate. A single room may have a king bed or two queen beds depending on availability of hotel rooms, and a double room will have two queen beds.

For those who require assistance for physical or medical reasons, a connected or adjacent room will be reserved to provide space for support personnel (please see available support at the end of this section).

All single rooms will have the following amenities:

- ◆ One king bed
- ◆ Side chair
- ◆ Closet (minimal hangers provided)
- ◆ Storage cabinets
- ◆ Two bedside tables – with one small drawer each
- ◆ Desk
- ◆ Desk chair
- ◆ Bed linens
- ◆ Lamps
- ◆ Alarm clock
- ◆ TV
- ◆ Wi-Fi
- ◆ Mini-refrigerator
- ◆ Microwave
- ◆ Coffee maker, coffee, tea, sweetener and cream
- ◆ Ironing board
- ◆ Iron
- ◆ Bathroom
- ◆ Blow dryer

Housing

- ◆ Towels, wash cloths, hand towels and bathroom mat
- ◆ Basic shower toiletries (shampoo, conditioner and soap)
- ◆ Housekeeping service

All double rooms will have the following amenities:

- ◆ Two queen beds
- ◆ Closet (minimal hangers provided)
- ◆ Storage cabinets
- ◆ One bedside table – with one small drawer
- ◆ Desk
- ◆ Desk chair
- ◆ Bed linens
- ◆ Lamps
- ◆ Alarm clock
- ◆ TV
- ◆ Wi-Fi
- ◆ Mini-refrigerator
- ◆ Microwave
- ◆ Coffee maker, coffee, tea, sweetener and cream
- ◆ Ironing board
- ◆ Iron
- ◆ Bathroom
- ◆ Blow dryer
- ◆ Towels, wash cloths, hand towels and bathroom mat
- ◆ Basic shower toiletries (shampoo, conditioner and soap)
- ◆ Housekeeping service

Housing

Items not allowed:

- ◆ DVD player that connects to the T.V.
- ◆ Candles, wax burners and plug-in scents
- ◆ Decorative rugs
- ◆ Items placed on walls or doors
- ◆ Pets

Students are welcome to bring other items to personalize their space.

Housing Policies

The following housing policies are put into place to promote safety and the overall well-being of EGTI students and staff, hotel and restaurant staff, and patrons of Courtyard Muncie. Should any of these policies be violated, EGTI staff will follow the protocol listed in the behavior policies section of this handbook.

Two staff will be on duty during evenings and weekends and one overnight staff to support students. These individuals will provide general support to all students, but they will not provide one on one supervision as students will be unsupervised during periods of time. Should students need additional support, please refer to the available support in this section.

- ◆ Students must pass levels one and two on the Community Access Checklist to leave the hotel alone.
- ◆ All students must check-out prior to leaving the hotel and must sign-in upon return.
- ◆ Sunday – Thursday curfew is 10 p.m. and Friday – Saturday curfew is midnight.

Exceptions may be made if special events are scheduled.

- ◆ Rooms must be picked up (i.e., items off floor and bed) so hotel staff can clean.
- ◆ Hotel room doors may not be propped open.
- ◆ Music must be played at an appropriate level to respect guests in nearby rooms.
- ◆ Room cards may not be loaned to anyone.

If students lose their room card, they are to contact EGTI staff immediately.

- ◆ When someone knocks on a student's room door, he/she should look through the peep hole before opening. If the student does not know the individual or does not see anyone, they are not to open the door. Call to notify the hotel's front desk immediately.
- ◆ Cars are not allowed unless it has been determined by EGTI staff that it's necessary in order to continue a job back at home.
- ◆ In case of severe weather conditions, students are required to follow all instructions given by EGTI or hotel management.

Housing

Alcohol

EGTI staff do not prohibit students from consuming alcohol if they are of age, behaving appropriately, and not taking medications that could cause harm when combined with alcohol. Although a student may be of age, alcohol is not permitted in student rooms. Depending on the student's status on the Community Access Checklist, EGTI staff may be required to attend the event where alcohol is being consumed to ensure the student remains safe. In these circumstances, EGTI staff are working and not consuming alcohol alongside the student.

Hotel Room Damage

Students may be responsible for costs associated to room damage unrelated to normal wear and tear. Hotel staff will make this determination based on hotel policies followed for all hotel guests.

Mailings

Students are able to receive mail throughout the course of their program. All mailings should follow the format below.

Erskine Green Training Institute
Attn: STUDENT'S NAME
601 S. High Street
Muncie, IN 47305

Security Box

Individual security boxes are not provided within the hotel rooms. A safety deposit box, permanently located behind the front desk, may be checked out and utilized at no cost.

Laundry

Washers and dryers are on the second floor of the hotel and are available to students and hotel guests. Quarters are required to access both. Laundry detergent is not provided by the hotel.

Housing

Housing Exemption Policy

A housing exemption request form is included within the student application and must be completed by those seeking housing exemption.

Reasons for Housing Exemption:

- ◆ A student lives with a parent or guardian full-time within a 60 mile radius of Erskine Green Training Institute. The parent's or guardian's address listed within the application packet will be considered the primary residence.

Please attach the following to your form:

- Copy of a current utility bill
- Copy of a valid driver's license

- ◆ A student lives independently within a 60 mile radius of Erskine Green Training Institute. The address listed within the application packet will be considered the primary residence.

Please attach the following to your form:

- Copy of a current utility bill
- Copy of a valid driver's license

- ◆ A student has primary custody of a child.

Please attach the following to your form:

- Copy of a custody order
- Copy of state issued birth certificate identifying the parent by name.

(If the parent has changed names, please provide a copy of legal documentation issued by the state of Indiana.)

- ◆ A student is in a marriage recognized by the State of Indiana.

Please attach the following to your form:

- Copy of a marriage certificate

Housing exemption will not be approved for students who live with siblings, relatives or family friends unless they have legal guardianship of the student. Students who indicate they are living with their parents but are found to not be will be required to move into the Courtyard Muncie at Horizon Convention Center and pay for associated housing fees.

Copies of required documentation will be accepted. Please do not send originals.

Housing

Visitation Hours

An assigned roommate and immediate family members (guardians, siblings, grandparents, and children) are the only individuals allowed in student rooms. Students may gather as a group for activities in The Hangout within EGTI.

Visitation hours:

3:30-9 p.m. on Monday-Friday & 9:00 a.m.-9 p.m. on Saturday and Sunday

Guest Policies

Guests are permitted but may not stay overnight in a student's room. Guests who choose to stay overnight may purchase a room through the hotel. Should a student choose to stay in their guest's room, an Overnight Guest Request Form is required. All guests are the responsibility of the student and are expected to adhere to EGTI policies.

Dining

The following options are included in room and board fees:

- ◆ Thr3e Wise Men Brewing Co.
 - Open for lunch and dinner
 - Located within the hotel
- ◆ Bistro
 - Open for breakfast and dinner
 - Located within the hotel
- ◆ Chesterfield's Café (Located in Ivy Tech's Patterson Building)
 - Open for breakfast and lunch four days a week (seasonally)
 - Located in walking distance from the hotel
- ◆ Ball State University dining halls (students will ride MITS to access BSU's campus)
 - Open for breakfast, lunch and dinner
- ◆ Ball Memorial Hospital Cafeteria
 - Open for breakfast, lunch and dinner
- ◆ Subway
 - Open for breakfast, lunch and dinner

Students have the freedom to choose one of the locations above for dining that is included in their room and board fees. Students may opt to purchase food from the grocery store to keep in their room or go out to eat in the community at their own expense. Alcohol may not be purchased on a student's meal plan.

Housing

Medications, Illnesses and Emergencies

Upon acceptance into EGTI, students or guardians are required to fill out an Insurance and Medical Information Form. This will provide EGTI staff with important information in the event of a medical emergency.

A health station is available to all students. This will be staffed during specific hours throughout the week to handle the management of medications for those students who need support. The nurse will also provide basic guidance on over-the-counter medications a student should take for symptoms of minor ailments. If possible, we ask that students bring enough medication to last the entire training session to avoid arranging refills. If this is not an option, please indicate when the medication needs to be called in on the Insurance and Medical Information Form so our nurse can assist in ensuring this is done.

Should a student contract an illness during his/her time at EGTI, the nurse will discuss recommendations with the student and/or guardian(s). Arrangements to make and attend a doctor's appointment will be the responsibility of the student and/or guardian(s).

In the event of a medical emergency, the student will be transported to the closest hospital or the hospital listed on the Insurance and Medical Information Form.

Available Support

Two staff will be on duty during evenings and weekends and one overnight staff.

These individuals will be responsible for overseeing and supporting all students.

If more individualized support is needed, students should access resources through Medicaid Insurance or their Medicaid Waiver (Indiana residents only): Family Supports Waiver, Community Integration and Habilitation Waiver, Aged and Disabled Waiver, and TBI Waiver.

If the student receives services through Medicaid Insurance or a Medicaid Waiver - from a service provider outside of Delaware County - please contact your case manager or Medicaid case worker upon acceptance into EGTI. A service provider serving individuals in Delaware County must be chosen while the student attends EGTI. A list of these providers can be found on our website under Admissions - Resources.

Housing

Packing List

Clothing

- ◆ Casual Clothes
- ◆ Pajamas
- ◆ Dress Clothes
- ◆ Solid white t-shirts to wear underneath internship polos
- ◆ Black Pants for all healthcare positions (*Dickies scrubs with several pockets are recommended*)
- ◆ Khakis for all hotel positions
- ◆ Jeans for all restaurant positions
- ◆ Socks & Underwear
- ◆ Swim Suit
- ◆ Swimming Towel
- ◆ Work Out Clothes
- ◆ Sweatshirts/Jackets
- ◆ Winter Coat, Hat, Gloves, etc.
- ◆ Rain Coat, Umbrella
- ◆ Eye Glasses/Contacts
- ◆ Belt
- ◆ Bath Robe

Shoes

- ◆ Tennis Shoes (Sneakers)
- ◆ Sandals
- ◆ House Slippers
- ◆ Dress Shoes
- ◆ Slip resistant shoes for all restaurant positions
- ◆ Slip resistant and SOLID black shoes for all healthcare positions

Laundry

- ◆ Laundry Bag/Basket
- ◆ Laundry Soap/Dryer Sheets
- ◆ Hangers
- ◆ Quarters

Bathroom

- ◆ Toothbrush/Toothpaste
- ◆ Razors
- ◆ Shaving Cream/Lotion

Bathroom (Continued)

- ◆ Nail Clippers
- ◆ Lotion
- ◆ Make-up
- ◆ Hair Styling Products
- ◆ Hairbrush
- ◆ Glasses/Contacts
- ◆ Medications
- ◆ Deodorant
- ◆ Cologne/fragrance
- ◆ Face Wash

Technology

- ◆ Assistive Technology (*that you already have*)
- ◆ Computer/iPAD/Tablet, etc.
- ◆ Cell Phone
- ◆ Chargers/Batteries
- ◆ Headphones/Music
- ◆ Gaming Device - Only devices with an HDMI cord may be connected to the room T.V.

Supplies

- ◆ 3 One Inch 3 Ring Binders
- ◆ Planner/Calendar (*Unless you use your phone*)
- ◆ 3 Notebooks
- ◆ Writing Utensils
- ◆ Backpack/Carrying Bag/Purse
- ◆ Clipboard (*students in a healthcare program only*)

Miscellaneous

- ◆ Board Games/Playing Cards/Crafts
- ◆ Books
- ◆ Snacks
- ◆ Bike and Bike Lock
- ◆ Baseball Mit
- ◆ Frisbee
- ◆ Picture Frames
- ◆ Blanket
- ◆ Vase of Artificial Flowers
- ◆ Room Deodorizer
- ◆ Etc.

Training

Training Programs

Please see the website to read job descriptions and view video vignettes for each position listed below.

Restaurant

- ◆ Host/Server Assistant
- ◆ Kitchen Cook
- ◆ Dishwasher/Server Assistant

Hotel

- ◆ Heart of the House (room attendant, laundry attendant, lobby attendant, house person)
- ◆ Front Desk Agent

Healthcare

- ◆ Patient Transport
- ◆ Nutrition Services (Dishroom and Tray Transport)
- ◆ Environmental Services (Housekeeping)
- ◆ Supply Chain: Inventory Distribution

The following immunizations are required by the Indiana State Board of Health for all healthcare positions and may not be waived.

- ◆ Influenza
- ◆ Two chickenpox (Varicella)
- ◆ Two MMR
- ◆ TdaP
- ◆ Hepatitis B - only required for the Environmental Services training program
- ◆ Two TB Skin Tests - documentation must list the date and time for which the tests were given and read

Training

Training Session Length

Please refer to the class schedule on our website.

General Training Structure

At the beginning of each training session, students will receive instruction on topics within health and wellness. This content will prepare students with the necessary knowledge to be safe and healthy during their time at EGTI. During this time students will also be trained on how to use Muncie Indiana Transit System (MITS) to allow them access to the Muncie community. More information about MITS can be found under Community Engagement - Transportation section.

All job positions have been broken down into sequential units that will be individually taught during classroom and lab time. Once students have shown proficiency in a unit, job-shadowing and hands on opportunities will be scheduled for those skills. Skills will build upon one another until students have mastered the entire job. At this point, internships will begin.

Work readiness skills are the focus during the last month of each training session. Students continue their internships during this time while classroom time is scheduled around their work schedule. Topics covered include a variety of job search and job keeping skills, and interpersonal and personal quality skills necessary for employment.

Daily Schedule

When students are at the introduction level of their training program, a day begins around 8:00 a.m. and ends around 3:30 p.m. Throughout this time, classroom instruction and activities occur along with built-in breaks and lunch.

As students move further along in the content of their training program, job shadowing and hands on opportunities will be scheduled into their day. These may occur at any time throughout the day or evening to allow each student the opportunity to job shadow and practice the skill or set of skills being taught at that time.

Internship

Once students have completed the main coursework related to their training program, they will begin an internship. Internships may occur during the morning, afternoon or evening.

EGTI staff will train, support and oversee students during their internships. If staff feel a student needs re-teaching in a specific area of the job, additional classroom time will be scheduled to allow for review and practice.

Training

Technology

Students will be provided an iPad to use during their time at EGTI. iPads will be stored in the classroom unless a student needs one to study or complete classwork. A check-out system will be followed in this case. Students may be financially responsible for a lost or damaged iPad.

Materials Needed

All students will need the following classroom materials:

- ◆ Three one-inch, 3-ring binders
- ◆ Planner (unless student prefers using the planner on his/her cell phone)
- ◆ Three notebooks
- ◆ Writing utensils
- ◆ Clipboard - Healthcare programs ONLY
- ◆ Box Cutter - Supply Chain: Inventory Distribution ONLY

Payment Policy

A remittance of 50% is due 30 days prior to the training program start date. The remaining 50% is due half way through the training program. For students working with Vocational Rehabilitation (VR), payment terms will be discussed with your counselor directly to credit your account for the VR portion.

Please Remit Payment To: The Arc of Indiana Foundation, Inc.
107 N. Pennsylvania St., Suite 800
Indianapolis, IN 46204

Students seeking alternate funding may opt to meet with a representative from their local bank. Financing is also available to students or their guardians by applying for a consumer loan or credit card through First Merchants Bank in Muncie, Indiana. Please contact Ben Studebaker to discuss which option is best for you: 765.747.1577 ext. 21577

Students choosing to live at home and commute will not incur Room and Board nor Community and Living Support fees but must qualify under the guidelines within the Housing Exemption Policy found in the Student Handbook and complete the Housing Exemption Request Form found in the Student Application. Students approved as commuters will be responsible for all meals on their own during the run of their training program.

Refund and Withdrawal Policy

To withdraw from EGTI, the student or guardian(s) must fill out and turn in a Withdrawal Request Form to the director. Should a student be terminated or withdraw for any reason, all refunds will be made according to EGTI's refund policy.

- ◆ All monies, except the \$25 application fee, will be refunded if the student submits a Withdrawal Request Form to the director one month prior to the program start date.
- ◆ If a student withdraws or is terminated during the first two weeks of the program, the student is responsible for paying
 - 100% of program costs for weeks one and two depending on when termination occurs or a Withdrawal Request Form is received.
 - 100% of Internship Uniform and Materials Fee.
 - 50% of Tuition, Community and Living Support and Wellness for the remaining program weeks.
- ◆ If a student withdraws or is terminated after the first two weeks of the program, the student is responsible for paying 100% of all program costs except for Room and Board.

Available Support

During classroom instruction, additional staff will be present for individual support and to assist with activities related to the lesson.

Skill challenges related to employment will be individually worked on with staff. Examples of skill challenges include, but are not limited to, time management, work appearance, social skills on the job, etc.

Students from local postsecondary schools will be available as tutors. If a student would like to practice skills or study with a tutor, they will need to sign up during new student orientation so EGTI staff can plan for an appropriate number of tutors. The student and tutor will arrange times to meet based on their individual schedules and preferences.

Community Engagement

Social Activities

EGTI staff will inform students of available activities during their scheduled training session. These activities are optional and may include but are not limited to:

Courtyard Muncie at Horizon Convention Center

During operating hours, students will have access to the hotel fitness center and pool. Pool towels will be provided.

Sporting events at Ball State University

Ball State University offers a wide variety of sporting events throughout the school year. Schedules for sport teams can be found here: www.ballstatesports.com.

Pruis Hall at Ball State University

John J. Pruis Hall is a 640-seat venue that is well suited for various functions such as classes, convocations, conference activities, movies, and performing arts.

Upcoming events: <http://cms.bsu.edu/about/administrativeoffices/pruis/upcoming-events>

Ball State University Late Nite

Late Nite @ Ball State offers a series of high-energy events which provide quality entertainment Saturday night. Late Nite events are hosted by students, for students and always include great food, awesome activities, and tons of fun! Events are held on campus from 9 p.m. to 1 a.m. every Saturday throughout the entire academic year. The cost is \$5 for EGTI students. <http://cms.bsu.edu/about/administrativeoffices/studentcenter/studentcenterprograms/latenite>

Emens Auditorium at Ball State University

Emens Auditorium hosts many performances from world renowned artists, individuals, musicians and shows. The schedule of events can be found here: cms.bsu.edu/web/emens.

YMCA of Muncie

Students attending EGTI will be able to access the YMCA of Muncie free of charge. The YMCA is in walking distance from the hotel. Class schedules can be found here: www.muncieymca.org.

Additional activities can be found through the Muncie Visitors Bureau and Downtown Muncie.

- ◆ Muncie Visitors Bureau: www.visitmuncie.org
- ◆ Downtown Muncie: www.downtownmuncie.org
- ◆ Muncie Events: www.muncieevents.com
- ◆ Muncie Mall: www.munciemall.com

Community Engagement

Transportation

Students will have free access to MITS with their EGTI student I.D. This will be their main mode of transportation the duration of their training session. MITS information can be found here: www.mitsbus.org and MITS OnTime? App.

As mentioned in the Housing Policies, students are not to bring cars to the hotel. EGTI staff may allow cars in circumstances where a student needs to continue employment in their home community. Students are welcome to bring a bike but are responsible for providing a bike lock. Bike racks are located at several places around the hotel.

EGTI staff follow skills within the Community Access Checklist to determine if students have the skills necessary to independently access different environments appropriately and safely. Students will have unlimited opportunities to practice and display mastery of skills noted within the Community Access Checklist over the course of their time at EGTI.

The Community Access Checklist is broken down into three levels: hotel environment (level 1), downtown Muncie (level 2), and the city of Muncie (level 3). When a student exhibits skills within level one, EGTI staff feel comfortable leaving the student at the hotel without supervision. When a student exhibits skills within level two, EGTI staff feel comfortable leaving the student at the hotel and allowing them to access downtown Muncie without supervision. When a student exhibits skills within level three, EGTI staff feel comfortable leaving the student at the hotel, allowing them to access downtown Muncie, and allowing them to ride MITS to access the city of Muncie without supervision.

A student who does not exhibit all of the skills noted within the Community Access Checklist are still able to access any activity of interest but must have the support of EGTI staff.

Available Support

EGTI staff on duty during evenings and weekends will talk with students to determine what activities they want to do for the evening or day. Determined by the level reached by each student on the Community Access Checklist, staff will manage the activities to ensure students receive the level of support needed.

If a student wants or requires one on one assistance, we encourage the student to arrange support from their Medicaid Waiver, if applicable. The service provider, guardian(s) and EGTI staff will communicate regularly to plan when such supports may be needed.

Discipline

Academic Policies

Students are expected to attend all classroom related activities and scheduled internship hours.

- ◆ If a student has signed up to work with a tutor or mentor, he/she is expected to attend all scheduled activities. If the student cancels or fails to show up for their scheduled activity three times, their tutor or mentor may be cancelled.
- ◆ If a student fails to show up or is tardy for classroom related activities or a scheduled internship shift, staff will search for the student. This is considered a level one infraction and one verbal warning will be given before write-ups begin. After three write-ups, staff will meet to review a teaching plan to address this. After six write-ups have been accrued, staff, student, and director will meet to determine the next steps.

Behavior Policies

Students are expected to follow all policies outlined in the student handbook. EGTI staff will do routine room checks to ensure certain policies are being followed.

Offenses are categorized into three levels:

- ◆ **Level 1:** If a student is found violating a level one offense, an initial warning will be given. Occurrences after the verbal warning will result in a write-up. After three write-ups, staff will meet to review a teaching plan to address this. After six write-ups have been accrued, staff, student, and director will meet to determine the next steps.

Examples of a Level 1 offense: tardiness, not wearing appropriate work attire, room not picked up for room attendants, noise level in room too loud for nearby guests, etc.

- ◆ **Level 2:** If a student is found violating a level two offense, a write-up will be given. If a student is given a total of two level two write-ups, a meeting with the student, staff, director and guardian(s) will be scheduled to determine the course of action.

Examples of a Level 2 offense: inappropriate language in the work place, alcohol found in room of a student under 21, returning past curfew without notifying staff, etc

- ◆ **Level 3:** If a student is found violating a level three offense, a meeting will be scheduled immediately with the student, staff, director and guardian(s) to discuss potential removal from EGTI.

Examples of a Level 3 offense: drugs, weapons, theft, verbal and physical aggression, etc.

EGTI has zero tolerance for drugs, weapons, stealing, sexual harassment or violence towards hotel property, EGTI material and/or others. A student may be removed immediately from EGTI if she/he is caught with or involved in any of these offenses. Students are subject to federal and state laws and any fees related to damage they caused.

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Training Institute

