

Resolution Agreement  
Branford Hall Career Institute (Institute)  
Complaint No. 01-16-2046

The Institute voluntarily agrees to take the following steps to resolve the allegations in the above-referenced complaint, consistent with Title IX of the Education Amendments of 1972 (Title IX), and its implementing regulation at 34 C.F.R. Part 106.

**Action Item 1:**

By **December 30, 2016**, and upon the Complainant's completion of an externship at the XXX XXXXXX XXXXXXXX of XXXXXXXX and XXXXXXXXXXXXXXXXXX, the Institute will provide the Complainant a certificate of completion or diploma for its Computer Networking Management program. The Institute may request that the Complainant document her externship so long as she is held to the same standard as other students who seek credit for out-of-state externships.

**Reporting Requirement:** By January 31, 2017, the Institute will provide documentation to OCR demonstrating that it has fulfilled the terms of this provision, including copies of the Complainant's certificate of completion or diploma and accompanying correspondence to the Complainant.

**Action Item 2:**

By **December 16, 2016**, the Institute will provide the Complainant a refund in the amount of \$7,402.00, which is the amount of direct subsidized and unsubsidized loans secured in connection with her studies at the Institute.

**Reporting Requirement:** By December 30, 2016, the Institute will provide documentation to OCR demonstrating that it has fulfilled the terms of this provision, including copies of all refund documentation and accompanying correspondence between the Institute and the Complainant.

**Action Item 3:**

By **December 16, 2016**, the Institute will submit to OCR, for its review and approval, its notice of nondiscrimination, consistent with the requirements of 34 CFR Part 106, including, but not limited to 34 CFR § 106.40.

**Reporting Requirement:** **Within 30 days** of OCR's approval, the Institute will publish the approved notice of nondiscrimination on its website. Additionally, the Institute will notify students of the new notice of nondiscrimination in writing, via email, handouts to students in class, or any other equally effective method of dissemination. The Institute will provide OCR with electronic and/or hard copy evidence of such dissemination **no later than 60 days** from when OCR approves the revised procedures.

**Action Item 4:**

By **December 16, 2016**, the Institute will submit to OCR, for its review and approval, its Title IX Policy and Procedure, consistent with the requirements of 34 CFR § 106.40.

**Reporting Requirement:** Within 30 days of OCR's approval, the Institute will publish the approved Title IX Policy and Procedure on its website. Additionally, the Institute will notify students of the new policy and procedure in writing, via email, handouts to students in class, or any other equally effective method of dissemination. The Institute will provide OCR with electronic and/or hard copy evidence of such dissemination no later than 60 days from when OCR approves the revised procedures.

**Action Item 5:**

By January 16, 2017, the Institute will provide to OCR, for review and approval, a copy of the Title IX training materials for all Institute faculty and staff concerning the requirements of 34 CFR Part 106, including, but not limited to the prohibition of discrimination against individuals on the basis of their pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

Within 30 days of OCR's approval, the Institute will provide the above Title IX training for all Institute faculty and staff, particularly to the XXXX Director and Director of XXXXXX XXXXXXX.

**Reporting Requirement:** Within 15 days of delivering the Title IX training, the Institute will submit to OCR documentation demonstrating that the training was delivered in accordance with this Agreement, including agendas, copies of all training materials, and attendance sheets from the trainings. The attendance sheets shall include the names, titles, and signatures for all Institute faculty and staff members who participated in the above-described training, including the Site Director and Director of Career Services.

**Monitoring**

The Institute understands that OCR will not close the monitoring of this agreement until OCR determines that it has fulfilled the terms of this agreement and is in compliance with the regulations implementing Title IX, which were at issue in this case. The Institute understands that by signing this agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of this agreement.

Further, the Institute understands that during the monitoring of this agreement, if necessary, OCR may visit the Institute, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the Institute has fulfilled the terms of this agreement and is in compliance with the regulation implementing Title IX, which were at issue in this case.

The Institute also understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give the Institute written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

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Director

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Date