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# Biennial Review

Updated: July 2013

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		2013 Biennial Review

Certification of the Biennial Review:

This Biennial Review Certification has been approved by the President of Universal Spa Training Academy, Inc (USTA).

\_\_\_\_\_  
 President, USTA

Date \_\_\_\_\_

## **Introduction**

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities. At a minimum each IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Further, the Drug-Free Schools and Communities Act requires institutions of higher education to conduct a biennial review of their alcohol and other drug policies and prevention programs in order to identify and implement needed changes.

The biennial review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to the Alcohol and Other Drug (AOD) prevention program, and
2. To enforce the disciplinary sanctions for violating standards of conduct consistently

The following is the report resulting from the biennial review of the Alcohol and Other Drug (ACID) prevention program implementation and policy development/enforcement at Universal Spa Training Academy Inc. hereinafter referred to as “the Institution”.

## **Report Update**

This report is performed every other July in years ending in an odd number.

## **Report Availability**

This report is available from the President. The master copy is with the office of the President. Previous reports are discarded and replaced by each new copy. This report is available in print & .pdf (electronic) formats.

## **Report Notification**

The Institution publishes policy information in its School Catalog and the Consumer Information (CI) document. Enrollees sign an acknowledgment statement of acceptance of the above information. Employees are given a copy of the Campus Security report once annually in October and employees are also directed to the school website to review CI and Campus Security Report. Students and employees may request (written or oral forms), from the President, a current update prior to publication.

## **AOD Prevention Goals**

1. Reduce harmful consequences of high-risk drinking by using, where applicable, the environmental management strategy framework recommended by the Higher Education Center for Alcohol and Other Drug and Violence Prevention (“Higher Education Center”) including:
  - a. Alcohol free program options (we do not have any alcohol programs)
  - b. Creating an environment that promotes “health-promoting norms” (we do this through our curriculum and special guest speakers)
  - c. Reducing alcohol availability, where applicable
  - d. Limiting marketing and promotion of alcohol (we do not promote or market alcohol)
  - e. Developing and enforcing clear policies (through our School Catalog, Consumer Information)
2. Provide ongoing education and prevention strategies (through guest speakers where applicable)
3. Remain available with local groups to strengthen awareness and participation with any potential partners
4. Provide an opportunity to find support through bulletin boards, publications, and in discussion.
5. Comply with Federal and State laws regarding AOD abuse and prevention
6. Improve academic success, well-being, completion, graduation, licensure, and job placement
7. Encourage employees and students in making informed lifetime personal decisions and in practicing healthy behavior.

## **Review Period**

This report is for a period of two years, covering the period of July, 2011 through June, 2013.

## **Update**

In this section, the Institution will update changes in staff and responsibility.

There are no changes from the previous year.

**Policies**

The following are found in our Consumer Information which is provided to prospective students via the Internet on our website: <http://spatrainingacademy.com/ge.html> .

- Notice of Federal Student Financial Aid Penalties for Drug Law Violations
- Drug and Alcohol Abuse Prevention Program
- How does Drug Use Affect Health?
- Security Report
- Important Numbers

**Drug and Alcohol Incidents**

(Zero incidents to report)

<u>Date</u>	<u>Location</u>	<u>Person(s)</u>	<u>Description</u>	<u>Result</u>
N/A	N/A	N/A	N/A	N/A

**Summary of Fatalities, Violations**

Total Number of Drug and Alcohol Related Fatalities (2011)	0
Total Number of Drug and Alcohol Related Violations (2011)	0
Total Number of Drug and Alcohol Related Fatalities (2012)	0
Total Number of Drug and Alcohol Related Violations (2012)	0

## Summary of Cases and Sanctions

Cases Dismissed 2011	0
Suspension (Student) 2011	0
Suspension (Employee) 2011	0
Termination (Student) 2011	0
Termination (Employee) 2011	0
Cases Dismissed 2012	0
Suspension (Employee) 2012	0
Suspension (Employee) 2012	0
Termination (Student) 2012	0
Termination (Employee) 2012	0

## Findings

The President conducted a comprehensive study of the Institution's policies on drug and alcohol, related programs, services, Federal and State laws and any cases that have occurred. The President has found that all employees and students receive information:

- Standards of Conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- Descriptions of legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- Descriptions of drug/alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and, employees and a description of those sanctions, up to and including termination (student or employee) and referral for prosecution, for violations of the standards of conduct.

Based upon the review, the President found:

- that USTA has an effective AOD Policy; and,
- We consistently enforce the policies that have been developed to address any violation of policy or standards of acceptable behavior related to AOD abuse.

## Recommendations

1. Try to find local groups to promote awareness and treatment through guest speakers
2. Update and improve sources of help and support for those who might seek help
3. Develop better prevention efforts targeting the abuse of prescription drugs
4. Incorporate national surveys

## Reference Materials

The following reference materials have helped in the consideration of policies and in this review.

- The Drug-Free Schools and Campuses Regulations (EDGAR Part 86), A Guide for University and Campus Regulations prepared by the Higher Education Center
- This Institution's Consumer Information
- This Institution's School Catalog
- This Institution's Security Report
- State of IL Laws
- Federal Drug Laws
- Office of Post-Secondary (OPE) Campus Safety and Security Statistics website/database
  - DeJong, W., & Langford, L.M. (2002). A typology for campus-based alcohol prevention: moving toward environmental management strategies. *Journal of Studies on Alcohol/Supplement No. 14* (pp. 140-147).
  - DeRocco, B. (Ed). (2006). *Complying With the Drug-Free Schools and Campuses Regulations [EDGAR Part 861: A Guide for University and College Administrators]*. Department of Education/Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention.
  - Dimeff, L.A., Baer, J.S., Kivlahan, D.R. & Marlatt, G.A. (1999). *Brief alcohol screening and intervention for college students*. New York, NY. Guilford Press.
  - Langford, L. & DeJong, W. (2008). *Strategic planning for prevention professionals on campus*. Washington, DC: U.S. Department of Education, Office of Safe and Drug-Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention.

## Certification

We certify that Universal Spa Training Academy has met the standards to determine the effectiveness of our policies toward AOD and find no changes at this time.