

# INSTITUTIONAL INFORMATION

## Emergency Response and Evacuation Plan

Students should refer to the institution's catalog for information pertaining to the emergency response and evacuation plan.

## Missing Person Policy

Students living in the institution's dormitories should refer to the institution's website for the missing person policy and student options.

## Textbook Information

Students should refer to the institution's catalog and website for information and options concerning textbooks for the academic programs.

## Articulation Agreements

Students should refer to the institution's website for information on any articulation agreements with other institutions.

## Transfer of Credit Policy

Students should refer to the institution's catalog for information on the transferability of academic credits.

## Official Withdrawal From Institution

Students seeking to withdraw from the institution should refer to the withdrawal policy contained in the institution's catalog.

The effective withdrawal date shall be the date on which any of the following occur:

1. The date you notify the University of withdrawal or the date of withdrawal, whichever is earlier
2. The beginning date of any term in which you fail to start classes
3. The last date of attendance once you have accumulated any 21 consecutive calendar days of absences (not including breaks)
4. The last date of attendance prior to the date when the University terminates your enrollment
5. The date that you are scheduled to return from a leave of absence and fail to do so.

All refunds due will be made within 45 days of your effective withdrawal date. The last date of attendance is used in calculating any refund amount.

Note: if you are participating in the Purdue Global Commitment and elect to continue beyond the first 3 weeks, you are responsible for the full tuition amount for that term.

## Student Withdrawal Refund Formula

If you withdraw or are dismissed from the University up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education. In these situations, federal Title IV financial aid must be recalculated. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

1. To determine the percentage of the payment period or term completed, the number of days completed up to the last date of academic attendance is divided by the total days in the payment period or term. (Any break of 5 days or more is not counted as part of the days in the term.) This percentage is also the amount of Title IV financial aid earned.
2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, you will have earned 100 percent of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in you owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to your withdrawal.
3. If you earned less aid than was disbursed, the institution would be required to return a portion of the funds and you are required to return a portion of the funds. Keep in mind that when Title IV funds are returned, you, the student borrower, may owe a debt balance to the institution. If you earned more aid than was disbursed to you, the institution would owe you a

post-withdrawal disbursement, which must be paid within 180 days of your withdrawal. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges.

4. If you plan to withdraw from the University, you should contact the Financial Aid or Business Office to determine the amount of funds that must be returned on your behalf, if applicable. All refunds due will be made within 45 days of your effective withdrawal date. The last date of actual attendance is used in calculating any refund amount.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

Refunds are allocated in the following order:

1. Unsubsidized Federal Loan
2. Subsidized Federal Loan
3. Federal Perkins Loan
4. Federal Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV assistance
8. Other State assistance
9. Private and institutional aid
10. Payments made by the student

## ■ Entities That Accredit, License, or Approve the Institution

Students should refer to the institution's catalog for information regarding entities that accredit, license, or approve the institution. The contact information for each of these entities is available in the institution's catalog. The institution will make available, upon request, a copy of the institution's accreditation, licensure, or approval. To request a copy, students should submit a request in writing to the campus President/Executive Director.

## ■ Nondiscrimination/Non-harassment Policy

Students should refer to the institution's catalog for information on the Nondiscrimination/Non-harassment Policy.

## ■ Services for Disabled Students

Students should refer to the "Students Seeking Reasonable Accommodations" section in the institution's catalog for information on services available to disabled students attending the institution.

## ■ **Costs of Attending the Institution**

Students should refer to the “Tuition and Fees Schedule” for more detailed information regarding the costs of attending the institution (tuition and fees, books and supplies, room and board) and any other applicable costs of the program in which the student is enrolled or has expressed an interest. The “Tuition and Fees Schedule” is an addendum to the institution’s catalog.

In addition, the “Indirect Costs” associated with a student’s total cost of attendance in determining their Federal Student Aid eligibility is available as an addendum to the Financial Aid Information document, available on the institution’s website.

## ■ **Programs of Study Offered at the Institution**

Students should refer to the institution’s catalog for information regarding programs of study offered at the institution.

The institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses, or location in the interest of improving the student’s education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The institution is required to make changes in programs or policies when ongoing Federal, state, or accrediting changes affect students currently in attendance.

## ■ **General Educational Development (GED) Information**

Students should refer to the institution’s catalog for program specific admissions requirements as some programs of study may require a high school diploma for admission. Students who have not earned a high school diploma may be eligible to take the General Educational Development (GED) or state-specific equivalency tests. Students should visit their state’s website for additional information and nearby testing center locations. The institution’s admissions office is also available for assisting students who seek information on GED or equivalency tests.

## ■ **Institutional Facilities Associated With Academic Programs**

Students should refer to the institution’s catalog for information regarding the facilities associated with academic programs.

## ■ **Campus Faculty and Other Instructional Personnel**

Students should refer to the institution’s catalog for a listing of campus faculty and other instructional personnel.

## ■ **Academic Improvement Plans**

Students should refer to the institution’s catalog and/or enrollment agreement for information regarding academic improvement plans.

## ■ **Copyright Infringement (Peer-to-Peer File Sharing)**

Student should refer to the institution’s catalog for the Copyright Infringement Policy.

## ■ **Fire Safety Plan**

Institutions that offer on-campus housing are required to disclose the Fire Safety Plans to all residents. Students residing in institutional dormitories should refer to the institutional fire safety information made available by the Campus Housing Coordinator or Campus President’s office.

## ■ **Vaccination Policy**

Specific programs of study may require students to adhere to a Vaccination Policy. Students should refer to the institution’s catalog for more specific program requirements.

## ■ **Student Disclosures and Student Right-to-Know Act**

Federal Gainful Employment regulations and the Student Right-to-Know Act require institutions participating in Federal Student Aid to provide additional disclosures to students. The disclosures include:

- On-Time-Completion
- Median Loan Debt
- Placement Rates
- SOC Code Occupations
- Graduation Rates
- Retention Rates
- Pell Grant Recipient Diversity Data

Information related to these required disclosures will be distributed to all current and prospective students by July 1 of each year via email and/or hard copy and made available on the institution’s website. Current and prospective students may request a copy of the disclosures at any time from the campus President, Director of Admissions, or Director of Financial Aid.

## ■ Constitution and Citizenship Day (September 17th)

This institution complies with the “Consolidated Appropriations Act, 2005.” The law requires “each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.” The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

The National Archives has a Web site with a scan of the U.S. Constitution available online at:  
<http://www.archives.gov/exhibits/charters/constitution.html>.

## ■ U.S. Voter Registration

Students may visit their local post office to complete their state’s Voter Registration form and necessary requirements. Students may also obtain a downloadable version of the form by visiting the U.S. Election Assistance Commission at  
[http://www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx).

## ■ Drug and Alcohol Abuse Prevention Information

Federal regulation requires an institution that participates in any federal student aid program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Current and prospective students will receive a notice containing the specific URL address of the Campus Security and Drug-Free Campus/Workplace report. Current and prospective students may also request a copy of this report at any time from the Campus President or Director of Financial Aid.

## ■ Campus Security/Clery Act

Federal regulation requires an institution to compile an Annual Security Report disclosing the institution’s security policies, procedures, and crime statistics on or before October 1 each year. Current and prospective students will receive a notice containing the specific URL address of the report. Students may also request a copy of this report at any time from the Campus President or Director of Financial Aid.

## ■ Prevention of Financial Aid/Scholarship Fraud

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can’t get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We’ll do all the work.
- The scholarship will cost some money.
- You’ve been selected by a ‘national foundation’ to receive a scholarship’ or ‘You’re a finalist,’ in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1.877.FTC.HELP (1.877.382.4357) or visit: <http://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams>.