

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.

Student Withdrawal Refund Formula

Students seeking to withdraw from the institution should refer to the Refund Policy portion of the Financial Information Section within the institution's catalog for the tuition and fees refund policy.

The return of Federal Student Aid calculation is separate and distinct from the institution's tuition and fees refund policy. As a result, the return of Federal Student Aid calculation required by Federal regulation may cause students who withdraw to owe additional out-of-pocket funds to the institution to satisfy tuition and charges previously paid by unearned Federal Student Aid.

If you plan to withdraw from the institution, please contact your financial aid and business offices to determine the amount of funds, if any, which must be returned to the Federal Student Aid programs on your behalf. Students should refer to the "Withdrawal from School" section of the institution's catalog for the steps that must be followed in order to officially withdraw.

All refunds due will be made within forty five (45) days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any institutional refund amount. 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.

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>.