

Institutional Information

EMERGENCY RESPONSE AND EVACUATION PLAN

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

MISSING PERSON POLICY

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

TEXTBOOK INFORMATION

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

ARTICULATION AGREEMENTS

Students should refer to the school website for information concerning any articulation agreements between the school and other institutions.

TRANSFER OF CREDIT POLICY

Students should refer to the school catalog for information regarding the transferability of academic credits.

OFFICIAL WITHDRAWAL FROM SCHOOL

Students seeking to withdraw from the school should refer to the withdrawal policy contained in the school catalog.

STUDENT WITHDRAWAL REFUND FORMULA

Refer to the Refund Policy portion of the Financial Information Section within the school catalog for additional information regarding the school's policy on the refund of tuition and fees.

The calculation concerning federal financial aid is separate and distinct from the institutional refund policy. As a result of the federal calculation required by federal regulation, you may owe additional funds to the institution to cover tuition and charges previously paid by unearned federal financial aid prior to your withdrawal.

If you plan to withdraw from school, 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 school 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 Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan

4. Federal Parent (PLUS) Loan
5. Federal Pell Grant
6. Federal Academic Competitiveness Grant
7. National SMART Grant
8. Federal Supplemental Opportunity Grant
9. Other Title IV assistance
10. Other State assistance
11. Private and institutional aid
12. Payments made by the student

ENTITIES THAT ACCREDIT, LICENSE, OR APPROVE THE INSTITUTION

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

SERVICES FOR DISABLED STUDENTS

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

COSTS OF ATTENDING THE INSTITUTION

A student should refer to the "Tuition and Fees Schedule" and institution's website for more detailed information regarding the costs of attending the institution (tuition and fees, books and supplies, room and board) & 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 school catalog.

In addition, the "Indirect Costs" associated with a student's total cost of attendance in determining their financial aid eligibility is available as an addendum to the Student Financial Information document, available on the website.

PROGRAMS OF STUDY OFFERED AT THE INSTITUTION

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

The School has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, 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 school 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 who have not earned a High School Diploma may be eligible to take the General Educational Development (GED) tests to earn the GED credential. Students should visit their state's website for additional

information and nearby testing center locations. The campus admissions office is also available for assisting students who seek information on GED tests. Students should refer to the school catalog for program specific admissions requirements as some programs of study may require a H.S. Diploma or GED for admission.

SCHOOL FACILITIES ASSOCIATED WITH ACADEMIC PROGRAMS

Students should refer to the school catalog for institution-specific information regarding school facilities.

CAMPUS FACULTY AND OTHER INSTRUCTIONAL PERSONNEL

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

ACADEMIC IMPROVEMENT PLANS

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

COPYRIGHT INFRINGEMENT (PEER-TO-PEER FILE SHARING)

Student should refer to the school catalog for the Copyright Infringement Policy.

FIRE SAFETY PLAN

Campuses which offer on-campus housing are required to disclose the Fire Safety Plans with all residents of such housing. Students residing in campus 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 campus catalog for more specific program requirements.

STUDENT DISCLOSURES AND STUDENT RIGHT-TO-KNOW ACT

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

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

Information related to these required disclosures will be distributed to all current and prospective students by July 1 each year via the school's website, intranet or in hard copy. 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)

Institutions comply with the “Consolidated Appropriations Act, 2005.” The law states that “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/national_archives_experience/charters/constitution.html

U.S. VOTER REGISTRATION

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outline by their state or for a downloadable version of the form visit the U.S. Election Assistance Commission at <http://www.eac.gov/voter/Register%20to%20Vote>.

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 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 1st each year. Current and prospective students will receive a notice containing the specific URL address of the report. Students may request a copy of this report at anytime 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: www.ftc.gov/scholarshipcams