



## STUDENT CONSUMER INFORMATION DISCLOSURE

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for institutions participating in Title IV programs. A disclosure requirement is information that Vanguard Sentinel Adult Career and Technology Center (VSCTC) is required to distribute or make available to students (and sometimes employees). A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap.

The following is a list of the key disclosure and/or reporting requirements, along with a description of how and when this information is distributed and where it can be found. Most of this information can be found in the current VSCTC Student Handbook.

<b>Information</b>	<b>Description</b>	<b>Where This Information Can Be Located</b>
Academic Program	Educational Programs, Instructional Facilities and Faculty	Complete and current information about programs and classes available can be found in the VSCTC Course Catalog, located online <a href="http://www.vsctc.org">www.vsctc.org</a> under Adult Education. The VSCTC Course Catalog is also available in hardcopy in the Adult Education Office.
Annual Security Report (ASR)	Mandated by the Clery (Campus Security) Act (as recently amended):34 CFR 668.46; DCL GEN-14-13, the ASR details the following items <ul style="list-style-type: none"> <li>• Crime Statistics</li> <li>• Rape and Sexual Assault Prevention</li> <li>• Timely Warning and Emergency Notification</li> <li>• Daily Crime Log</li> <li>• Emergency Response/Evacuation</li> <li>• Missing Student Notification Policy</li> </ul>	The most current VSCTC Annual Security Report is located online <a href="http://www.vsctc.org">www.vsctc.org</a> under Adult Education/Financial Aid.  The VSCTC Annual Security Report is also available in hardcopy in the Financial Aid Office.
Constitution and Citizenship Day	Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.	Each year VSCTC provides educational information about the U.S. Constitution to each student in the classrooms. Constitution Day facts can also be obtained from the Financial Aid Office.
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	Each school must make available to prospective and enrolled students, information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining institutional or financial aid information.	VSCTC Student Handbook
Drug and Alcohol Policy	This policy describes the institution's expectations of student and employee conduct, defines drug- and alcohol-related offenses, describes the physical effects of alcohol, as well as sanctions against infringement violations. The prevention plan also provides abuse prevention and assistance programs. See also the Drug-Free Schools and Communities Act; Public Law 101-226	VSCTC strongly encourages staff and students to complete the Drug-Free World Online Education course at <a href="http://www.drugfreeworld.org/">http://www.drugfreeworld.org/</a>  The VSCTC Student Handbook lists drug conviction consequences.

Employment Positions and Placement Rates Available	This disclosure provides a list of the employment positions by field and corresponding program and the placement rate (with a description of the methodology used to obtain the rate) by program.	VSCTC discloses job placement data for all programs approved for federal student aid. VSCTC calculates and discloses the rates used with the accrediting agency, ACCSC. The Placement Rate Disclosures are available online at <a href="http://www.vsctc.org">www.vsctc.org</a> under Adult Education/Financial Aid.
Facilities and Services Available to those with Disabilities	This is a discussion of the institution's policy and procedure for providing reasonable accommodations to qualified individuals with a disability participating in the school's programs.	VSCTC Student Handbook
Family Education Rights and Privacy Act (FERPA)	This is a discussion of the institution's policy for complying with the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the right to: <ul style="list-style-type: none"> <li>• Access their educational records;</li> <li>• Consent to release a record to a third party;</li> <li>• Challenge information in their records, and</li> <li>• Be notified of their privacy rights.</li> </ul> Also discusses the disclosure exceptions – including the health and safety emergency exception.	VSCTC Student Handbook
Financial Assistance	Each school must make available to prospective and enrolled students information about: <ul style="list-style-type: none"> <li>• All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs (aid) available to students who enroll at the school</li> <li>• Terms and conditions of the Title IV, HEA loans</li> <li>• Criteria for selecting recipients and for determining award amount</li> <li>• Eligibility requirements and procedures for applying for aid</li> <li>• Methods and frequency of disbursements of aid</li> <li>• Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</li> <li>• Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</li> <li>• Procedures and forms by which students apply for assistance</li> <li>• General conditions and terms applicable to employment provided as part of financial aid package</li> </ul> Entrance and exit counseling information for student loan borrowers.	All required information is generally provided to students directly during their financial aid appointment. Supplemental information is provided through appropriate publications, mailing, or electronic media including. Information can also be found in the VSCTC Student Handbook and on the U.S. Department of Education's website.
Institutional and Program Accreditation, Approval, or Licensure	<ul style="list-style-type: none"> <li>• Information on the College's accreditation and various programmatic accreditations.</li> </ul>	VSCTC Student Handbook

Institutional Information (Miscellaneous)	<p>Institutional information required by 34 CFR Sec. 668.43 and other institutional information</p> <ul style="list-style-type: none"> <li>• Net Price Calculator</li> <li>• Vaccination Policies</li> <li>• Copyright Information - This policy describes the process necessary for legal compliance with Federal, state, and local statutes, and outlines the school's disciplinary actions for infringement violations.</li> <li>• Penalties – drug-related offenses</li> <li>• College Navigator website</li> <li>• Student Body Diversity</li> <li>• Textbook Information</li> <li>• Voter Registration</li> </ul>	<p>VSCTC Student Handbook</p> <p>Information can also be found online <a href="http://www.vsctc.org">www.vsctc.org</a> under Adult Education/Financial Aid.</p>
Misrepresentation	<p>The Institution has several formal processes in place to ensure that</p> <ul style="list-style-type: none"> <li>• The Institution does not misrepresent the nature of its educational program.</li> <li>• The Institution does not misrepresent the nature of its financial charges.</li> </ul> <p>The Institution it does not misrepresent the employability of its graduates</p>	VSCTC Student Handbook
Price of Attendance	<p>Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest.</p>	<p>Students can find the price of attendance in the VSCTC Course Catalog for each program. The costs are also listed on the enrollment agreement that students sign with the financial aid coordinator.</p>
Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members	<p>In carrying out the principles of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the Shopping Sheet to all students.</p>	<p>When veterans enroll in a VSCTC program, the Financial Aid Coordinator meets with them to review the shopping sheet and program benefits.</p>
Refund Policy, Requirements for Withdrawals and Return of Title IV Financial Aid	<p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> <li>• Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school.</li> <li>• Requirements and procedures for official withdrawal Requirements for Return of Title IV, HEA grant or loan aid</li> </ul>	VSCTC Student Handbook
Student Code of Conduct	<ul style="list-style-type: none"> <li>• This document provides a code of ethics and conduct that students are expected to follow while on campus or in attendance at a school sponsored function.</li> </ul>	VSCTC Student Handbook

Student Right-to-Know Act	<p>The completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school. Further the completion or graduation rates are disaggregated by:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Major racial and ethnic subgroup (as defined in IPEDS)</li> <li>• Recipients of a Federal Pell Grant</li> <li>• Recipients of a subsidized Stafford Loan who did not receive a Pell Grant</li> </ul> <p>Students who did not receive either a Pell Grant or subsidized Stafford Loan</p>	VSCTC Student Handbook
Transfer of Credit	The VSCTC statement of transfer of credit policies.	VSCTC Student Handbook
Voter Registration Form	<ul style="list-style-type: none"> <li>• The Institution encourages eligible students to vote</li> </ul>	Voter registration instructions can be obtained from the Financial Aid Office. Instructions are also available online <a href="http://www.vsctc.org">www.vsctc.org</a> under Adult Education/Financial Aid