

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

Contact the Financial Aid Office @ 405-595-4437 for a paper copy of Financial Aid Student Consumer Guide, career major brochures and for questions concerning the institutional information published in the Guide, and Student Handbook. Contact the Registrar @ 405-595-4433 for questions concerning FERPA and the Director of Environmental Safety & Regulatory Affairs @ 405-595-4789 for questions concerning the Campus Crime and Security Report. An electronic version of the Financial Aid Consumer Guide may be viewed at: http://www.metrotech.edu/sites/default/files/docs/individuals/aid/consumer_guide.pdf An electronic version of Board Policy may be viewed at: <https://www.metrotech.edu/about/board-education/policies>

Metro Tech believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Tech does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay. For special accommodations, call: 405-595-4418, or email gerald.scott@metrotech.edu.

Topic	MT's Annual Notice of Required Disclosure of Student Consumer Information & Description of Information to be Disclosed	Where to Find Information
Notice of Availability of Institutional and Financial Aid Information	<p>Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p>The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	<p>Student Handbook</p> <p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p> <p>Student Orientations</p>
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	<p>34 CFR 668.43; 34 CFR 668.44</p> <p>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 the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	<p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>FA WEBSITE</p> <p>Student Orientations</p>
Student Financial Aid Information	<p>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students' information about:</p> <ul style="list-style-type: none"> • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school. • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress 	<p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p>

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	<ul style="list-style-type: none"> • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans • Procedures and forms by which students apply for assistance • A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid • General conditions and terms applicable to employment provided as part of financial aid package • The exit counseling information the school provides and collects 	
State Grant Assistance	<p>HEA Sec. 480 (j)</p> <p>School must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located. The school must also provide sources of information about grant assistance from other states to borrowers from other states.</p> <ul style="list-style-type: none"> • Eligibility requirements and procedures for applying for aid. • Methods and frequency of disbursements of aid 	<p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p>
Facilities and Services Available to Students with Disabilities	<p>34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231 34 CFR 668.44</p> <p>Each school must make available to prospective and enrolled students' information about facilities and services available to students with disabilities, including students with intellectual disabilities.</p> <ul style="list-style-type: none"> • A description of the services and facilities available to students with disabilities, including students with intellectual disabilities as defined. • The titles of persons designated under § 668.44 and information regarding how and where those persons may be contacted. 	<p>Special Population Services</p> <p>Consumer FA & VA Guide</p> <p>Student Handbook</p>
Cost of Attendance	<p>34 CFR 668.41(a) – (d); 34 CFR 668.43; Current FSA HB Vol. 3, Chapter 2; and DCL-GEN-22-15</p> <p>Each school must make available to prospective and enrolled students' information about the cost of attendance, including tuition and fees, books, course materials, supplies and equipment, food and housing, living expenses, transportation costs, course materials, cost of obtaining a license, certification or first professional credential, miscellaneous personal expenses, and any additional costs for a program in which the student is enrolled or expresses an interest.</p>	<p>Adult Programs</p> <p>Consumer FA & VA Guide</p>

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Determining the Prorated amounts of Charges for student ledgers	<p><u>34 CFR 668.164 (c)(5) and (m)</u></p> <p>Institutions should clearly inform students that the Cost of Attendance must be prorated by the payment period for the cost of books, supplies and equipment [including kits] when determine the amount of Title IV aid to credit for a given payment period.</p> <p>This information should be clearly posted by payment period on the student ledger for future review by the student.</p> <p>With the implementation of the cash management final regulations on July 1, 2016, the Department clarified its policy with respect to the proration of charges for books and supplies when a student does not have a real and reasonable opportunity to obtain those books and supplies, and equipment from a source other than the institution.</p> <p>We consider all institutional charges to be part of a student's tuition and fees for the purposes of implementing the regulations found in <u>34 CFR 668.164(c)(1)(i)</u> relating to the crediting of a student's account.</p>	<p><u>Consumer FA & VA Guide</u></p> <p><u>Adult Programs</u></p>
Refund Policy	<p>Each school must make available to prospective and enrolled students' information about:</p> <ul style="list-style-type: none"> • Any refund policy the school must comply with the return of unearned tuition and fees or other refundable portions of costs paid to the school. 	<p><u>Consumer FA & VA Guide</u></p> <p><u>Student Handbook</u></p> <p><u>Adult Programs</u></p>
Requirements for Withdrawals and Return of Title IV Financial Aid	<p><u>34 CFR 668.41(a) –(d); 34 CFR 668.43 and 668.22</u></p> <p>Each school must make available to prospective and enrolled students' information about:</p> <ul style="list-style-type: none"> • Requirements and procedures for official and unofficial withdrawal; as well as administrative withdrawals. • Requirements for Return of Title IV, HEA grant or loan aid 	<p><u>Consumer FA & VA Guide</u></p> <p><u>FA WEBSITE</u></p>
Academic Program (Educational Program, Instructional Facilities, and Faculty)	<p><u>34 CFR 668.41(a) –(d); 34 CFR 668.43</u></p> <p>Each school must make available to prospective and enrolled students' information about the academic program of the school, including:</p> <ul style="list-style-type: none"> • Current degree programs and other educational and training programs • Instructional, laboratory, and other physical plant facilities that relate to the academic program • Faculty and other instructional personnel 	<p><u>Adult Programs</u></p>

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	<ul style="list-style-type: none"> • Any plans by the school for improving the academic program [upon determination by the school that such a plan exists] • If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification. 	
Transfer of Credit Policies and Articulation Agreements	<p><u>34 CFR 668.43</u></p> <p>Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:</p> <p>Any established criteria the school uses regarding the transfer of credit earned at another institution</p> <ul style="list-style-type: none"> • Any established criteria the school uses regarding the transfer of credit earned at another institution, a list of postsecondary schools with which the school has established an articulation agreement, or, if the school has no articulation agreements, a statement to that effect. • A list of postsecondary schools with which the school has established an articulation agreement, or , if the school has no articulation agreements, a statement to that effect. • written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or another demonstrated competency or learning. 	<u>Consumer FA & VA Guide</u>
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	<p>34 CFR 668.43(a)(10),</p> <p>Schools must readily make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> • A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities • A summary of the penalties for violation of federal copyright laws • The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system 	<u>Student Handbook</u> <u>Consumer FA & VA Guide</u> <u>Board Policies</u>

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Required Written Arrangements Disclosures	<p>34 CFR 668.43(a)(12)</p> <p>All Participating Title IV Schools that have Written Arrangements are required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement</p>	N/A
School and Program Accreditation, Approval, or Licensure	<p>34 CFR 668.41(a)–(d); 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> • Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs • Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing 	<p>Adult Programs</p> <p>Consumer FA & VA Guide</p>
Vaccinations Policy	<p>HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V)</p> <p>Institution must make available to current and prospective students' information about institutional policies regarding vaccinations.</p>	<p>Student Handbook</p> <p>Consumer FA & VA Guide</p>
Consumer Information on College Navigator Website	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))</p> <p>Link to the College Navigator web site: College Navigator - National Center for Education Statistics</p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> • Student activities offered by the school • Services offered by the school for individuals with disabilities • Career and placement services offered to students during and after enrollment • Policies of the school related to transfer of credit from other schools <p>Note: NCES conducts IPEDS: Complete information about the IPEDS surveys and the College Navigator website is available at: https://nces.ed.gov/collegenavigator/</p>	College Navigator MT
Student Body Diversity	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q)</p>	College Navigator MT

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	<p>Schools must make available to current and prospective students' information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> • Male • Female • Self-identified members of a major racial or ethnic group • Federal Pell Grant recipients 	
Net Price Calculator	<p>20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); Net Price Calculator Information Center</p> <p>Schools must make available on their websites a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change.</p> <p>Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds.</p> <p>A direct link to the Department's FAFSA website must also be included and can be found at https://studentaid.gov</p>	College Navigator MT

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	<ul style="list-style-type: none"> If applicable schools must request voter registration forms from the state 120 days prior to the state's deadline for registering to vote. <p>This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The school must make the voter registration forms widely available to its students and must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students.</p> <p>The school can mail paper copies, or it may send an electronic message to each student with a voter registration form or with an Internet address where the form can be downloaded. The message must be devoted exclusively to voter registration</p>	
Constitution Day	<p>Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; https://www.constitutionday.com/</p> <p>Students attending schools receiving Federal funds.</p> <p>Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution.</p> <p>However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.</p>	<i>Consumer FA & VA Guide</i>
Drug and Alcohol Abuse Prevention Program	<p>34 CFR 86.100</p> <p>Schools Receiving Any Federal Funds must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> Information on preventing drug and alcohol abuse Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities Descriptions of applicable legal sanctions under state, local, and federal law Description of health risks Description of available counseling, treatment, rehabilitation, or re-entry programs Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions. <p>Note: Students who enroll or employees who are hired after the annual distribution must receive the information.</p>	<i>Board Policies</i>

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	<p>Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a “biennial review” of the school’s program that:</p> <ul style="list-style-type: none"> • Determines the effectiveness of the program and implements needed changes • Determines the number of drug and alcohol-related violations and fatalities that occur on the school’s campus or as part of the school’s activities, and are presorted to campus officials • Determines the number and type of sanctions that are imposed • Ensures that sanctions are consistently enforced 	
<p>Completion/ Graduation and Transfer-out Rates</p> <p>(Including Disaggregated Completion/ Graduation Rates)</p> <p>(Student Right-to-Know Act)</p>	<p>34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)</p> <p>All Participating Title IV Schools that enroll first-time, full-time undergraduate students must annually make available to prospective and enrolled students 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.</p> <p>Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).</p> <p>A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort.</p> <p>A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student’s program.</p> <p>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: http://nces.ed.gov/ipeds</p> <p>Disaggregated Completion/Graduation Rates:</p> <p>The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant 	<p>College Navigator MT</p>

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	<ul style="list-style-type: none"> • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant • Students who did not receive either a Pell Grant or subsidized Stafford Loan <p>Students are to be considered to have received a grant or loan if they received it for the period used for determining the cohort – fall term or full year.</p> <p>The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student.</p> <p>Exclusions:</p> <p>Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.</p> <p>The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school. Those schools may include the students who leave for such service in their completion/graduation rate calculation but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.</p>	
Placement in Employment	<p>34 CFR 668.41(d)</p> <p>Schools must make available to current and prospective students' information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>	<p>College Navigator MT</p>
Job Placement Rates	<p>34 CFR 668.14(b)(10)</p> <p>All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:</p> <ul style="list-style-type: none"> • The most recent available data concerning employment statistics and graduation statistics 	<p>College Navigator MT</p>

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	<ul style="list-style-type: none"> Any other information necessary to substantiate the truthfulness of the advertisements Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students. 	
Completion/graduation, transfer-out & retention Rate	<ul style="list-style-type: none"> The institution's completion or graduation rate for fulltime, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major with 150% of the normal (scheduled length of career major) for graduation or completion Cohort for non-term schools (Technology Centers): Student who enter between 07/01 and 06/30 and are enrolled at least 15 days if their career major is less than or equal 900 clock hors, or 30 days if their career major is longer than 900 hours Transfer out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants <p>Retention rates of certificate or degree seeking first-time first-time undergraduate students</p>	<p><i>College Navigator MT</i></p> <p><i>Consumer FA & VA Guide</i></p> <p><i>Student Handbook</i></p>
Security Report (Including Crime Statistics and Fire Safety Reports	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting</p> <p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school's website, the school must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p>	<p><i>Consumer FA & VA Guide</i></p> <p><i>Student Handbook</i></p> <p><i>Safety & Security Report</i></p>
Crime Reporting, Crime Statistics and Policy Statements	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>The report must contain information about:</p>	<p><i>Consumer FA & VA Guide</i></p> <p><i>Student Handbook</i></p>

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<ul style="list-style-type: none"> • Victims' Rights • Record Retention and Reporting • availability of Counseling and Assistance • VAWA statements • Disciplinary actions and procedures 	<ul style="list-style-type: none"> • The crime statistics required in 34 CFR 668.46(c) • A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including: <ul style="list-style-type: none"> ○ Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1) ○ Policies for preparing the annual disclosure of crime statistics ○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and ○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics • A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities • A statement of policies concerning campus law enforcement that: <ul style="list-style-type: none"> ○ Addresses the enforcement authority and jurisdiction of security personnel ○ Addresses the working relationship of campus security personnel with State and local police agencies, including: <ul style="list-style-type: none"> ▪ Whether those security personnel have the authority to make arrests; and ▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses ○ Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and ○ Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics • A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others • A description of programs designed to inform students and employees about the prevention of crimes • A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities. • A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws 	<p><u>Safety & Security Report</u></p>

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	<ul style="list-style-type: none"> • A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws • A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA • A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include: <ul style="list-style-type: none"> ○ A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j) ○ Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about: <ul style="list-style-type: none"> ▪ The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order ▪ How and to whom the alleged offense should be reported ▪ Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to: <ul style="list-style-type: none"> • Notify proper law enforcement authorities, including on-campus and local police • Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses • Decline to notify such authorities • Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school • Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will: <ul style="list-style-type: none"> ▪ Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)) ▪ Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures • A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, 	

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	<p>student financial aid, and other services available for victims, both within the school and in the community</p> <ul style="list-style-type: none"> • A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. <ul style="list-style-type: none"> ▪ The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement • An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k) • A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi) • A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address 	
<p>Clery Act, Hate Crimes and Violence Against Womens Act [VAWA] Requirements</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Note: On Jan. 19, 2021, we replaced the “Clery Act Appendix for FSA Handbook” attachment to this announcement. Link: Clery Act Appendix for FSA Handbook in PDF Format, 13 Pages, 245KB</p> <p>Crime Reporting Notification:</p> <p>VAWA</p> <ul style="list-style-type: none"> • Your school must in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the VAWA of 1994 (U.S.C.13925(a)(20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes. <p>Crime statistics — The following provides a list of the crimes that must be reported and resources for where definitions for each Clery Crime can be found:</p> <p>(1) Crimes that must be reported and disclosed. An institution must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>

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	<p>(2) Primary crimes, including— Criminal homicide: (1) Murder and nonnegligent manslaughter; and (2) Negligent manslaughter.</p> <p>Sex offenses: (1) Rape (2) Fondling (3) Incest; and (4) Statutory rape.</p> <p>Robbery. Aggravated assault. Burglary. Motor vehicle theft. Arson. Hate crimes, including— (A) The number of each type of crime in paragraph (c)(1)(i) of this section that are determined to be hate crimes; and (B) The number of the following crimes that are determined to be hate crimes: (1) Larceny-theft. (2) Simple assault. (3) Intimidation. (4) Destruction/damage/vandalism of property.</p> <p>Dating violence, domestic violence, and stalking as defined in paragraph (a) of this section.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Arrests and referrals for disciplinary actions, including— <ul style="list-style-type: none"> ▪ Arrests for liquor law violations, drug law violations, and illegal weapons possession. ▪ Persons not included in paragraph (c)(1)(ii)(A) of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. 	
<p>Crime Log</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(c); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of Clery geography in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department.</p>	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>

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	<p>This log must include:</p> <ul style="list-style-type: none"> • The nature, date, time, and general location of each crime • The disposition of the complaint, if known • The school must make an entry or an addition to an entry to the log within two business days, as defined in 34 CFR 668.46(a), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim • The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would: <ul style="list-style-type: none"> ○ Jeopardize an ongoing criminal investigation or the safety of an individual ○ Cause a suspect to flee or evade detection ○ Result in the destruction of evidence • The school must disclose any information withheld under 34 CFR 668.46(f)(3) once the adverse effect described in that paragraph is no longer likely to occur • The school may withhold under 34 CFR 668.46(f)(2) and (3) only that information that would cause the adverse effects described in that section • The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection 	
<p>Emergency Notification, Emergency response and Evacuation Procedures</p>	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting</p> <p>Timely Warning and Emergency Notification</p> <ul style="list-style-type: none"> • Hate crimes, including: <ul style="list-style-type: none"> ○ The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes ○ The number of the following crimes that are determined to be hate crimes: <ul style="list-style-type: none"> ▪ Larceny-theft ▪ Simple assault ▪ Intimidation ▪ Destruction/damage/vandalism of property • Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a) • Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to 34 CFR 668.46(b)(2) or local police agencies • Crimes that are considered by the school to represent a threat to students and employees 	<p>Consumer FA & VA Guide</p> <p>Student Handbook</p> <p>Safety & Security Report</p>

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	<ul style="list-style-type: none"> • The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. • If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures. • A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed. <p>Emergency Response and Evacuation Procedures:</p> <p>The school must include a statement of policy regarding emergency and response evacuation in the annual security report.</p> <p>This statement must include:</p> <ul style="list-style-type: none"> • A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g) • The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. • A description of the process the school will use to: <ul style="list-style-type: none"> ○ Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1) ○ Determine appropriate segment(s) of campus community to receive a notification ○ Determine the content of the notification. ○ Initiate the notification system. 	
Security Report- Programs to prevent dating violence, domestic violence, sexual	<p>34 CFR 668.46(b)(11); 34 CFR 668.46(j)</p> <p>As required by 34 CFR 668.46(b)(11), a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p>	<p>Safety & Security Report</p> <p>Student Handbook</p> <p>Consumer FA & VA Guide</p>

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assault, and stalking Policy	<ul style="list-style-type: none"> • A description of the school's primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> ○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a) ○ The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction ○ The definition of "consent," in reference to sexual activity, in the applicable jurisdiction ○ A description of safe and positive options for bystander intervention ○ Information on risk reduction ○ The information described in 34 CFR 668.46(b)(11) and (k)(2) • A description of the school's ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F <p>Other required information:</p> <ul style="list-style-type: none"> • The school must ensure that the proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction is done according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v) • The school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1) 	
Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking Information for Crime Victims about Disciplinary Proceedings	<p>34 CFR 668.46(k)</p> <p>As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that:</p> <ul style="list-style-type: none"> • Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking. • Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking • Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking. 	<p>Safety & Security Report</p> <p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>Board Policies</p>

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	<ul style="list-style-type: none"> • Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> • Include a prompt, fair, and impartial process from the initial investigation to the final result • Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability • Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. <ul style="list-style-type: none"> □ Note: Instructions are reminded that if the accuser is not the victim you must also include them with the same opportunities. • Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties. <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <ul style="list-style-type: none"> • The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking • The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available • Any change to the result • When such results become final <p>Note: in cases where the accuser is not the victim the institution must also remember to notify the victim.</p>	

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Privacy of Student Records – family Educational Rights and Privacy Act (FERPA)	<p>34 CFR 668.41(c); 34 CFR Part 99</p> <p>Schools Receiving Funds for any U.S. Department of Education Program (including Federal Student Aid) must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> • The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education • Procedures for reviewing educational records and requesting amendment of records • If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records. <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> • The types of information the school has designated as directory information • The student’s right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing 	<p>Student Handbook</p> <p>Consumer FA & VA Guide</p> <p>Board Policies</p>
Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Student Loan Information Published by the U.S. Department of Education	<p>HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d))</p> <p>All schools participating in Title IV, HEA programs are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.</p>	<p>Consumer FA & VA Guide</p> <p>FA WEBSITE</p>
National Student Loan Data System (NSLDS)	<p>HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b)) and https://nslsdfap.ed.gov/help/faq</p> <p>All Schools that are participating in Title IV, HEA Loan programs and who enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.</p> <p>Note: Institutions must provide a link to <u>the student</u> NSLDS hyper link on their website as part of their required consumer information.</p>	<p>NSLDS STUDENT</p> <p>FA WEBSITE</p> <p>Consumer FA & VA Guide</p>

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Entrance Counseling for Student Loan Borrowers	Schools Participating in the Title IV, HEA Direct Loan Programs prior to the first disbursement , each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities.	Consumer FA & VA Guide FA WEBSITE
Exit Counseling for Student Loan Borrowers	34 CFR 685.304(b) Schools Receiving any <u>Federal Funds</u> must provide information to prospective borrowers about <u>Private Educational Loans</u> must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school.	Consumer FA & VA Guide FA WEBSITE
Code of Conduct for Education Loans	Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement must prominently publish on the school's website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit: <ul style="list-style-type: none"> • Revenue-sharing arrangements with any lender • Receiving gifts from a lender, a guarantor, or a loan services • Contracting arrangement providing financial benefit from any lender or affiliate of a lender • Directing borrowers to particular lenders, or refusing or delaying loan certifications • Offers of funds for private loans • Call center or financial aid office staffing assistance • Advisory board compensation 	FA WEBSITE Title IV Code of Conduct