2026-2027 Annual Notice of Required Disclosures of Student Consumer Information

What to Disclose, When, and to Whom	WESTERN TECHNOLOGY CENTER Description of Information to be Disclosed	Where to Find Information
What: **Institutional Information** To: Enrolled Students Prospective Students When: Upon Request to Prospective Students At Enrollment to Enrolled Students	• Cost of attending WTC i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Requirements for officially dropping enrollment at Western Technology Center • Employee(s) responsible for dissemination of institutional and financial assistance disclosure information • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Copyright/peer to peer regulations • Vaccination Policy • Constitution Day/Voter Registration observance	• Student Handbook - Western Technology Center (westtech.edu) • WTC Consumer Information • Home - Western Technology Center (westtech.edu)
What: **Financial Assistance Information** To: Enrolled Students Prospective Students When: Upon Request to Prospective Students At Enrollment to Enrolled Students	• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; and (4) method & frequency of financial aid disbursements • Procedures for the Return of Title IV Aid and Repayments by withdrawn students	• Financial Aid Office-Burns Flat Campus • Financial Aid - Western Technology Center (westtech.edu) • WTC Consumer Information • Home | Federal Student Aid
What: **Rights Under Family Education Rights and Privacy ACT (FERPA)** To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students When: Upon Request to Prospective Students At Enrollment to Enrolled Students	• Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose of personally identifiable information contained in student's education records • Students right for directory information to not be disclosed ○ The Board of Education's policy includes what is defined as directory information and the procedure to follow to withhold the release of directory information.	• Student Handbook - Western Technology Center (westtech.edu) • WTC Consumer Information • Board of Education Policy and Procedure Manual
What: **Completion/Graduation Rate, and Transfer Out Rate** To: Enrolled Students Prospective Students When: Upon Request to Prospective Students At Enrollment to Enrolled Students	• Western Technology Center computes the completion rate of certificate-seeking, first-time, full-time students who complete their program within 150% of the normal time (scheduled length of program) for completion. • Transfer out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing preparation for enrollment in another eligible institution. • Student body diversity statistics are also available in categories of gender and ethnicity of enrolled, full time pell recipients • Retention rates of certificate seeking first-time full-time undergraduates	• Tech Center Profiles (oklahoma.gov) • U.S. Dept of Ed's College Opportunities On-Line website: • College Navigator - National Center for Education Statistics
What: **Campus Security Report** When: Annually by Oct. 1 To: Enrolled Students Current Employees When: Upon Request and/or first day of class To: Prospective Students When: Upon Request To: Prospective Employees When: Prospective Employees Request Job Application **Other Available Information:** **VIOLANCE AGAINST WOMENT ACT** **CAMPUS SAFETY & WEAPONS-FREE SCHOOL POLICY AND DRUG-FREE SCHOOLS & WORKPLACE POLICY**	• Crime statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property reported to campus security authorities or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Statistics are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Policies concerning the security of and access to campus facilities and procedures to report crimes. • **Drug and Alcohol Abuse Prevention** • Information on preventing drug and alcohol abuse • Standards of conduct • Disciplinary actions or sanctions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Programs to prevent Sexual Offenses/Harassment and how to report such offenses	• Student Handbook - Western Technology Center (westtech.edu) • 2025 Annual Security Report • Additional information is also available at the NCES.ED.GOV website: • College Navigator - Western Technology Center

A paper copy of the WTC Student Handbook, Consumer Information and Board of Education Policy and Procedure Manual available upon request in the Student Services office. Student Handbook and Consumer Information posted online at www.westtech.edu.
Annual Security Report is emailed to students and employees annually October 1

Western Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status or religion and prohibits antisemitism.
For inquiries concerning this policy contact Title IX Coordinators, Jeff Lewallen jlewallen@westtech.edu
or 504 Coordinator Karla Wedel kwedel@westtech.edu 580-562-3181, 621 Sooner Drive, Burns Flat, OK 73624.
Jaime Partain jpartain@westtech.edu Sayre Campus Title IX Coordinator, 580-928-2097, 2002 NE Hwy 66, Sayre, OK 73662