

<p><i>What to Disclose, When, and to Whom</i></p>	 <p><b>Northwest Technology Center's Annual Notice of Required Disclosures of Student Consumer Information</b></p> <p><i>Description of Information to be Disclosed</i></p>	<p><i>Where to Find Information</i></p>
<p><b>What: Institutional Information</b></p> <p>To: Enrolled Students When: Annually the first day of class</p> <p>To: Enrolled Students Prospective Students When: Upon Request</p>	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>• Information regarding the school's academic support and career tech career majors</li> <li>• Copyright infringement/peer to peer file sharing</li> <li>• Entities that accredit, license, or approve the school and It's career majors and procedures for reviewing the school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> <li>• Net Price Calculator</li> <li>• Constitution Day/Voter Registration/Vaccination Polices</li> <li>• Grievance Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>
<p><b>What: Financial Assistance Information</b></p> <p>To: Enrolled Students When: Annually the first day of class</p> <p>To: Enrolled Students Prospective Students When: Upon Request</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award</li> <li>• 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; (4) method and frequency of financial aid disbursements; (5) books and supplies policy</li> <li>• Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Financial Aid Policy &amp; Procedures Handbook</li> <li>• NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>
<p><b>What: Family Education Rights and Privacy ACT (FERPA)</b></p> <p>To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students When: Annually the first day of class, upon request and annually in local newspapers</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing a student's education records</li> <li>• Right to and procedures for requesting amendment of a student's education records believed to be inaccurate, misleading, or in violation of a student's privacy rights</li> <li>• Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right of the school to disclose personally identifiable information contained in a student's education records without prior consent</li> <li>• Students right for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Board of Education Policy and Procedure Manual</li> <li>• <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></li> </ul>
<p><b>What: Completion/Graduation Rate, Retention Rate, and Transfer Out Rate</b></p> <p>To: Enrolled Students Prospective Students When: Upon Request</p>	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rates for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours</li> <li>• 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</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time, full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS)</li> </ul>	<ul style="list-style-type: none"> <li>• NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> <li>• Paper copy available upon request from the Financial Aid Office</li> <li>• U.S. Dept of Ed's College Opportunities Online website: <a href="http://www.nces.ed.gov/collegenavigator">www.nces.ed.gov/collegenavigator</a></li> </ul>
<p><b>What: Campus Security Report</b></p> <p>When: Annually by Oct. 1</p> <p>To: Enrolled Students Current Employees</p> <p>When: Upon Request</p> <p>To: Prospective Students Prospective Employees</p> <p>When: With Job Application, Upon Request</p> <p>To: U.S. Dept of Education</p> <p>When: Annually by date specified</p>	<ul style="list-style-type: none"> <li>• Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• Disciplinary actions 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</li> <li>• Emergency Response and Evacuation Procedures</li> <li>• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Board of Education Policy Manual</li> <li>• Campus Security Annual Report to the Campus Community Brochure</li> <li>• NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> <li>• Paper copy available upon request from the Financial Aid Office</li> <li>• <a href="http://www.ope.ed.gov/security">www.ope.ed.gov/security</a></li> </ul>
<p><b>What: Drug and Alcohol Abuse Prevention</b></p> <p>To: Enrolled Students When: Annually the first day of class</p> <p>To: Current Employees When: Annually included with first paycheck of the school year and upon request</p>	<ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities</li> <li>• A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol</li> <li>• A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>• A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>• A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Drug Free School and Workplace Handbook</li> <li>• Drug Free Schools Policy Statement Brochure</li> <li>• Paper copy available upon request from the Financial Aid Office</li> <li>• NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>
<p><b>What: Gainful Employment</b></p> <p>To: Prospective &amp; Enrolled Students When: Annually on 1<sup>st</sup> day of class &amp; upon request</p>	<ul style="list-style-type: none"> <li>• Information on graduation rates, the median debt of students completing the program, program costs, job placement rates, types of employment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Handbook</li> <li>• Paper copy available upon request from the Financial Aid Office</li> <li>• NWTC Website <a href="http://www.nwtech.edu">www.nwtech.edu</a></li> </ul>
<p>This notice is distributed annually to all current and prospective students. It is also located on the NWTC website, in the Student Handbook, and in the Consumer Information Handbook. Additional paper copies of this notice and all handbooks are available in the Financial Aid Office, the Central Office, the Counselor's Office, and on the NWTC website at <a href="http://www.nwtech.edu">www.nwtech.edu</a>.</p>		