

## Annual Notice of Required Disclosures of Student Consumer Information

What to Disclose, When and to Whom	CVTC's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information*
<b>What: Institutional Information</b>  When: Upon Request To: Enrolled Students Prospective Students	<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/peer to peer</li> <li>• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing 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>• Vaccination Policy</li> <li>• Net Price Calculator</li> <li>• Constitution Day/Voter Registration</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• **Consumer Information Handbook</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> <li>• Voter Registration <a href="http://www.elections.ok.gov">www.elections.ok.gov</a></li> </ul>
<b>What: Financial Assistance Information</b>  When: Upon Request To: Enrolled Students Prospective Students	<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>• Financial Aid Shopping Sheet (VA Students Only)</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>• Loan disclosures</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• **Consumer Information Handbook</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> <li>• Financial Aid Policy &amp; Procedures Handbook</li> </ul>
<b>What: Family Education Rights and Privacy Act (FERPA)</b> When: Upon Request To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• 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</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right of school to disclose personally identifiable information contained in 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>• Board of Education Policy and Procedure Manual</li> <li>• Consumer Information Handbook</li> </ul> <p><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></p>
<b>What: Completion/Graduation Rate and Transfer-Out Rate</b>  When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate 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</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept. of Ed's College Opportunities On-Line website: <a href="http://nces.ed.gov/ipeds/">http://nces.ed.gov/ipeds/</a> Select <b>College Navigator</b> <a href="http://nces.ed.gov/college_navigator/">http://nces.ed.gov/college_navigator/</a></li> </ul>
<b>What: Campus Security Report</b> 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	<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> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• ** Consumer Information Handbook</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> <li>• Paper copy available upon request in the Financial Aid Office</li> <li>• <a href="http://ope.ed.gov/security">http://ope.ed.gov/security</a></li> </ul>
<b>What: Drug and Alcohol Abuse Prevention</b>  To: Enrolled Students When: Annually first day of class  To: Current Employees When: Annually Included with first paycheck of the school year	<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>• Paper copy available upon request in the Financial Aid Office</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> </ul>

\* Paper copy available in the Student Services Office and on the CVTC website at [www.cvtech.edu](http://www.cvtech.edu).

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