

**CONSUMER INFORMATION GUIDE**  
**DISCLOSURES UNDER**  
**THE HIGHER EDUCATION ACT OF 1965**  
**(AS AMENDED BY THE HIGHER EDUCATION**  
**OPPORTUNITY ACT OF 2008)**

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# **CONSUMER INFORMATION DISCLOSURES UNDER THE HIGHER EDUCATION ACT OF 1965, AS AMENDED BY THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

A-Technical College is committed to providing access to information that will allow consumers such as students, parents, counselors, researchers, and legislators to make informed decisions about postsecondary education. The [atechcollege.edu](http://atechcollege.edu) website includes a link to the *Consumer Information Guide*, which provides a single access point to all federally-mandated reports and disclosures.

## **INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION**

Disclosure Requirement: Notice is distributed to each enrolled student.

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(a)-(d), 34 CFR 668.42, 34 CFR 668.43

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. Financial aid information is posted on A-Technical College's website under the Financial Aid section and may also be found within this Consumer Information Guide, beginning on page 2. Paper copies are available upon request from the Student Financial Services Office.

A-Technical College's Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact or visit the College's *Student Financial Services Office*.

### Federal, Private, and Institutional Financial Assistance Programs Offered by A-Technical College

- PELL Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Direct PLUS Loan (for parents)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Work-Study Program (FWS)
- Cash Payments

## **Federal Student Aid (Title IV) Programs and Alternative Aid Descriptions and Award Amounts**

### **Federal Pell Grant Program**

A Federal Pell Grant is a need based award that does not have to be repaid as long as eligibility is maintained. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree or professional degree. Awards are determined using Estimated Family Contribution (EFC), Cost of Attendance (COA) and enrollment status. The department provides formulas for calculating the amount of a Pell Grant award. A-Technical reports Pell disbursements to FSA using the Common Origination and Disbursement (COD) system.

Initial awards may be based upon the full-year projection of the highest enrollment status anticipated. If you enroll for more or fewer credits in any semester, the award may be adjusted for that semester. Therefore, please contact the Student Financial Services Office before making any enrollment changes. Federal Student Aid Funds (FSA) are typically disbursed to student accounts by the end of the payment period. As a result, credit balances are released to students for the purchase of books and supplies if funds allow. The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. For more information, please click on [Pell Lifetime Eligibility. \(LEU\)](#)

### **Federal Direct Student Loan Program**

The Department of Education provides Federal Student Loans and they are guaranteed against default by the federal government.

#### **Subsidized Direct Loans**

Subsidized Loans are available to undergraduate students only, and are awarded on the basis of financial need. You must be enrolled at least half-time in order to be eligible for the loan. You will not be charged interest while you are enrolled in school at least half-time or during authorized periods of deferment; the federal government "subsidizes" the interest during these times. After you cease to be enrolled at least half-time, you will receive a six-month grace period on the loan and interest will begin to accrue at that time. At the end of the six-month grace period, you will enter repayment and must begin repaying the loan. You may choose to pay the interest during the grace period or have it capitalized. If you choose to have the interest capitalized, it will be added to the principal amount of your loan and additional interest will be based on the higher amount. This will increase the amount that you must repay. If you choose to pay the interest as it accumulates, you will repay less overall.

#### **Unsubsidized Direct Loans**

Unsubsidized loans are available to all undergraduate students and are not awarded on the basis of financial need. You must be enrolled at least half-time in order to be eligible for the loan. You will be charged interest from the time the loan is disbursed until it is repaid in full, including in-school, six-month grace, and deferment periods. You may choose to pay the interest while in school or during the six-month grace period, or have it capitalized. If you choose to have the interest capitalized, it will be added to the principal amount of your loan and additional interest will be based on the higher amount. This will increase the amount that you must repay. If you choose to pay the interest as it accumulates, you will repay less overall.

The Department of Education allows eligible dependent undergraduate students to borrow Subsidized Direct Loans up to \$3,500 their freshman year, \$4,500 their sophomore year and \$5,500 for each remaining year.

Independent students and dependent students whose parents have been denied a PLUS Loan can borrow an Unsubsidized Direct Loan up to \$6,000 the first two years and \$7,000 the remaining years. The aggregate loan limits for undergraduate students are \$31,000 for dependent students and \$57,500 for independent students (of which only \$23,000 can be subsidized).

Most students at A-Technical borrow from both the Subsidized and Unsubsidized Direct Loan programs to cover the cost of their education.

### **PLUS Direct Loan**

A parent of a dependent student can take out a loan to supplement their child's aid package. The Federal Direct PLUS Loan for Undergraduate Students allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance.

PLUS loans are the financial responsibility of the parents, not the student.

Repayment on a PLUS Loan begins 60 days after the final loan disbursement for the academic year. However, payments may be deferred while the student is enrolled at least half-time. You may choose to pay the interest while in school or have it capitalized. If you choose to have the interest capitalized, it will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount that you must repay. If you choose to pay the interest as it accumulates, you will repay less overall.

### **All Federal Direct Loans**

If you receive the first disbursement of the loan before October 1, 2017, you will be required to pay an origination fee of 1.066% of the loan. If you receive the first disbursement of the loan on or after October 1, 2018, you will be required to pay an origination fee of 1.062% of the loan. If you receive the first disbursement of the loan before October 1, 2017 and a subsequent disbursement after that date, the 1.066% origination fee will still apply. This fee is deducted proportionately from each disbursement of your loan.

Delivery of the first disbursement of Direct Loan funds is dependent on timely completion of your financial aid file. Submission of all required financial aid documents must be complete prior to the first day of classes.

Each year, the terms, interest rates, and fees assessed for Direct Loans may change. If you have previously borrowed loans, please contact the lender or servicer of each loan you have borrowed to determine the terms and conditions of the loan(s). For more information on current rates, please visit <https://studentaid.ed.gov/sa/types/loans/interest-rates>.

The following table provides the fixed interest rates for new Direct Loans first disbursed on or after July 1, 2018 and prior to July 1, 2019. These rates will apply to new Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans made during this time.

Loan Type	Borrower Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	5.05%
Direct Unsubsidized Loans	Graduate or Professional	6.60%
Direct PLUS Loans (Parents)	Parents and Graduate or Professional Students	7.60%

### **The Federal Supplemental Educational Opportunity Grant Program (FSEOG)**

The FSEOG is a campus-based program. The grant provides assistance to exceptionally needy undergraduate students. Students are exceptionally needy if they have the lowest Estimated Family Contributions (EFCs). Awarding priority must be given to Pell Grant recipients.

### **The Federal Work-Study Program (FWS)**

The FWS Program is a campus-based program. The program provides part-time employment to

undergraduate and graduate students who need the earnings to help meet their costs of postsecondary education. The FWS Program encourages students receiving FWS assistance to participate in community service activities.

**In-School Payment Agreement Option- Cash Payments**

Students, who have a remaining out of pocket balance, after Title IV funding has been calculated, have the option to make cash payments to the school, or to enroll in a payment plan agreement with the school. In both options the student is responsible making payments. The amount of the cash payment is determined by:

Total Cost – Title IV Aid – Other Funding = Out of Pocket.

Cash payments are due on a monthly basis while the student during the student's enrollment. Students who have cash payments must have a zero (0) balance by the end of the program in order to obtain the Certificate/Diploma of completion, receiving an Official Transcript, and to prevent to not participate in the formal Graduation Ceremony.

**Alternatives to Federal Student Aid**

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Opportunity Act; and Trade Readjustment Act. All public and private agencies have certain requirements for eligibility. Tuition assistance is also available through private lending institutions.

## **TERMS AND CONDITIONS OF TITLE IV, HEA LOANS**

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media.

[34 C.F.R. § 668.42(a)(4) and (b)], including information published by the Department [HEOA Sec. 488(c) amended HEA Sec. 485(d)]

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.

The goal of entrance counseling is to help you understand what it means to take out a federal student loan. During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses
- Other financial resources to consider to help pay for your education
- Your rights and responsibilities as a borrower

**Entrance Counseling:** To complete Entrance Counseling as an undergraduate student, you will need:

- Approximately 20-30 minutes to complete.
- Entrance Counseling must be completed in a single session.
- Your [FSA ID](#) (If you are a new user or have forgotten your FSA ID, click [here](#))

Entrance Counseling can be completed at <https://studentloans.gov/myDirectLoan/index.action>

Students must log in using their own FSA ID to complete Entrance Counseling. **Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information.**

Parents borrowing a Direct PLUS Loan to pay for their child's education are not required to complete entrance counseling

For more information on Terms and Condition, please visit:

<https://studentaid.ed.gov/sa/types/loans/interest-rates>.

<https://studentaid.ed.gov/sa/fafsa/next-steps/accept-aid/mpn>

### **Application Procedures for Federal Student Aid Programs**

Prospective students interested in applying for Federal Title IV Student Financial Assistance Programs must complete the Free Application for Federal Student Aid (FAFSA).

A student who wishes to apply for Student Financial Assistance funds, through A-Technical, can complete a Free Application for Federal Student Aid (FSA) by choosing any of the three methods:

- [Login](#) to apply online (Recommended) <https://fafsa.ed.gov/>
- Complete a \*PDF FAFSA (Note: PDF FAFSAs must be mailed for processing)
- Request a paper FAFSA by calling us at 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691. If you are hearing impaired, contact the TTY line at 1-800-730-8913.

**\*Complete a PDF FAFSA:** The PDF FAFSA is available for you to print and fill out manually or is screen-fillable. Screen-fillable means you can enter your data on the screen before printing. If you choose this option you will not be able to save your data to your PC.

[The 2018 - 2019 School Year \(July 1, 2018 - June 30, 2019\)](#)

All financial aid paperwork must be completed prior to the beginning of any given start date. All students must meet with a Student Financial Services representative to determine their eligibility for Federal Title IV funds, complete federal loans application, receive federal loans entrance counseling, and receive an award letter.

### **Federal Student Aid (FSA) Eligibility Requirements**

To attend A-Technical College, all students must meet some basic eligibility requirements; be enrolled as a regular student, have a high school diploma or equivalent, must continue to achieve satisfactory academic progress, must meet enrollment status requirements, and must resolve any drug conviction issues.

#### *Basic Requirements*

- Academic Qualifications - The student must have a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or completing a high school education in a homeschool setting approved under state law.
- The student must be a U.S. citizen or an eligible noncitizen
- Male students must be registered with Selective Service (They must register between the ages of 18 and 25)
- The student must maintain satisfactory academic progress standards set by A-Technical College.

- The student must be enrolled as a full-time hour program to be eligible for Direct Loan Program funds.
- The student must not be in default on a federal student loan and does not have any grant overpayments
- The student does not have any drug convictions that occurred during a period of enrollment for which the student was receiving Title IV aid
- The student must only use federal funds for educational purposes
- The student must demonstrate financial need for Pell Grants and Subsidized Loans

### ***Academic Qualifications***

HEA Section 484(d), 34 CFR 668.32(e)

A person must be enrolled as a regular student in an eligible program in order to receive Federal Student Aid (FSA) funds. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she;

- Has a high school diploma;
- Has the recognized equivalent of a high school diploma, typically a general education development or GED certificate; (34 CFR 600.2)
- Has completed home schooling; or (HEA Section 484(d)(3), 34 CFR 668.32(e)(4))

### ***U.S. Citizen or an Eligible noncitizen***

Section 484(a) (5) of the Higher Education Amendments (HEA) of 1992 required the certification of U.S. citizenship. The methods devised to capture this information are: FAFSA information is matched with the Social Security Administration (SSA) database and U.S. permanent residents are matched with United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (USCIS). If the match with either of these departments fails, an automated secondary confirmation is done. If this fails, the school must collect documentation and conduct a manual secondary confirmation.

All students who receive ISIR's that fail the SSA or USCIS match must provide documentation to clear the failed match, this information must be presented to the school within 30 days of the receipt of the rejected ISIR. If the documentation provided by the student has conflicting information the Student Financial Services Officer must conduct a paper confirmation using a G-845.

*Eligible citizenship statuses are:*

- A U.S. citizen or national;
- A U.S. permanent resident;
- Citizens of the Freely Associated States: The Federated States of Micronesia and the republics of Palau and the Marshall Islands; and/or
- Other eligible non-citizens.

### ***Selective Service***

Men ages 18-25 are required to register with the Selective Service System. This requirement covers US Citizens and most other men residing in the US. Parents who want to borrow a PLUS loan do not have to meet the registration requirement.

### **Satisfactory Academic Progress (SAP)**

HEA Section 484(c), 34 CFR 668.16(e), 668.32(f), 668.34

All students are expected to maintain Satisfactory Academic Progress (SAP). In addition, SAP must be maintained in order to remain eligible to continue receiving federal financial assistance. SAP is measured using maximum time frame, successful pace of completion rate (quantitative measure), and Grade Point Average (GPA) standards (qualitative measure). When a student fails to meet these measures, they may lose title IV eligibility and be withdrawn from the college. Students may reestablish Title IV eligibility once again by bringing the GPA and pace of completion rate to the minimum levels of 70% (2.0) and 67% respectively. These standards are outlined in A-Technical College's Catalog and later in this document. Please consult the SAP policy and procedure on beginning on page 10 of this document.

### **Enrollment Status**

34 CFR 668.2 (*Full-time student definition*) – HEA Section 428 (b)(1)(A), 34 CFR 668.32 (a)(2), 682.200 (*Half-time*)

The students' enrollment status for any of the programs offered by A-Technical College are considered to be enrolled as full-time undergraduate students.

### **Defaulted Student Loans**

Students who are determined to be in default, have a judgment lien for a debt owed to the U.S. Government, owe a repayment on an FSA grant or loan, and have not made payment arrangements for the default or overpayment are *not eligible* for FSA funds. In addition, a parent must not be in default or owe an overpayment in order for the parent to receive a PLUS loan. (*If a parent is in default it does not make the student ineligible, however, it does make the parent ineligible to borrow.*)

### **Students Convicted of Possession or Sale of Drugs**

HEA Section 484(r) (1) 34 CFR 668.40

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make them ineligible again.

### **Calculating Student Title IV Financial Need and Loan Eligibility**

The basic calculations used to determine a student's federal financial aid eligibility (financial need) depends upon:

- **COA: Cost of Attendance**

COA is the estimated costs to attend A-Technical during the 8-month academic year. These costs reflect a modest, adequate living allowance.

- **EFC: Expected Family Contribution**

Expected Family Contribution (EFC) is a calculation of how much you and your family are expected to contribute throughout the academic year to help pay for your educational expenses.

- **Other \*Estimated Financial Assistance (EFA)**

You may receive, such as private scholarships.

\*Estimated Financial Assistance includes aid from the FSA programs, as well as grants, scholarships, and loans that you can reasonably anticipate at the time you award aid to the student, whether the assistance is being awarded by the school, an individual or an organization outside of A-Technical.

### **Criteria for Determining Amount of Student Award**

<b>Awarding by Title IV Program</b>		<b>Awarding Equation</b>
Awarding Direct Subsidized Loans		COA – EFC – EFA = Need
Awarding Direct Unsubsidized Loans		COA – EFA = Unsubsidized Loan Eligibility
Awarding Direct PLUS Loans		COA – EFA = Parent PLUS Loan Eligibility

A student must:

- Successfully complete a FAFSA, successfully complete the verification process if applicable, and have no conflicting information
- Meet all the eligibility requirements, AND
- Be enrolled at least half time to receive Direct Loans and at least less-than-half-time to receive a Pell Grant

To determine the amount of Title IV Aid the Student Financial Services Officer will:

- Determine if the student is eligible for a Federal Pell Grant before awarding any Direct Loan,
- Determine if a student is eligible for Subsidized Direct Loans before awarding Unsubsidized Direct Loans,
- Award each eligible student to their maximum need and eligibility using the applicable awarding equation and the Maximum Loan Eligibility chart below,
- Ensure that the amount of the loan will not exceed the students annual or aggregate loans limit; AND
- Prorate the annual loan limit for a student who is enrolled in a remaining period that is shorter than an academic year.

### **Maximum Loan Eligibility**

<b>Dependent Students</b> Excluding students whose parents cannot obtain a PLUS Loan	<b>Annual Base Amount</b> maybe be all Subsidized, all Unsubsidized, or a combination	<b>Annual Unsubsidized Amount, above Base Amount</b>	<b>Annual Loan Limit</b>
First-year Undergraduate	<b>\$3,500</b>	<b>\$2,000</b>	<b>\$5,500</b>
<b>Independent Students</b> And Dependent students whose parents cannot obtain a PLUS Loan	<b>Annual Base Amount</b> maybe be all Subsidized, all Unsubsidized, or a combination	<b>Annual Unsubsidized Amount, above Base Amount</b>	<b>Annual Loan Limit</b>
First-year Undergraduate	<b>\$3,500</b>	<b>\$6,000</b>	<b>\$9,500</b>

Students have the right to decline any or all of their financial aid award.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL ASSISTANCE**

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R. § 668.42(c) except where indicated]

### **Student Rights as a Financial Aid Recipient**

The offer and acceptance of financial aid is a contract between the College and the student. The contract is based on certain conditions and expectations that you should understand clearly before you can apply for or accept financial assistance. For information on the terms and conditions under which students receiving education loan deferments, forbearances and study abroad see the Student Guide on-line located at: <https://studentaid.ed.gov/sa/prepare-for-college>

### **Continued Student Eligibility Requirements for Financial Aid**

Continued student eligibility is based on the student continuing initial eligibility requirements, a student's applicable enrollment status for the current payment period, and is awarded according to federal guidelines. Students who are not able to meet the cost of their education may apply for financial aid if they have been accepted for admission or are presently enrolled and meet the eligibility requirements described on page 7 of this document. Funds are awarded according to need, making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. Need is defined as the difference between the student's cost of education and the amount that the student and student's family, if applicable, can afford to pay (known as the Expected Family Contribution or EFC). Non-need based loans are also available.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

**Individual college programs may enforce stricter policies than those outlined below. Students are advised to consult with their program director and student handbook on programmatic policies.**  
All students are expected to maintain Satisfactory Academic Progress (SAP). In addition, SAP must be maintained in order to remain eligible to continue receiving federal financial assistance. SAP is measured using maximum time frame, successful course completion rate (quantitative measure), and Cumulative Grade Point Average (CGPA) standards (qualitative measure). These standards are outlined below and are considered minimum requirements.

### **MAXIMUM TIME FRAME**

Students must successfully complete the educational objectives of the program, including the clinical or externship (if applicable), within a maximum time frame not to exceed 150% of the normal program length. Maximum time frame will be measured by limiting students to attempt 1.5 times, or 150% of the number of credits in their program of study (*see table below for a listing of programs together with the 150% calculation*). If a SAP review shows that a student cannot complete the program within 150% of the normal program credits, all Title IV aid must stop, even if the student has not yet attempted the maximum 150% of the total program credits.

<b>Program Name</b>	<b>Total Program Credit-Hours</b>	<b>150% of Program Credit-Hours</b>
Health Information Technology	24	36
Massage Therapist /Physical Therapy Aide	24	36
Medical Assistant	26	39
Professional Administrative Assistant	19	28.5

## **SUCCESSFUL PACE OF COMPLETION RATE**

A student must complete at least 67% of the credits hours attempted to be considered to be making Satisfactory Academic Progress. A course is successfully completed if a score of 70% or above has been earned. The successful pace of completion rate is calculated as the cumulative number of credit hours of courses successfully completed divided by the number of credit hours attempted for all courses. If a student has transfer credit hours earned, whether internally or at other institutions, those credit hours are counted in the calculation as both credit hours attempted and as credit hours completed. A student must earn a minimum of 67% of the credit hours attempted each payment period in order to complete the program within the maximum time frame allowed and to avoid being placed on Financial Aid Warning. A payment period typically covers eighteen weeks of instruction. Courses that a student has withdrawn from before completion are counted as credit hours attempted but not completed for purposes of calculation of the successful pace of completion rate. Both failed courses and repeated courses are counted in the calculation as credit hours attempted but not completed. A-Technical College has no provisions for remedial course work, non-credit hour courses, or pass/fail grades and these activities have no effect on SAP. The successful paces of completion rate requirements are detailed in the Satisfactory Academic Progress Standards table below.

## **CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS**

Students must meet specific Grade Point Average (GPA) requirements at specific points during their enrollment in order to be considered to successfully meet Satisfactory Academic Progress. These requirements are detailed in the table below. Students are required to achieve a grade point average of at least 70% (2.0) to graduate from a program. In order to avoid being placed on Financial Aid Warning, a student must achieve a grade point average of at least 70% (2.0) as measured at the end of each payment period. At the time a student begins a program of study, the Satisfactory Academic Progress policy goes into effect.

## **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

<u>Minimum GPA requirement:</u>	<u>Minimum course completion rate:</u>	<u>Financial Aid Warning if GPA and/or pace of completion rate is below minimum:</u>	<u>Suspension if GPA and/or pace of completion rate is below minimum:</u>
70% (2.0)	67%	End of any payment period	End of one Financial Aid Warning payment period

## **SATISFACTORY ACADEMIC PROGRESS WARNING, SUSPENSION, AND WITHDRAWAL AND ITS IMPACT ON FINANCIAL AID**

At the end of each payment period after grades have been posted, each student's GPA and rate for pace of completion is reviewed to determine if the student is meeting (SAP) as defined above. Students will be placed on Financial Aid Warning when the GPA and/or the pace of completion rate falls below the values specified in the table above. During the period of Financial Aid Warning, students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on Financial Aid Warning for one payment period and should work with their Instructor / Student Services Representative through the Financial Aid warning period.

The Student Services Representative will work with the student's instructor if tutoring is needed. If at the end of the Financial Aid Warning payment period the GPA and/or pace of completion rate are still below the minimum 70% (2.0) and 67% respectively, the student will be placed on Financial Aid Suspension and withdrawn from the College and will be required to complete an exit interview with the Student Financial Services Office.

At the end of any payment period if a student is not meeting SAP and it is mathematically impossible for the student to meet the minimum SAP standards by the end of the next payment period, or if it is highly improbable for the student to meet those SAP standards, the student will not be placed on Financial Aid Warning, but will be suspended and withdrawn from college and will be required to complete an exit interview with the Student Financial Services Office.

## **REPEATING COURSES**

Students may repeat a failed course. Students are reminded that failed courses will jeopardize their ability to meet ATC's SAP policy. Failure to meet the SAP policy, will, in effect, limit the number of courses students may repeat. *Students are advised to consult the School's Catalog for more details.*

## **RE-ENTRY FOLLOWING SATISFACTORY ACADEMIC PROGRESS SUSPENSION AND WITHDRAWAL**

Students placed on Financial Aid Suspension are withdrawn. Students may appeal the Financial Aid Suspension withdrawal. Students who have been suspended and withdrawn for failure to meet Satisfactory Academic Progress (SAP) requirements are ineligible for Title IV aid; however, they may apply for re-entry without financial aid following the payment period in which they were suspended. Students who are allowed to re-enter at this point, must pay for educational expenses by other means, and are still subject to the SAP policy.

Students may reestablish Title IV eligibility once again by bringing the GPA and pace of completion rate to the minimum levels of 70% (2.0) and 67% respectively.

Re-entry is subject to space availability, the approval of the reapplication process, and/or the appeals committee.

## **APPEALS POLICY**

If extenuating circumstances exist, students may appeal an action resulting from a college policy (i.e. dismissal due to poor academic performance, withdrawal from a course due to attendance, or the loss of Title IV funding due to not meeting SAP). In order to proceed with an appeal, students must submit the official appeal form to the Office of the Registrar or Student Services within two calendar weeks of the official date of the specific action or determination they wish to appeal. The written appeal form will include the specific action the student is asking exemption from and justification, including documentation as applicable, for this request. The appeal must also include information detailing how the student's circumstances have changed as well as an action plan specifying how compliance with the policy under appeal will be achieved and maintained. The Campus Director will in turn respond to a student appeal in two calendar weeks of an appeal filing. In the event that extenuating circumstances prevent a student from meeting these deadlines, special arrangements may be made with College officials. A-Technical Appeals Committee will handle appeals on an individual basis. (See extenuating circumstances policy.)

Students who are granted an appeal for dismissal due to course failures may continue in their program uninterrupted. Once an appeal has been granted, the student must sign the appeal agreement that will outline any provisions that must be met, before the student may receive their schedule for the upcoming semester/term and before they can begin classes. The student will be on Academic Probation for the remainder of the program.

Students granted an appeal for SAP dismissal may continue the program uninterrupted. The student will be placed on Financial Aid Probation and may continue to receive federal financial aid for one more payment period. If at the end of the Financial Aid Probation payment period the GPA and/or pace of completion rate are still below the minimum 70% (2.0) and 67% respectively, the student will be placed on academic suspension and withdrawn from the College.

Disabilities are not covered by the appeals process, but by the Americans with Disabilities Act (ADA). There are procedures governing ADA and the institution's obligations in this area. The only way in which a disability would come within the scope of an appeal would be if there was a serious, unpredictable, and unpreventable increase in the disability, which might be expected to have a serious impact on performance. In this case, full independent evidential support for the increase would need to be provided, not just evidence of the disability. Please consult your Student Services Representative for further clarification.

## **EXTENUATING CIRCUMSTANCES**

I. Extenuating Circumstances are extraordinary events which

- Impair a student's performance,
- Prevent a student's attendance, and/or
- Prevent a student from submitting work by the required deadline.

II. Such circumstances **rarely occur** and would normally be:

- **Unforeseeable** - the student could have no prior knowledge of the event concerned, **AND**
- **Unpreventable** - the student could do nothing reasonably in their power to prevent such an event, **AND there is**
- A correlation that can be made with the student's performance or attendance.

III. Students are expected to make reasonable plans to take into account commonly occurring circumstances (such as transportation or computer problems), even those which, on occasion, may have been unforeseeable and unpreventable.

- Ongoing extended circumstances are not covered by extenuation procedures.
- Ongoing medical conditions may be covered by disability procedures.

IV. These are examples of circumstances, which might **normally** be regarded as extenuating circumstances? *The following items should be considered illustrative, and not comprehensive.*

- Serious personal illness (outside of disability covered by ADA) or that of an immediate family member: for example, an illness requiring hospitalization over the period in question)
- The death of an immediate family member immediately prior to the date of assessment

V. These will often impact student performance but would **not be expected to have a serious impact** and so would **not** be applicable as extenuating circumstances.

- Poor night's sleep
- Minor illness (such as a cough or cold even with healthcare providers note)
- Minor injury
- Financial worries

- Transportation (severe traffic or weather delay, mechanical problems or lack of transportation, issues with public transportation)
- Moving Household (this is predictable)
- Holidays (this is predictable)
- Inadequate planning, organization or time management
- Misreading of syllabus or assignment directions
- Lack of adequate instruction (this would be handled under complaint procedures)
- Work, family or general problems (work schedule conflict, dependent care. Students are expected to make contingency plans)
- Computer or technology failure. (Students are expected to take proper precautions and make backup copies of data)
- Failure of College equipment, copy or storage media. (Network, copier, and other technology failures do happen and students should plan to finish work prior to the deadline)

### **Method and Timing of Federal Student Aid Disbursements**

Your financial aid award is disbursed to your student account electronically and will be applied to allowable charges first. These electronic disbursements are made to the college and credited to your account every 15 weeks of eligibility. The remaining credit after allowable charges have been paid is released as a refund in the form of a paper check and sent via US mail. Students may opt for Direct Deposit to speed the process

### **Terms of Any Direct Loans a Student Receives**

Each student is required to sign a **Master Promissory Note (MPN)** after they have accepted their financial aid award and before any disbursement is made. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions.

It's important to understand that when you sign an MPN you're promising to repay all loans that are made under that MPN. As stated on the MPN, you must repay your loan even if

- you don't complete your education,
- you can't get a job after you leave school, and/or
- you didn't like the education you received.

Before the first disbursement of your loan(s), you'll receive an award letter that gives you information about any loan that A-Technical plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts. More information about your MPN is available at:

<https://studentaid.ed.gov/sa/fafsa/next-steps/accept-aid/mpn>

### **Sample Subsidized and Unsubsidized Loan Repayment Estimates:**

Repayment Plan	First Monthly Payment	Last Monthly Payment	Total Amount Paid	Repayment Period
Standard	\$101	\$101	\$12,091	120 months
Graduate	\$57	\$171	\$12,760	120 months
Revised Pay As You Earn (REPAYE)	\$0	\$121	\$7,975	300 months
Pay as You Earn (PAYE)	\$0	\$57	\$2,357	240 months
Income-Based Repayment (IBR)	\$0	\$101	\$9,701	300 months
IBR for New Borrowers	\$0	\$57	\$2,357	240 months
Income-Contingent Repayment (ICR)	\$26	\$70	\$16,481	300 months

### **Exit Counseling**

Prior to graduating, leaving the college, or when you drop to an enrollment status below half-time, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower, and help you with repayment information and options. You can complete exit counseling electronically at: <https://www.studentloans.gov/myDirectLoan/index.action>

### **Financial Aid Tools**

Feel free to visit these other sites for additional information regarding your education plans. These applications will launch in a new browser. You may return to this page at any time.

#### Calculator

<https://www.studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>

#### Repayment Plans

<https://studentaid.ed.gov/sa/repay-loans/understand/plans>

### **INFORMATION DISCLOSED TO STUDENTS REGARDING THE NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media.

Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The NSLDS Privacy Impact Assessment may be accessed at:

[https://www.nslds.ed.gov/nslds/nslds\\_SA/public/SaFaq.do](https://www.nslds.ed.gov/nslds/nslds_SA/public/SaFaq.do)

Additional information regarding the National Student Loan Data System may be accessed at:

[https://www.nslds.ed.gov/nslds/nslds\\_SA/](https://www.nslds.ed.gov/nslds/nslds_SA/)

## 2018-19 STANDARD COST OF ATTENDANCE

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a) (d), 34 CFR 668.43

Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest [C.F.R. § 668.43(a)(1)])

Information regarding the cost of attendance at A-Technical College, 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 has expressed an interest may be obtained in the Student Financial Services Department on campus and may be accessed in the *Net Price Calculator* located on the College website: [http://www.atechcollege.edu/MedicalAssistingNetPriceCalculator2016\\_2017/npcalc.html](http://www.atechcollege.edu/MedicalAssistingNetPriceCalculator2016_2017/npcalc.html)

Note: Amounts below are based on a full-time program enrollment. If enrollment is less than a full-time, then the tuition charges may change based on program length.

Program	Tuition	Registration Fee	Books and Supplies Fees	Total Cost
Health Information Technology	\$13,900	\$75	\$600	\$14,575
Massage Therapist/Physical Therapy Aide	\$13,900	\$75	\$600	\$14,575
Medical Assistant	\$13,900	\$75	\$600	\$14,575
Professional Administrative Assistant	\$12,400	\$75	\$600	\$13,075
Allowance category	Living with parents	Living off Campus		
*Room and Board	\$5,418		\$13,779	
*Transportation	\$1,107		\$1,251	
*Miscellaneous, personal	\$3,258		\$2,997	
Total academic year	\$9,783		\$18,027	

*\*Costs of attendance is based on a full academic year, (twenty-four (24) credit hours) and can be subject to change without notice.*

If you need additional assistance, you may contact the *Student Financial Services* at (323) 277-9697.

## INSTITUTIONAL REFUND POLICY

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution [C.F.R. § 668.43(a)(2)]

### Institutional Refund for Cancellation of Enrollment

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after the Enrollment Agreement was signed, whichever date is later. Cancellation shall occur when the student gives a verbal or written notice of cancellation to the school. The verbal or written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

If the Enrollment Agreement is cancelled, within the allowable time noted above, the school shall refund within forty-five (45) days any consideration paid by the student, less a registration fee of seventy-five dollars (\$75) and the non-refundable Student Tuition Recovery Fund fee, if applicable. Books and supplies given to the student by the school must be returned within seven (7) days following the notice of cancellation.

The following applies regarding refund of books and supplies: (1) If the student does not return books and supplies within the seven-day period, the cost of these books and supplies will not be refunded. These books and supplies will then automatically become the property of the student and the student will have no further financial obligation. (2) If the student does return books and supplies within the seven-day period and returns them in good condition, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the books and supplies. Books and supplies returned in good condition means that these items are not marked or damaged or, if originally packaged and sealed, the seal has not been broken. (3) The cost of books and supplies does not include the cost of the two sets of uniforms given to the student by the school. The cost of these two sets of uniforms is included in the tuition price.

If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.

If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of seventy-five dollars (\$75), if such charges are clearly itemized in the Enrollment Agreement as being non-refundable.

#### Institutional Refund Policy for Withdrawal from Enrollment

When a student withdraws, the school must complete a State of California "pro-rata" Refund Calculation with a Federal Return to Title IV Refund Calculate (R2T4), which is utilized to determine allowable charges the school could retain. The institution compares the state calculation with the federal calculation in each instance of withdrawal and follows the calculation that is more lenient towards the student. If the student has received funds through the Federal Student Financial Aid Program (Title IV Funds), a "Return to Title IV" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs. Students who withdraw from their program up to and including sixty (60) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100) percent earned after that point in time.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for books and supplies set forth in the enrollment agreement for the program.

If the school specifies in the agreement a separate charge for books and supplies, which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that books and supplies.

Students are entitled to receive a refund for any books or supplies paid for the undelivered portion of the program offered in the Enrollment Agreement within seven (7) days of withdrawal or the date the institution determines the student to have been withdrawn.

The following applies regarding refund of books and supplies: (1) If the student does not return books and supplies within the seven-day period, the cost of these books and supplies will not be refunded. These books and supplies will then automatically become the property of the student and the student will have no further financial obligation. (2) If the student does return books and supplies within the seven-day period and returns them in good condition, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the books and supplies. Books and supplies

returned in good condition means that these items are not marked or damaged or, if originally packaged and sealed, the seal has not been broken. (3) The cost of books and supplies does not include the cost of the two sets of uniforms given to the student by the school. The cost of these two sets of uniforms is included in the tuition price.

## **WITHDRAWAL POLICY**

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6

Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]

### Official Withdrawal:

Occurs when the student requests to be withdrawn from the program. This must be made either in person (student then signs withdrawal form) or in writing. The “date of determination” of withdrawal is the date of the initial withdrawal request. When an official withdrawal request is received within the first week of student’s first semester, an enrollment cancellation may be granted in lieu of a withdrawal on a case-by-case basis. The *Last Date of Attendance* is determined by the last day a student participated in an academically related activity including classroom attendance, projects, clinical experience, posting to a discussion board, submitting an assignment, or completing a quiz or exam. For a student who officially withdraws (i.e., notified the Campus Administration Office in person or in writing, of his/her intent to withdraw) the “date of determination” of withdrawal is the date of notification.

### Unofficial Withdrawal:

If the student is unavailable for signature, A-Technical will consider the student to have *unofficially withdrawn*. Unofficial withdrawal occurs when the student fails to meet required program attendance, fails to attend for fourteen consecutive calendar days, fails to meet Satisfactory Academic Progress (SAP) minimums, does not return from Leave of Absence, violates Student Conduct policy, or fails to meet financial obligations. **14 Days of Non-Attendance:** Student fails to attend classes for 14 consecutive calendar days. The date of determination of withdrawal shall be following the 14th consecutive day of absence.

1. **Failure to Make Satisfactory Academic Progress:** Student either fails to meet SAP minimums after one payment period on FA Warning status, (*please consult Financial Aid Warning, Suspension, and Withdrawal on the school’s Catalog*), cannot meet Satisfactory Academic Progress (SAP) minimums within one payment period. The date of determination of withdrawal shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.
2. **Did Not Return from Leave of Absence:** If a student fails to return from an approved Leave of Absence by the stated date the student shall be withdrawn. The date of determination of withdrawal shall be the expected date of return while the last date of attendance shall be the date prior to the Leave. If a student fails to return to the College after a Leave of Absence, the effective date and the refund calculations will be based on the last date of attendance.
3. **Academic Integrity/ Student Conduct Violation:** If a student is found by the school’s administration to be in violation of the College’s Student Conduct policies, the date of determination of withdrawal shall be the date the school’s administration notifies the Office of the Registrar of the offense.
4. **Failure to Meet Financial Obligations:** If a student does not meet all financial obligations, *please consult Tuition and Financial Assistance section of the School’s Catalog*, the student shall be withdrawn. The date of determination shall be the date Student Financial Services department notifies the Office of the Registrar.

## RETURN OF FEDERAL FINANCIAL AID FUNDS

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1) -(2) (20 U.S.C. 1092(a)(1) -(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6

Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]  
A-Technical College is required to calculate the amount of federal financial aid a withdrawn student has earned for the payment period no later than 30 days after the date the school determined the student withdrew from the program. Students can *officially* withdraw from the College (*please consult page 16*). Students are *unofficially* withdrawn by the College for failing to attend for fourteen calendar days, failing to meet the minimum satisfactory progress standards, and other policy violations.

### **REFUND TIMELINE AND REFUND POLICY**

When a student withdraws, the school must complete a State of California “pro-rata” Refund Calculation with a Federal Return to Title IV Refund Calculate (R2T4), which is utilized to determine allowable charges the school could retain. The institution compares the state calculation with the federal calculation in each instance of withdrawal and follows the calculation that is more lenient towards the student. If the student has received funds through the Federal Student Financial Aid Program (Title IV Funds), a “Return to Title IV” calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs. Students who withdraw from their program up to and including sixty (60) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100) percent earned after that point in time. Funds must be returned up to the total net amount from each source, in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans
- Federal Pell Grant

If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student’s tuition, excess funds will be refunded to the proper agency.

If the student withdraws from school prior to the completion of the equivalent to sixty (60) percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Once calculated, the percentage is applied to the amount of financial aid disbursed for the semester to determine the amount of financial aid earned. The unearned portion must be returned to the appropriate financial aid program.

If at the time of withdrawal, not all awarded financial aid has been disbursed, the student may be eligible for a “post-withdrawal” disbursement. Certain funds may not be eligible for disbursement due to other eligibility reasons. If the student is eligible for a Pell Grant post-withdrawal disbursement, it will be disbursed and credited to the student’s account. If the student is eligible for a Direct Loan and/or Direct PLUS Loans post-withdrawal disbursement, the borrower will be notified within 30 days and must approve the disbursement within 14 days. If a response is not received within 14 days of the notification, the post- withdrawal Direct Loan disbursements will not be credited to the student’s account.

## NET PRICE CALCULATOR

Disclosure Requirement: Made publicly available on the institution's website

HEOA Sec. 111 amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))

A-Technical College's Net Price Calculator allows prospective students to calculate an estimated net price of attendance utilizing the following basic formula: price of attendance minus grant aid. The estimates generated by the net price calculator do not represent a final determination, or actual award, of financial assistance or a final net price. The estimates are based only on price of attendance and financial aid provided to students in a given year; the estimates are not binding. A-Technical College's Net Price Calculator is located in the College's website and may be accessed at the link below:

[http://www.atechcollege.edu/MedicalAssistingNetPriceCalculator2016\\_2017/npcalc.html](http://www.atechcollege.edu/MedicalAssistingNetPriceCalculator2016_2017/npcalc.html)

If you are unable to locate the information you need from the link set forth above, you may contact the Student Financial Services Office directly for assistance: *Student Financial Services at (323) 277-9697.*

## VERIFICATION

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

To students selected for verification, a written statement explaining: documents required for verification student's responsibilities (correction procedures, deadlines, consequences of missing deadlines) notification (how school will notify student of award changes based on verification and the timeframe for the notification) [34 C.F.R. § 668.53]

Students who are selected for verification will receive communication by the Student Financial Services in person or via email requesting required verification documents, responsibilities, and an updated award letter if applicable. Below is a sample of an email a student who is selected for verification will receive.

*Dear Student,*

*We have received your 2018-2019 FAFSA information. A copy of your Student Aid Report (SAR) was sent to your email's Inbox. If you have yet had a chance to review it, then I would like to formally inform you that your FAFSA was selected for a process called verification. Before moving forward with your Financial Aid, we need a little more information from you.*

**Please submit the following documents to the Student Financial Services Office as soon as possible:**

**Independent:**

- 2018-2019 Independent Verification Worksheet (attached)
- \*Your 2016 Federal Tax Return Transcript (instructions below) **or**  
IRS Form 1040; 1040A; 1040EZ
- Other documentation may be required in order to justify the information on the FAFSA is correct and accurate.

**Dependent:**

- 2018/2019 Dependent Verification Worksheet (attached)
- \*Yours and Parent(s) 2016 Federal Tax Return Transcript (instructions below) **or**  
IRS Form 1040; 1040A; 1040EZ

- Other documentation may be required in order to justify the information on the FAFSA is correct and accurate.

\*2016 IRS Tax Return Transcripts may be obtained through the:

Online Request - Go to [www.IRS.gov](http://www.IRS.gov); under the Tools heading on the IRS homepage; click "Get a Tax Transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

IRS2Go App – Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

You must complete and submit these items to A-Technical College as soon as possible but no later than 30 days from the date of you received this notice in order to send the results electronically. If the requested documents are not received by the time-frame mentioned above it may result in being ineligible for title IV funds. If the information received initiates an update to your FAFSA, this may cause an award change and you will be notified by your financial aid representative of any changes.

Please submit these documents by fax to 1-323-277-9635, or by email to this address.

We appreciate your prompt attention to this matter. Please do not hesitate to contact me if you have any questions or concerns.

## **CONTACT INFORMATION FOR DISSEMINATION PURPOSES AND ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). 34 CFR 668.43, 34 CFR 668.44  
Financial aid information required to be disclosed under HEA Sec. 485(a).

The college's Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact the College's Student Financial Services Department during operational hours:

Director of Student Financial Services: (323) 277-9697

Other resources available to students include but are not limited to: admissions representatives, student and career services representatives, and the campus security officer.

Campus Director (also designated as the College's Campus Security Officer): (323) 277-9697

Student Services Coordinator: (323) 277-9697

Director of Career Services: (323) 277-9697

Director of Admissions: (323) 277-9697

## **GENERAL INSTITUTIONAL INFORMATION PRIVACY OF STUDENT RECORDS - FAMILY RIGHTS AND PRIVACY ACT FERPA**

Disclosure Requirement: Any means reasonably likely to inform students of their rights.

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)), 20 U.S.C. 1232g. Not changed by HEOA. 34 CFR 668.41(c), 34 CFR Part 99

Each institution must annually provide a notice to all enrolled students concerning:

- the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education
- procedures for reviewing education records and requesting amendment of the records
- information about A-Technical College's policy regarding disclosures to school officials with a legitimate educational interest in the education records

A-Technical College has designated the following information as directory information and will release this information unless the student has submitted a request for non-disclosure:

- student name
- local address and telephone
- permanent address and telephone
- e-mail address
- place of birth
- major field of study
- dates of attendance
- full or part time enrollment status
- year in school (class)
- degree(s) received
- other educational institutions attended
- visual image

A student may request that directory information not be released submitting a written request to the Registrar's Office. Information regarding student privacy and FERPA may be accessed in the A-Technical Catalog at: <http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 37.

## **FERPA: HEALTH AND SAFETY EXEMPTION REQUIREMENT**

Disclosure Requirement: Any means reasonably likely to inform students of their rights

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under CFR 99.31(a)(10) and § 99.36 of the FERPA regulations.

In particular, CFR 99.36 (a) and (c) provide that educational institutions may disclose information from an education record "to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals" and that the exception will be "strictly construed." Congress' intent that the applicability of this exception be limited is reflected in the *Joint Statement in Explanation of Buckley/Pell Amendment*, 120 Cong. Rec. S21489 (Dec. 13, 1974).

This exception is temporally limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student's education records.

**Patriot Act Changes to FERPA:** In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. [Public Law 107-56; DCL April 12, 2002](#) Information regarding student privacy and FERPA may be accessed in the A-Technical student catalog at:

<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 37.

For additional information from the Department of Education regarding FERPA:

<http://www2.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Office of the Registrar* (323) 277-9697.

## **ESTABLISHING AND MAINTAINING AN INFORMATION SECURITY PLAN**

Disclosure requirement: Any means reasonably likely to inform students of their rights

Postsecondary educational institutions participating in the FSA programs are subject to the information security requirements established by the Federal Trade Commission for financial institutions. FTC regulations 16 CFR 313.3(n) and 16 CFR 314.1-5, Gramm-Leach Billey (GLB) Act: Sections 501 and 505(b)(2), U.S. Code 15 USC 6801(b), 6805(b)(2).

A-Technical College uses precautions to safeguard all non-public personally identifiable financial information that is obtained about a consumer in conjunction with providing a financial product or service. This includes information provided during any financial transaction, whether the transaction be on paper or if it is transmitted or stored electronically. These precautions pertain to our students, their parents, family members, or other individuals with whom A-Technical has a relationship or if it pertains to the customers of other financial institutions that have provided such information to the school.

### **The School Establishes and Maintains A Comprehensive Information Security Program.**

The A-Technical College's Information Security Plan is in compliance with the GLB Act and ensures that employees of A-Technical are trained upon being hired by the Campus Director during new hire orientation to insure the security, integrity, and confidentiality of customer information by protecting it against any anticipated threats, unauthorized access to confidential information that could result in substantial harm or inconvenience to any customer, or hazards to the security or integrity of such information. Covered under the plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of non-public customer information. The plan covers actions by both employees of the College and outside service provider.

A-Technical College maintains a written contract with a third-party servicer for the administration of any aspect of the institution's participation in any Title IV, HEA program. Per the contract, the third-party servicer agrees to comply with all the statutory provisions of or applicable to Title IV of the HEA, all regulatory provisions prescribed under that statutory authority and compliance with FTC regulations and the GLB Act.

## **Administrative**

Information is any data related to the business of the College including, but not limited to, financial, personnel, student, and alumni. Employees are charged with safeguarding the security, confidentiality, integrity, and accuracy of this information as part of the condition of employment.

Access to the administrative systems is granted based on the employee's need to know of specific data, as defined by job duties, and subject to appropriate approval. Employees should not share, transfer, or give out any information that has been granted to them. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination.

## **Third-Party Servicer Technical and Physical Safeguards**

The College is assured by the third-party servicer that (1) The integrity of technical and physical safeguards of its system that stores all Personally Identifiable Information (PII) electronically, (2) The intent of their system is to provide our institution with the tools needed to be in compliance with the administration of Title IV Federal Financial Aide Programs in accordance to State, Accreditation and U.S. Department of Education guidelines, (3) Their entire third-party staff is fully aware of the responsibilities of protecting PII, (4) It has established procedures and penalties for unauthorized disclosure of PII data, and (5) Personnel with access to PII do so as part of the supporting duties in assisting school clients. The data is protected by users name and passwords allowing access to the data specifically by module and by transaction, and (6) Risk assessment safeguards are in place and maintained through the firewall, domain user security, and backup systems to protect the internal servers, networks, firewall, and Virtual Private Network (VPN) connections. These systems provide the security of the networks, storage of electronic data, and the transmission security of electronic data. The firewalls show the detection and prevention of attempted breaches or attempts to gather information for vulnerabilities. The support tools used provide monitoring of the computer systems to help predict computer hardware system failures.

## **A-Technical College Technical and Physical Safeguards**

A-Technical College's non-public personally identifiable information, that is stored in either paper form or electronically is collected, processed, transmitted, distributed, maintained, stored, and otherwise handled under the direct supervision of an employee of the College. Conversations concerning non-public personally identifiable financial information are held in private. Papers with non-public personally identifiable information is mailed via official campus mail, US mail, or private mail carrier. Non-public information that is no longer needed, but may contain any confidential and/or sensitive data, is shredded or stored securely until it can be shredded.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time. Key access is limited to authorized employees only.

## **The School Includes All Required Elements of An Information Security Program:**

### **Designated Coordinators**

All Employees, including part-time, temporary employees and volunteers are given training during orientation sessions by the Campus Director about issues of security, sensitive, and confidential material used in their respective offices. Employees are held accountable to know that although they have access to non-public personally identifiable information in order to perform their duties for the College, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. Employees are trained to detect and not respond to "pretext calling" or e-mail "phishing" which occurs when someone attempts to obtain confidential information via unauthorized calls or electronic means in order to commit identity theft.

### **Employee Training and Management**

- Customer information is limited to only those employees who have a business reason for handling the information and to only such an extent that they need it to do their jobs.

- Employees are trained to identify and properly collect and maintain customer information.
- Basic steps include:
  - Using password protected screensavers;
  - Changing passwords frequently;
  - Not posting passwords at or near computers;
  - Locking rooms and file cabinets where paper records are maintained; and
  - Referring requests for customer information to designated employees.

### **Information systems, including network and software design, as well as information processing, storage, transmission, and disposal.**

- To avoid risks in operations concerning information systems (including network and software design, as well as information processing, storage, transmission and disposal), the Federal Trade Commission suggests, in part, that Colleges:
  - Store records in a secure area. For example: Store paper records in a locked room when such records are unattended;
  - Keep archived data secure by keeping them in a physically secure area or storing them off-line;
  - Ensure that storage areas are protected against physical hazards such as floods and fire;
  - Don't store customer information on a computer with an internet connection. If you are connected the internet, encrypt and password protect the file.
  - When collecting or transmitting customer information, provide for easy to understand and secure data transmission
  - If an employee must use e-mail to transmit sensitive financial information, ensure that the content is encrypted and password protected;
  - Caution customers against transmitting sensitive financial information via electronic mail.
  - Dispose of customer information appropriately and securely.
  - For example: Shred customer information and store it in a secure area until it is disposed of;
  - Erase all customer information from computers, diskettes, hard drives or other electronic media when disposing of these items;
  - Destroy all hardware that is to be disposed of.

### **Detecting, Preventing, and Responding to Attacks, Intrusions, or Other Systems Failures.**

- Maintain up-to-date and appropriate programs and controls through;
  - Using anti-virus software that updates automatically;
  - Using firewalls where appropriate;
  - Back up all customer and financial data regularly.

### **Safeguards Testing/Monitoring**

The College is assured by the third-party servicer that (1) the electronic data on their servers is managed by backup tools that are tested annually to ensure they are working correctly, (2) the server hardware and the operating system are monitored through the support tools, and (3) the operating system security logging monitors the access attempts.

### **Evaluation & Adjustment**

The College will evaluate and adjust its information security program based on any material changes to its operations or business arrangements or any other circumstances that it has reason to know may have a material impact on the school's information security program. Responsibility for evaluation and recommendations for adjustment rests with the Campus President.

For questions regarding the College's Security Information Program, you may contact the *Campus President at (323) 277-9697.*

## **CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE**

Disclosure Requirement: Made available on the institution's website

The URL for the institution's website is reported to the National Center for Education Statistics (NCES) in the Integrated Postsecondary Education Data System (IPEDS) for posting on College Navigator website. HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V)

The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution of higher education, including a link to each institution's website that provides the following information:

- Student activities offered by the institution
- Services offered by the institution for individuals with disabilities
- Career and placement services offered to students during and after enrollment
- Policies of the institution related to transfer of credit from other institutions

A-Technical College's student activities calendar can be accessed at the School's website:  
<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 6.

A-Technical College's services for students with disabilities may be accessed at the School's website:  
<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 41.

A-Technical College's career and placement services may be accessed at the School's website:  
<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 40.

A-Technical College's transfer of credit policies may be accessed at the School's website:  
<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 30.

The Department of Education's posting for A-Technical College may be accessed at:  
<https://nces.ed.gov/collegenavigator/?q=a-technical+college&s=all&id=431956>

A-Technical College's School Catalog may be accessed at the School's website:  
<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf>.

If you are unable to locate the information you need from the links set forth above, you may contact the *Campus Director* at (323) 277-9697.

## **FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43; October 29, 2009 FR notice (revised 34 CFR 668.43, added 34 CFR 668.231)

A-Technical College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 and the Section 504 Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring the Institution to provide reasonable accommodations to qualified disabled students in all College programs and required activities.

The College ensures that no otherwise handicapped individual shall be excluded from participation in programs and services offered by the College solely by reason of the handicap. The ADA does not require institutions to provide services that result in undue burden or fundamentally change the nature of the academic programs offered by the institution. Therefore, reasonable requests for services not currently

provided by the College will be reviewed on a case-by-case basis.

The College's Student Services Coordinator is responsible for processing written requests for services (with supporting documentation) submitted by students with disabilities. Requests should be submitted no less than two weeks prior to the first day of classes.

## **STUDENT BODY DIVERSITY**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(Q) HEOA amendment effective August 14, 2008

Information about student body diversity at A-Technical College, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients, is collected annually and provided to the Department of Education which discloses this information on its College Navigator web site. This data may be accessed at:

<https://nces.ed.gov collegenavigator/?q=a-technical+college&s=all&id=431956#enrolmt>

<https://nces.ed.gov collegenavigator/?q=a-technical+college&s=all&id=431956#finaid>

If you are unable to locate the information you need from the links set forth above, you may contact the *Campus Director at (323) 277-9697*.

## **ACADEMIC PROGRAMS (EDUCATIONAL PROGRAMS, INSTRUCTIONAL FACILITIES, AND FACULTY)**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(A) amended HEA Sec. 485(a)(1)(G) (20 U.S.C. 1092(a)(1)(G)): added HEA Sec. 485(a)(1)(G)(iv). HEOA amendment effective August 14, 2008

34 CFR 668.41(a)-(d), 34 CFR 668.43

October 29, 2009 FR notice (revised 34 CFR 668.43)

Information regarding A-Technical College's academic programs, including:

- Current degree programs and other educational and training programs
- Faculty and other instructional personnel for each program
- Plans for improving academic programs

Information about A-Technical College's academic programs may be accessed at:

<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p.7 – 21, and p. 31.

Information about staff and faculty may be accessed at:

<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> p. 5.

Plans for improving academic programs will also be posted on the College's website. Currently there are no plans for improving academic programs.

Information regarding instructional, laboratory, and campus floor plan relating to academic programs may be obtained from the Campus Director.

If you are unable to locate the information you need from the links set forth above, you may contact the *Campus Director at (323) 277-9697*.

## **TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS**

Disclosure Requirement: Publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(h)

HEOA amendment effective August 14, 2008

October 29 2009 FR notice (revised CFR 668.43)

A-Technical College's policy on the transfer of credit is:

1. Enrolling student must have a minimum of 70% (2.0) "C" grade at the previous institution in order for the course to be consider as transferrable.
2. Consideration is given to all courses related to the programs offered by ATC, whether offered by the military, through apprenticeship and/or training programs, or other programs recognized by the American Council on Education (ACE) Center for Adult Learning Education Credentials Programs.
3. Acceptance is limited to 50% maximum credit hour transfer.
4. Program content must be comparable to program in which student will enroll based on ATC's syllabi and submission of transcript with grades attained and syllabi of program course rendered 15 days before enrollment.
5. Prospective student may appeal the decision on transfer of credits in writing to the Director, who will render a decision based on the request.
6. Tuition fees will be based on the accepted transfer credits, which will delineate the remainder of course instructions for course or program.
7. Financial aid adjustments are proportional to the remainder of the program course(s) instruction to be imparted.

The institution will assist students requesting a transfer to other institutions by providing an official transcript, syllabi or course outlines.

Transfer credit earned at another institution will be accepted only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the council for Higher Education Accreditation.

### **Notice Concerning Transferability of Credits and Credential Earned at our Institution**

The transferability of credits you earn at A-Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the program you were enrolled in is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are nor accepted at the institution to which to seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending A-Technical College to determine if your credit, diploma or certificate will transfer.

### **Re-enrollment and Transferability of Credits Policy**

Any student who re-enrolls to the same program after 180 days (based on prior enrollment's last day of attendance), re-enrolls to a new program, and will receive credit for courses completed with a grade of 70% (2.0) "C" or better. The students *must sign a new enrollment agreement* at current tuition rates. The Student re-enrolling will be credited for any tuition, books, and/or supplies previously received by the

School. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the new student file.

Student who is re-enrolling or transferred in from a different institution which a period of 3 years has elapse form their last day of attendance. Previous credit will not be accepted as a transferrable. Therefore, the student will be required to attend the entire program.

#### **Articulation Agreement**

ATC has not entered into any articulation agreement with any college or university.

## **INSTITUTIONAL AND PROGRAM ACCREDITATION, APPROVAL, OR LICENSURE**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43

The names of associations, agencies, or governmental bodies that accredit, approve, or license A-Technical College and its programs are as follows:

- California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- California Bureau for Private Postsecondary Education (BPPE) has granted program approval.
- Accrediting Council for Continuing Education & Training (ACCET) has accredited the College
- U.S. Department of Education has authorized the College to disburse Title IV Funds.
- South Bay Workforce Investment Board has authorized the College to provide training under the Federal Workforce Innovation and Opportunity Act (WIOA).
- California State Approving Agency for Veterans Education (CSAAVE) has approved the College.

For information about the procedure for obtaining or reviewing documents describing accreditation, approval, or licensing for specific programs, and accreditation in general, you may contact the *Campus President at (323) 277-9697*.

## **COPYRIGHT INFRINGEMENT, FILE SHARING, AND COMPUTER USE POLICY**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media  
HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEOA Sec.

485(a)(1)(P) HEOA amendment effective August 14, 2008  
October 29, 2009 FR notice (added 34 CFR 668.43(a)(10)

Institutions must annually make available to current and prospective students the institution's policies and disciplinary actions related to copyright infringement, including:

- A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities
- A summary of the penalties for violation of federal copyright laws
- The institution'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 institution's information technology system

Information regarding A-Technical College's policies and disciplinary actions related to copyright infringement is as follows:

## **COPYRIGHT INFRINGEMENT, FILE SHARING, AND COMPUTER USE POLICY**

A-Technical College (ATC) does not allow or condone the use of its resources for the unauthorized distribution of copyrighted material, including peer-to-peer file sharing. The institution adheres strictly to the Copyright Act on protecting all copyrights and software license agreements, inclusive of all of the institution's instructional materials. Network and computer resources at ATC are provided primarily to support ATC's mission in educating its students. Students may not use ATC network and computer resources nor may they use their own resources on ATC property that would in any way violate ATC's **Copyright Infringement, File Sharing, and Computer Use Policy**. This includes illegal Peer-to-Peer file sharing, i.e. unauthorized copying or distributing of any copyrighted material.

*Copyright infringement* is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000.00 per offense.

Violations of ATC's **Copyright Infringement, File Sharing, and Computer Use Policy** are considered grounds for disciplinary action. Faculty and staff who violate this policy may be subject to discipline in accordance with employee policies and procedures. Students who violate the policy may be subject to discipline pursuant to the Student Conduct guidelines. Additionally, IEC may report violations to appropriate authorities for investigation and prosecution.

A copy of the **Copyright Infringement, File Sharing, and Computer Use Policy**, with specific guidelines and procedures is available upon request by contacting the Campus Director.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov). If you are unable to locate the information you need from the links set forth above, you may contact the Campus Director at (323) 277-9697.

# **HEALTH AND SAFETY**

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

Disclosure Requirement: Distributed in writing to each student and each employee

HEOA Sec. 107 amended HEA Sec. 120 (20 U.S.C. 1011i): new HEA Sec. 120(a)(2)(B)-(C).

HEOA amendment effective August 14, 2008

34 CFR 86

### **Alcohol and Drug Free Campus and Workplace Policy**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the School is strictly prohibited. The College assists employees and students with prevention of drug and alcohol abuse by educating them, at new student orientation or new employee orientation, on the negative health effects of these substances, the heavy legal penalties associated with the illegal abuse of drugs or alcohol, and the institutional regulations for enforcement.

Students violating this rule will be subject to immediate termination. Drug free awareness and pamphlets are available providing information on:

- Dangers of drug and alcohol abuse
- Assistance with drug and alcohol abuse counseling
- Penalties for the abuse of alcohol or drugs; and
- Rehabilitation programs

A-Technical College is committed to providing students, employees and visitors a safe campus and workplace. The school recognizes the health risk associated with alcohol misuse and control substance use and is committed to supporting students and employees who seek treatment for these conditions. The school also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social, personal responsibility. Compliance with this policy is considered a condition of employment and attendance at A-Technical College and monitored by the Administration. All employees and students are notified of this policy by print publication and notified this information is also accessible at our website.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

It is the goal of A-Technical College (ATC) to maintain an academic and work environment free from the use and influence of alcohol and unlawful drugs, and fully comply with section 22 of the Drug Free Schools and Communities Act Amendment 1989, which added section 1213 to the Higher Education Act and with the federal Drug-Free Workplace Act of 1988. As such, the following is A-Technical College's policy and awareness program. Being under the influence of any illicit drug or alcoholic beverage while on the job or in school poses serious risks to individuals' health and safety. Accordingly, all students and employees are informed that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or enrollment.

Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior caused by alcohol consumption.

Alcohol found by employees will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the Annual Security Report (report may be accessed on the College's website at <http://www.atechcollege.edu/annual-crime-disclosures/> ) and can include:

- Warning and/or probationary period (Disciplinary)
- Contact with parent/guardian
- Referral to an alcohol education program

- Counseling services
- Suspension from ATC
- Termination from ATC
- Possible arrest, imprisonment, or fine according to state alcohol laws

Aside from school action, legal penalties for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge/jury in specific cases. For example, first time convictions for the use of a controlled substance or alcohol abuse may or may not be refer to a rehabilitation/education program.

Federal and state law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

- Under Federal law, the manufacture, sale, and/or distribution of non-marijuana illicit drugs are felonies with penalties of five years to life under federal law (20 years to life if death or serious injury is involved) and fines up to \$4 million.
- Marijuana trafficking carries penalties of up to five years to life, depending on the quantity of drugs involved and fines up to \$4 million for the first offense.
- Possession of controlled substances under federal law carries sentences of up to one year and fines up to \$100,000 for first offenses, with special sentencing applied for possession of crack cocaine, including five to twenty years and fines to \$250,000 for first offenses, depending upon the amount possessed.

Under California law, the sale of illicit drugs are felonies with prison terms of seven years or more, and the manufacture of drugs is punished with prison of 20 years or more. There are several enhancements to potential penalties based on sales close to schools or recreational facilities, sales to those under 18 by anyone over 18, and sales to pregnant woman. Possession of illegal drugs is also a felony (marijuana may be a felony or misdemeanor depending on the amount involved), carrying maximum prison sentences of up to seven years. The selling or providing of alcohol to minors can be treated as a felony or misdemeanor at the discretion of the court.

### **Campus Summary**

Enforcement: The primary sources on campus that enforce the alcohol and drug policies is the Campus President/Director. The Administration of A-Technical College handles interventions and/or sanctions. It is the primary responsibility of the Campus President/Director, to which will recommend any necessary sanctions. For 2013-2015 and 2015-2017, no referrals nor incidents were reported to the Campus President/Director for Drugs and/or Alcohol violations.

Reporting Standards: In addition to termination or expulsion, individuals in possession or distributing drugs to employees or students on school grounds will be reported to the authorities, and charges will be pressed by the school. Employees and students are required to notify A-Technical College (Campus Director, or Campus President) in writing of any conviction of a criminal drug statute violation occurring in the workplace or on campus no later than five (5) calendar days after such conviction. Within ten (10) days thereafter, the school must notify the U.S. Department of Education in writing of the conviction, and within thirty (30) days take appropriate disciplinary action with regard to the employee or student.

Intervention: A-Technical College has several options available for students and employees who need to address alcohol and other drug abuse issues. The school works with local community health organizations to provide counseling for students and employees.

Health Risks Associated with Alcohol and Drug Abuse: There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.

- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

The following are more specific health risks associated with other specific drugs:

Cocaine: a central nervous system stimulant is very addictive. The odorless, white powder comes in various forms, "crack" being one of 25 the most popular. Cocaine creates a high in the user, which causes alertness, excitement, talkativeness, overconfidence and a lessened need for sleep. After the high, the "crash" occurs including depression, restlessness, anxiety and impaired concentration. Repeated use of cocaine will lead to addiction and other complications including heart failure, family, school and financial problems.

Hallucinogens: include LSD (D-lysergic acid diethylamide), DMT (dimethyltryptamine), mescaline, mushrooms (psilocybin), Ecstasy, angel dust and PCP. They cause increased pulse rate and blood pressure, tearing of the eyes, visual hallucinations, illusions, sensory confusion and altered time perception. The most common adverse effect is a panic reaction or "bad trip." Extreme agitation or delirium may occur. Some people have psychotic episodes or flashbacks, which may occur long after use. The major danger from this group of drugs is markedly impaired judgment with hallucinations, predisposing the individual to accidents and bizarre behavior that can result in death.

Marijuana: can cause psychological dependence. It produces a feeling of relaxation, mild euphoria and increased heart rate. However, altered perceptions and sensations can make a person more prone to accidents, making driving a substantial risk. An adverse effect of the drug is acute panic reaction. High doses may cause hallucinations, paranoia and delirium. Male chronic users can experience impaired production of male hormones, causing breast enlargement and a reduced sperm count. Female chronic users can have egg damage, suppression of ovulation, disrupted menstrual cycles and altered hormone levels. The tars and other gasses in the smoke increase the risk of respiratory diseases and lung cancer, similar to those related to nicotine.

Opiates: include heroin, morphine, Demerol and Percodan, among other drugs. They produce euphoria, drowsiness and respiratory depression. Over dosage causes coma, respiratory arrest and death. The physiological addiction is very strong; tolerance and dependence develop quickly, requiring higher doses to produce an effect. Because these drugs are often injected, use of shared or unclean needles and syringes may result in Hepatitis B infection and HIV/AIDS, as well as endocarditis, an infection of the heart muscle; all may result in death.

Prescription drugs: such as tranquilizers, barbiturates and depressants are legal and can often be the first abused drugs. Even in small amounts, these drugs slow reaction time and interfere with judgment. Alcohol use greatly increases the effects of these drugs, and can cause a fatal overdose when combined with prescription drugs.

Steroids: Are utilized to increase their body's performance. Although performance is temporarily increased, the side effects are very harmful to the body. Long-term effects include heart, kidney and liver trouble, high blood pressure, diabetes, poor healing after injury, muscle and tendon tears and psychological problems with aggression and depression. Short-term effects include impotence, balding, acne, decreased hormone levels and psychological problems such as increased aggressive behavior. Steroids may temporarily enlarge the body muscles, but without constant use and exercise, the muscles will decrease quickly.

Tobacco: is illegal to purchase if under age 18. Nicotine, the active ingredient in tobacco stimulates the central nervous system and is physically and psychologically addictive. Nicotine irritates lung tissues and increases blood pressure. The most common cause of cancer deaths is cigarette smoking. Smoking is the major cause of chronic bronchitis and emphysema and causes pneumonia, coronary heart disease, and blood vessel disease and stomach ulcers.

#### **Drug and Alcohol Abuse Education and Prevention:**

A-Technical College is committed to assisting members of our community in facing the challenges of alcohol and drug abuse; EDUCATION AND PREVENTION IS THE KEY. Please visit the following website: <https://www.cdph.ca.gov/Programs> for valuable information on the dangers of alcohol and drug abuse, and how to prevent it in the first place.

Assistance/Programs Available: It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. The following represents only a few of the local agencies that provide assistance to employees, students, and their families with alcohol and drug-related issues.

- National Clearinghouse for Alcohol & Drug Information (844) 768-0091
- U.S. Dept. of Education, Southwest Region (213) 598-7661
- U.S. Dept. of Education Task Force (202) 708-9069
- Substance Abuse & Mental Health Services Administration Hotline-SAMHSA (U.S. Department of Health & Human Services): (800) 622-4357 website: <https://www.samhsa.gov/workplace>
- Alcoholic Anonymous Hotline (Los Angeles, CA): (323) 936-4343 website: <https://www.anonpress.org>
- National Institute on Drug Abuse (301) 443-1124

The forgoing agencies are available for drug-free awareness programs and detailed information regarding:

- 1) Dangers of drug and alcohol abuse.
- 2) Assistance with drug and alcohol abuse counseling.
- 3) Penalties for the abuse of alcohol or drugs.
- 4) Rehabilitation programs.

***Students, employees or individuals distributing drugs to students will be referred to the authorities, and the School will press charges of drug distribution.***

### **Biennial Review of the Alcohol and Drug Free Campus and Workplace Policy**

A-Technical College has a Biennial Review team that is responsible for the review of the requirements and goals of the Drug-free Schools and Communities Act and collects campus information to evaluate the program, review publications, and produce the Biennial Review, and make recommendations for future action.

The major task of the Biennial Review team is to oversee the Drug and Alcohol Abuse Prevention Program. A-Technical College must, at a minimum, review its Drug and Alcohol Abuse Prevention Program to determine effectiveness and implement any necessary changes once every two years. A secondary purpose is to ensure that any disciplinary sanctions imposed by the Institution on students and employees for violating the provisions of the Drug and Alcohol Abuse Prevention Program are consistently enforced.

## **VACCINATION POLICY**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(V) HEOA amendment effective August 14, 2008; [DCL GEN 08-12, page 96](#)

The only program offered by the College that is covered by its Vaccination Policy, is the Medical Assistant Program. Prospective students interested in enrolling in the Medical Assistant Program will be informed by the Admissions Department that vaccinations may be required as part of their externship requirements and potential employment after graduation, and made aware of the risks involved in the performance of procedures as a Medical Assistant because of the possible exposure to bloodborne pathogens. Prospective students will be provided with the "Bloodborne Pathogens Info Sheet" (Source: American Red Cross) and the "Hepatitis B Info Sheet" (Source: U.S. Department of Health and Human Services Center for Disease Control and Prevention).

## **SECURITY POLICY (INCLUDING TIMELY WARNING AND EMERGENCY NOTIFICATION)**

Disclosure Requirement: Report or notice of report mailed or delivered to each enrolled student and employee.

HEOA Sec. 488(e)(1)(B)-(D) amended HEA Sec. 485(f) (20 U.S.C. 1092(f)): revised HEA Sec.485(f)(1)(C); revised HEA Sec. 485(f)(1)(F); added HEA Sec. 485(f)(1)(J)

HEOA amendments effective August 14, 2008

34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A.

October 29, 2009 FR (revised 34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A)

A-Technical College distributes, by delivery of a paper copy to all current students and by email to employees, notice of its *Annual Security Report* on an annual basis on or before Oct 1 of each year. The notice includes a statement of the report's availability, a brief description of the report's contents, and a statement that the institution will provide a paper copy upon request.

The Annual Security Report contains information about:

- Campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including policies regarding the institution's response to such reports
- Policies for making timely warning reports
- Policies for preparing the annual disclosure of crime statistics
- Policies concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities
- List of the titles of persons or organizations to whom students and employees should report criminal offenses for the purpose of making timely warning reports and statistics disclosures
- Statement of whether the institution has policies or procedures regarding confidential crime reporting (for inclusion in statistics), and if so, a description of those policies and procedures
- Statement of the law enforcement authority of campus security personnel and their relationship with state and local law enforcement agencies
- Policies that encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies
- Procedures, if any, that encourage pastoral counselors and professional counselors to inform persons they are counseling about procedures for confidential crime reporting (for inclusion in statistics)
- 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
- Programs designed to inform students and employees about the prevention of crimes
- Policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution
- Policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under-age drinking laws
- Policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws
- Description of drug or alcohol prevention programs as required under HEA Sec. 120 (20 U.S.C. 1011i) (see "Drug and Alcohol Abuse Prevention Program" for more information)
- A policy statement regarding programs to prevent dating violence, domestic violence, sexual assault, and stalking and about the procedures the institution will follow when these crimes are reported

- A description of programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking
- Statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained
- Policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, including
  - Educational programs
  - Options for and assistance in notifying law enforcement agencies
  - Available on- and off-campus services for victims
  - Options regarding changes to a victim's academic and living situation
  - Procedures for campus disciplinary action, including sanctions the institution may impose, and a statement that both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceeding (see "Information for Crime Victims about Disciplinary Proceedings" for related requirement)
- Missing student notification policies and procedures. (See "Security Report - Missing Person Policy" for more information)
- Policies regarding emergency response and evacuation procedures, including:
  - Procedures for immediate notification of the campus community
  - Description of the process the institution will use to confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency
  - Statement that the institution will take the actions described above without delay
  - List of the titles of person/s or organization/s responsible for carrying out the actions described above
  - The institution's procedures for disseminating emergency information to the larger community
  - The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
- Statistics for the most recent 3 calendar years:
  - Crimes reported to a campus security authority or local police agencies: murder and non-negligent manslaughter; negligent manslaughter; forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson
  - For the crimes listed above and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are to be reported according to category of prejudice
  - Arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession.

For more information, please consult the entire *Annual Security Report* located on our website for consumer review:

<http://www.atechcollege.edu/annual-crime-disclosures/>

## **STUDENT OUTCOMES**

### **STUDENT RIGHT-TO-KNOW ACT**

Disclosure Requirement: Notice is distributed to each enrolled student

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(a)-(d), 34 CFR 668.42, 34 CFR 668.43

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information.

Financial aid information is posted on A-Technical College's website under the Financial Aid section:  
<http://www.atechcollege.edu/financial-aid/>

Additional information can be found on the *College Navigator website*:

<https://nces.ed.gov/collegenavigator/?q=a-technical+college&s=all&id=431956>

### **RETENTION RATES**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(U); HEOA amendment effective August 14, 2008  
October 29, 2009 FR notice (revised 34 CFR 668.41(d))

A-Technical College collects annually the data regarding the retention rate of certificate- or degree-seeking, first-time, undergraduate students, and provides that data to the Department of Education. This data may be accessed at: <http://www.atechcollege.edu/Gainful-Employment-MA/Gedt.html>

This information is also disclosed by the Department of Education on its College Navigator web site:  
<https://nces.ed.gov/collegenavigator/?q=a-technical+college&s=all&id=431956>

(This information is collected in the IPEDS Fall Enrollment Survey.) If the retention rate information is requested by a prospective student, the information is made available prior to the student's enrolling or entering into any financial obligation with the institution.

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Campus President or Campus Director at (323) 277-9697*.

### **COMPLETION/GRADUATION RATES**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(2) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): new HEA Sec. 485(a)(4) HEOA Sec. 488(a)(3) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): added HEA Sec. 485(a)(7) HEOA amendments effective August 14, 2008 (see exception below)  
34 CFR 668.41(a)-(d), 34 CFR 668.45, 34 CFR 668.8(b)(1)ii)  
October 29, 2009 FR notice (revised 34 CFR 668.45)

Institutions must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, fulltime, undergraduate students. The data is 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. 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 institution.

An institution that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible institution must disclose a transfer-out rate for each cohort.

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. The HEOA (Sec. 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:

- Gender
- Major racial and ethnic subgroup (as defined in IPEDS)
- Recipients of a Federal Pell Grant;
- Recipients of a Subsidized Loan who did not receive a Pell Grant
- Students who did not receive either a Pell Grant or a Subsidized Loan

Students are to be considered to have received a grant or loan if they received it during the period used for determining the cohort – fall term or full year.

Institutions 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.

The HEOA (Sec. 488(a)(2)) added a provision that applies to institutions 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 institution. Those institutions may include the students who leave for such service in their completion/graduation rate calculations 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.

A-Technical College collects the required data annually and provides it to the Department of Education. This data may be accessed at:

<http://www.atechcollege.edu/Gainful-Employment-MA/Gedt.html>

This information is also disclosed by the Department of Education on its College Navigator web site:

<https://nces.ed.gov collegenavigator/?q=a-technical+college&s=all&id=431956>

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Campus President or Campus Director* at (323) 277-9697.

## **JOB PLACEMENT RATES**

Disclosure Requirement: Information made available to prospective students

HEA Sec. 487(a)(8) (20 U.S.C. 1094(a)(8)) (34 CFR 668.14(b)(10))

An institution 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:

- The most recent available data concerning employment statistics and graduation statistics
- Any other information necessary to substantiate the truthfulness of the advertisements
- Relevant state licensing requirements of the state in which the institution is located for any job for which the course of instruction is designed to prepare students

A-TechnicalCollege does *not* advertise job placement rates as a means of recruiting students to enroll.

## **MISREPRESENTATION**

Disclosure requirement: Information made available to prospective students

34 CFR 668.72 (Nature of Education Program), 34 CFR 668.73 (Nature of Financial Charges), 34 CFR 668.74 (Employability of Graduates).

The College has procedures to ensure that it does not misrepresent the nature of its educational programs. The College does not provide false, erroneous or misleading statements concerning its accreditation status, transfer credit policy, licensure examination requirements, resources, faculty, counseling or tutoring services, course prerequisites, cost of attendance, or financial assistance.

Information about A-Technical College's academic programs may be accessed at:

<http://www.atechcollege.edu/wp-content/uploads/2018/07/CATALOG-2018-2019.pdf> pp. 7-21, p. 31.

The College has procedures to ensure that it does not misrepresent the nature of its financial charges. The procedures include assurances that the College does not provide false, erroneous or misleading statements concerning offers of scholarships, the cost of the program and the institution's refund policy, the availability of financial assistance offered to students, including the student's responsibility to repay loans. Information regarding A-Technical College's financial aid procedures can be found on the website and accessed at:

<http://www.atechcollege.edu/financial-aid/>

The College has procedures to ensure that it does not misrepresent the employability of its graduates. The procedures include assurances that the school does not provide false, erroneous or misleading statements concerning job placement services, employment opportunities for graduates, government job market statistics, or other requirements that could be needed for a graduate to obtain successful employment. A-Technical College does *not* advertise job placement rates as a means of recruiting students to enroll.

## **VOTER REGISTRATION FORMS**

How Disclosed: Voter registration forms made widely available and provided to each enrolled student

HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Sec. 487(a)(23)(D) HEOA amendment effective August 14, 2008

Each institution must:

- Make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the institution
- Make the voter registration form widely available to students at the institution
- request the forms from the state 120 days prior to the deadline for registering to vote within the state The HEOA (Sec. 493(a)(1)) added the provision that an institution will be considered to be in compliance with the distribution requirement if the institution electronically distributes the voter registration form or an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.

A-Technical College provides a copy of the voter registration form to all students during student orientation. In addition, the Registrar-Recorder/County Clerk of Los Angeles County provides Voter Registration forms and assistance in English and various other languages. County residents may request a Voter Registration form by mail or email by contacting the Registrar-Recorder/County Clerk's Office at the general information telephone numbers: (800) 815-2666 or email at [voterinfo@rcc.lacounty.gov](mailto:voterinfo@rcc.lacounty.gov) or by visiting their website at: [www.lavote.net](http://www.lavote.net).

For a list of other county elections offices and their contact information, you may call the Secretary of State's toll-free Voter Hotline at (800) 345-VOTE (8683).

## CONSTITUTION AND CITIZENSHIP DAY

How disclosed: Educational Program held each year on September 17 for students served by the school.

This Congressional initiative is authorized by Section 111 of Division J of [Pub. L. 108-447](#), the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

In observance of Constitution Day, the A-Technical College's Student Services Department conducts a Constitution Day Lesson for one class period. If the date falls on a weekend, the lesson is conducted either on a Friday or on the following Monday.

The following are resources used to commemorate Constitution Day:

- The National Archives web site provides Constitution Day activities and materials.  
<http://www.archives.gov/education/lessons/constitution-day/> and  
<http://www.archives.gov/education/lessons/constitution-workshop/>
- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access:  
<http://memory.loc.gov/ammem/amlaw/lawhome.html>  
<http://thomas.loc.gov/teachers/constitution.html>
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: <http://edsitement.neh.gov/constitution-day>
- The Office of Personnel Management (OPM) has put relevant materials on its Web site at [http://opm.gov/constitution\\_initiative](http://opm.gov/constitution_initiative). Note: The information on the OPM website is archived.
- The U.S. Senate has posted material from the Legislative Branch:<http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm>

## **IRS FORM 1098-T INFORMATION:**

A 1098-T form is used to report qualified tuition and related expenses, scholarships, and grants that were paid in each calendar year. Certain students that had their entire cost of tuition paid for by scholarships, financial aid or are a nonresident student may not receive a 1098-T.

See information below for eligible and non-eligible expenses for 1098-T reporting purposes:

<b>Qualified Tuition and Related Expenses</b>	<b>Non-Qualified Expenses</b>
<ul style="list-style-type: none"><li>• Qualified Tuition</li><li>• Books (purchased thru the school)</li><li>• Special course fees attached to classes</li><li>• Registration fee</li></ul>	<ul style="list-style-type: none"><li>• Entrance exam fees</li><li>• Transcript fees</li><li>• Non-credit course fees (not part of a degree)</li></ul>

If you have questions regarding the amounts on your 1098-T please contact *Student Financial Services at (323) 277-9697*.

Please consult the IRS at [www.irs.gov](http://www.irs.gov) or a professional tax consultant if you have any questions regarding taxes or tax credits.