

Career Training Academy

2018-19 ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION

What to Disclose, When & to Whom	Description of Information to be Disclosed	Where to Find Information
<p>WHAT: Financial Assistance Information (§668.42)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p>	<p>All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school, including:</p> <ul style="list-style-type: none"> • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans • Procedures and forms by which students apply for assistance • The exit counseling information the school provides and collects 	<p><u>Financial Assistance:</u> Website: www.careerta.edu/admissions/financial-aid/</p> <p>Consumer Handbook Website: www.careerta.edu/disclosures</p> <p><u>Satisfactory Academic Progress Policy:</u> Academic Catalog Website: www.careerta.edu/disclosures</p>
<p>WHAT: Institutional Information (§668.43)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p>	<p>Institutional information about the School including, but not limited to—</p> <ol style="list-style-type: none"> (1) The cost of attending the School, including tuition, fees, books and supplies; (2) The School's refund policy; (3) The requirements and procedures for officially withdrawing from the institution; (4) A summary of the requirements for the return of Title IV grant or loan assistance; (5) A description of the School's academic programs, including the academic facilities and faculty; (6) The names of entities that accredit, approve, or license the School and its programs and the procedures for reviewing accreditation, approval and/or licensure documents; (7) A description of the services and facilities available to students with disabilities; (8) The persons designated to provide institutional and financial information to enrolled and prospective students and information regarding how and where those persons may be contacted; (9) Institutional policies and sanctions related to copyright infringement; (10) A description of the School's transfer of credit policies; and (11) Contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint. 	<p>Academic Catalog Website: www.careerta.edu/disclosures</p> <p>Consumer Handbook Website: www.careerta.edu/disclosures</p>
<p>WHAT: Completion/Graduation Rate & Transfer-Out Rate (§668.45)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students</p>	<p>The School annually prepares the completion rate of its first-time, full-time undergraduate students. The School does not prepare annual transfer-out rates because its mission does not include providing substantial preparation for students to enroll in another eligible institution.</p>	<p>Consumer Handbook Website: www.careerta.edu/disclosures</p> <p>U.S. Department of Education College Navigator nces.ed.gov/collegenavigator/ Search: Career Training Academy</p>
<p>Paper copies are available from the Campus Director and the Financial Aid Office.</p>		

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<p>WHAT: FERPA – Family Education Rights and Privacy Act (§99.7)</p> <p>WHEN: Upon Request</p> <p>TO: Enrolled Students Prospective Students Parents of Enrolled Students under the age of 18</p>	<p>Information to students and eligible parents regarding their rights and the procedures to-</p> <ol style="list-style-type: none"> (1) Inspect and review the student's education records; (2) Seek amendment of the student's education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and (4) File a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of the law. 	<p>Consumer Handbook Website: www.careerta.edu/disclosures</p>
<p>WHAT: Annual Security Report (§668.46)</p> <p>WHEN: Annually by October 1</p> <p>TO: Enrolled Students Current Employees</p> <p>WHEN: Upon Request</p> <p>TO: Prospective Students Prospective Employees</p> <p>WHEN: Annually by date specified</p> <p>TO: U.S. Department of Education</p>	<p>The School's annual security report contains the following information:</p> <ol style="list-style-type: none"> (1) Statistics for the three most recent calendar years concerning the occurrence of crimes on campus, non-campus buildings and public property reported to campus security authority or local police; (2) Procedures for students and others to report criminal actions or other emergencies occurring on campus; (3) Policies concerning security of and access to campus facilities; (4) Policies concerning campus law enforcement; (5) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices; (6) A description of programs designed to inform students and employees about the prevention of crimes; (7) The School's policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs; (8) A description of any drug or alcohol-abuse education programs; (9) Policies regarding the School's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs; (10) A statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained; and (11) The School's policy regarding emergency response and evacuation procedures. 	<p>Distributed annually, by October 1 each year, to enrolled students and employees</p> <p>Annual Security Report Website: www.careerta.edu/disclosures</p> <p>Drug & Alcohol Abuse Prevention Program Website: www.careerta.edu/disclosures</p>
Paper copies are available from the Campus Director and the Financial Aid Office.		

ADDITIONAL STUDENT CONSUMER INFORMATION	WHERE TO FIND
Section 504/Americans With Disabilities Act Policy & Grievance Procedure	Consumer Handbook; Website: www.careerta.edu/disclosures
Net Price Calculator	Website: www.careerta.edu/disclosures
Textbook Information	Website: www.careerta.edu/disclosures
Leave of Absence Policy	Academic Catalog; Website: www.careerta.edu/disclosures
Financial Aid Code of Conduct	Consumer Handbook; Website: www.careerta.edu/disclosures
Vaccination Policy	Consumer Handbook; Website: www.careerta.edu/disclosures
Sexual Harassment Policy	Annual Security Report; Website: www.careerta.edu/disclosures
Gainful Employment Disclosures	Website: www.careerta.edu/disclosures
Voter Registration Materials	Consumer Handbook; Website: www.careerta.edu/disclosures
Notice of Federal Student Aid Penalties for Drug Law Violations	Annual Security Report; Website: www.careerta.edu/disclosures
Student Body Diversity	Consumer Handbook; Website: www.careerta.edu/disclosures ; also College Navigator website
Job Placement Rates	Consumer Handbook; Website: www.careerta.edu/disclosures