

## Wes Watkins Technology Center

### Annual Notice of Required Disclosures of Student Consumer Information

What to Disclose, When and to Whom	Description of Information to be Disclosed	Where to Find Information
<p><b>What:</b> <i>Institutional Information</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Information regarding the school’s academic support and career tech career majors</li> <li>• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school’s accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• **Consumer Information Handbook</li> </ul>
<p><b>What:</b> <i>Financial Assistance Information</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• **Consumer Information Handbook</li> <li>• WWTC Website – <a href="http://www.wwtech.org">www.wwtech.org</a></li> <li>• Financial Aid Policy and Procedures Manual</li> </ul>
<p><b>What:</b> <i>Family Education Rights and Privacy Act (FERPA)</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students Parents of enrolled students under the age of 18 Prospective Students</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student’s education records</li> <li>• Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights</li> <li>• Right to consent to disclosure of personally identifiable information contained in student’s education records</li> <li>• Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under §99.31 without prior consent</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• Board of Education Policy and Procedure Manual</li> </ul>
<p><b>What:</b> <i>Completion/Graduation Rate and Transfer-Out Rates</i></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• The institution’s completion or graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed’s College Opportunities On-Line website: <a href="http://www.nces.ed.gov/IPEDS">www.nces.ed.gov/IPEDS</a></li> </ul>

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<p><b>What:</b> <i>Campus Security Report</i></p> <p><b>When:</b> Annually by Oct. 1 Prospective Employees Request Job Application</p> <p><b>To:</b> Enrolled Students Current Employees Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>Statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) arson; (9) arrests for liquor law violations; (10) drug law violations; (11) illegal weapons possession; and (12) simple assault</li> <li>Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> </ul>	<ul style="list-style-type: none"> <li>*Student Handbook</li> <li>**Consumer Information Handbook</li> <li>WWTC Website – <a href="http://www.wwtech.org">www.wwtech.org</a></li> <li>Paper Copy available upon request in the Financial Aid Office</li> </ul>
<p><b>What:</b> <i>Drug and Alcohol Abuse Prevention</i></p> <p><b>When:</b> Annually first day of class</p> <p><b>To:</b> Enrolled Students</p> <p><b>When:</b> Annually during Employee Orientation <b>To:</b> Current Employees</p>	<ul style="list-style-type: none"> <li>Information on preventing drug and alcohol abuse</li> <li>Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities</li> <li>A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol</li> <li>A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>*Student Handbook</li> <li>**Consumer Information Handbook</li> <li>WWTC Website – <a href="http://www.wwtech.org">www.wwtech.org</a></li> <li>Paper Copy available upon request in the Financial Aid Office</li> </ul>
<p>*Paper Copy available in the Student Services Office and on the WWTC website at <a href="http://www.wwtech.org">www.wwtech.org</a>  ** Paper Copy available in the Financial Aid Office and on the WWTC website at <a href="http://www.wwtech.org">www.wwtech.org</a></p>		

### Additional Student Consumer Information

A copy of the Student Handbook is provided to all students (via internet retrieval) enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Student Services office.

All prospective students must complete the admissions process which includes taking an assessment test. At this time, this list of required disclosures is provided to each prospective student in paper copy.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Student Services office.