



STUDENT CONSUMER INFORMATION DISCLOSURE

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for institutions participating in Title IV programs. A disclosure requirement is information that PRCTC is required to distribute or make available to students (and sometimes employees). A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap.

The following is a list of the key disclosure and/or reporting requirements, along with a description of how and when this information is distributed and where it can be found. Most of this information can be found in the current PRCTC Student Handbook.

| Information | Description | Where This Information Can Be Located |
|--|---|--|
| Academic Program | Educational Programs, Instructional Facilities and Faculty | Complete and current information about programs and classes available can be found in the Course Catalog |
| Annual Security Report (ASR) | Mandated by the Clery (Campus Security) Act (as recently amended):34 CFR 668.46; DCL GEN-14-13, the ASR details the following items <ul style="list-style-type: none"> • Crime Statistics • Rape and Sexual Assault Prevention • Timely Warning and Emergency Notification • Daily Crime Log • Emergency Response/Evacuation • Missing Student Notification Policy. | The most current Campus Security Report/Handbook is located online at http://www.pickawayross.com/adulteducation_home.aspx . The Report/Handbook is available in hardcopy at each campus. Students are given an electronic copy of the Report/Handbook at their financial aid appointment. |
| Constitution and Citizenship Day | Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students. | Each year PRCTC sends educational information about the U.S. Constitution to each student via email. Constitution Day facts can also be obtained from the Financial Aid Office. |
| Drug and Alcohol Policy | This policy describes the institution's expectations of student and employee conduct, defines drug- and alcohol-related offenses, describes the physical effects of alcohol, as well as sanctions against infringement violations. The prevention plan also provides abuse prevention and assistance programs. See also the Drug-Free Schools and Communities Act; Public Law 101-226 | The alcohol and drug prevention plan is presented to students during orientation/success skills. Information is also included in the Campus Security Report/Handbook. Students also are given an electronic copy of the Report/Handbook at their financial aid appointment. |
| Employment Positions and Placement Rates Available | This disclosure provides a list of the employment positions by field and corresponding program and the placement rate (with a description of the methodology used to obtain the rate) by program. | Placement rate data is on each individual Gainful Employment Disclosure. Students are given a program specific Gainful Employment Disclosure at their financial aid appointment. Gainful Employment Disclosures are also available online at http://www.pickawayross.com/adulteducation_home.aspx . |
| Facilities and Services Available to those with Disabilities | This is a discussion of the institution's policy and procedure for providing reasonable accommodations to qualified individuals with a disability participating in the school's programs. | PRCTC Student Handbook |

| | | |
|--|---|--|
| <p>Family Education Rights and Privacy Act (FERPA)</p> | <p>This is a discussion of the institution's policy for complying with the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the right to:</p> <ul style="list-style-type: none"> • Access their educational records; • Consent to release a record to a third party; • Challenge information in their records, and • Be notified of their privacy rights. <p>Also discusses the disclosure exceptions – including the health and safety emergency exception.</p> | <p>PRCTC Student Handbook</p> |
| <p>Financial Assistance</p> | <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs (aid) available to students who enroll at the school • 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 • General conditions and terms applicable to employment provided as part of financial aid package <p>The exit counseling information the school provides and collects</p> | <p>All required information is generally provided to students directly during their financial aid appointment. Supplemental information is provided through appropriate publications, mailing, or electronic media including. Information can also be found in the PRCTC Student Handbook and on the U.S. Department of Education's website.</p> |

| | | |
|---|--|---|
| Gainful Employment | The institution provides the following disclosures using the prescribed template:• The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site. • The on-time graduation rate for students completing the program. • Normal time to complete the program (in weeks, months or years). • The tuition and fees the institution charges a student for completing the program within normal time. • The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable. • The job placement rate for students completing the program, if required by the state or accreditor. • The median loan debt incurred by students who completed the program (separately by Title IV loans, private loans, and institutional debt). | Students are given a program specific Gainful Employment Disclosure at their financial aid appointment. Gainful Employment Disclosures are also available online at http://www.pickawayross.com/adulteducation_home.aspx . |
| Institutional and Program Accreditation, Approval, or Licensure | <ul style="list-style-type: none"> • Information on the College's accreditation and various programmatic accreditations. | PRCTC Student Handbook |
| Institutional Information (Miscellaneous) | <p>Institutional information required by 34 CFR Sec. 668.43 and other institutional information</p> <ul style="list-style-type: none"> • Net Price Calculator • Vaccination Policies • Copyright Information - This policy describes the process necessary for legal compliance with Federal, state, and local statutes, and outlines the school's disciplinary actions for infringement violations. • Penalties – drug-related offenses • College Navigator website • Student Body Diversity • Textbook Information • Voter Registration | PRCTC Student Handbook |
| Misrepresentation | <p>The Institution has several formal processes in place to ensure that</p> <ul style="list-style-type: none"> • The Institution does not misrepresent the nature of its educational program. • The Institution does not misrepresent the nature of its financial charges. <p>The Institution it does not misrepresent the employability of its graduates</p> | PRCTC Student Handbook |
| Student Code of Conduct | <ul style="list-style-type: none"> • This document provides a code of ethics and conduct that students are expected to follow while on campus or in attendance at a school sponsored function. | PRCTC Student Handbook |

| | | |
|---------------------------|---|---|
| Student Right-to-Know Act | <p>The completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are 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 school. Further the completion or graduation rates are disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant <p>Students who did not receive either a Pell Grant or subsidized Stafford Loan</p> | PRCTC Student Handbook |
| Transfer of Credit | The PRCTC statement of transfer of credit policies. | PRCTC Student Handbook |
| Voter Registration Form | <ul style="list-style-type: none"> • The Institution encourages eligible students to vote | <p>Voter registration instructions can be obtained from the Financial Aid Office. Instructions are also available online at http://www.pickawayross.com/adulteducation_home.aspx</p> |