**2022-2023**

**Consumer Information Disclosures**

**These statements Must be included in your catalog**

**Your Catalog Must be posted on the institution’s website**

**Make sure the catalog shows the effective annual date**

**NOTE OF DISCLAIMER: BEFORE YOUR INSTITUTION DECIDES TO USE ANY OF THE ENCLOSED FORMS, PLEASE NOTE THE FOLLOWING:**

**All the forms to the best of our knowledge, are created using the latest guidance from State and Accrediting agencies along with the United States Department of Education and with assistance of peers in the field. The use of the forms is an institutional decision as to which form to use or not use and how the institution determines to use them. All forms are in Word.doc, so institutions may make any appropriate changes. All forms used, must be thoroughly completed and signed by all required parties.**

Prepared for:

«sssscc»

«schlceoattn»

«schlname»

«schlstreet»

«schlcity» «schlstate» «schlzip»

R. Gonzalez Management, Inc.

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Los Angeles, CA 90016-4400

Phone (323) 730-8700

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http:/www.rgmsms.com

**NOTE: Delete any forms or those Items in the forms packet not applicable to your institution.**

**Please read our comments related to each form. Take advantage by adding all possible disclosures/forms in the school catalog and place a copy of the catalog in the school website. By following this procedure, you will eliminate many forms that would otherwise have to be signed by the student and/or the school official and would have to be retained in the student's file. Trim down the number of pages in the student file.**

**all forms included in this set are provided to your school annually. the revision date appears in the footer of each page.**

|  |  |
| --- | --- |
| **Form number** | **Disclosure Tile** |
| **10004** | Notice of available G.E.D. training |
| **10005** | FEDERAL DISCLOSURE REQUIREMENTS – “Student Right to Know” " How are our students doing" |
| **10006** | Campus security act disclosure statement – Clery Act |
| **10007** | Drug & alcohol abuse policy statement |
| **10008** | Admissions disclosure form |
| **10026** | Gainful employment program disclosure |
| **Institutional****Statement****No form****Available** | Family Educational Rights and Privacy Act (FERPA)This is an information sheet only. The actual form can be found in the Student Forms set. |
| **Institutional****Statement****No form****Available** | CopyrightThere is no form included, however the institution must publish their policies procedures and penalties related to the protection of copyright materials and penalties imposed to violators. |
| **Institutional****Statement****No form****Available** | Voting RegistrationThere is no form provided, the school has to describe its policies to assist students in reference to voting registration. |
| **Institutional****Statement****No form****Available** | NSLDS DisclosureThere is no form included. This is a statement in inform that all loan information will be submitted to the National Student Loan Data System (NSLDS). |
| **Institutional****Statement****No form****Available** | Constitution DayNo form is included, the Institution must describe their procedures to comply with the requirements of teaching in September 17, a class referenced to learning of the U.S. Constitution. Guide in this matter can be obtained from the internet. |
| **Institutional****Statement****No form****Available** | Entrance/Exit CounselingNotice to students of their responsibilities attached to the borrowing of federal student loans. |
| **Institutional****Statement****No form****Available** | Student Tuition Recovery FundThere is no form provided. Disclosure required by BPPE to be included in the institution’s catalog. |

**10004 NOTICE OF VAILABLE G.E.D. TRAINING – This form only**

**As of July 1, 2012, Ability to Benefit Procedures (ATB) have been modified. Therefore, students without a U.S. High School Diploma, its equivalent GED, or a Home Schooled equivalent diploma from a State Approved Home School program, an Associate Degree with sufficient credits toward a bachelor’s degree or an equivalent foreign (12 years of schooling) credential, will not be eligible for Title IV aid. However, if the student has attended a Title IV eligible institution, the student may still be eligible to enroll using the ATB prior procedures as they applied prior to 07/01/2012. (By passing an ATB test, earning 225 clock hours or 6 credit hours).**

**WARNING: As of 7/1/2015, the ATB eligibility rules have drastically changed (again), please refer to our memos regarding the Pathway requirement that your ATB students must be enrolled for the entire length of the course of study meeting the requirements listed in the GEN 15-09 from the Department. Please be very cautious with your ATB procedures before you make Title IV disbursements.**

**Please check your accrediting commission to determine if you will still be able to enroll students under the Ability to Benefit Procedures (ATB) as non-Title IV recipients. Some accrediting agencies enforce the rule that an admitted student must have a high school diploma or its equivalent. Therefore, this form no longer applies to aid recipients and it could only be used to inform students of locations where a GED could be obtained. Other than that, the form could be completely discontinued. If the form is still required, the data in this form can and should be placed in the institutional catalog.**

**Status of this form: Provided by RGM in Word.doc format for your use, this form will not be generated as a form by the RGM Web System.**

**10005 FEDERAL DISCLOSURE REQUIREMENTS – “Student Right to Know” " How are our students doing"**

**This is a required form for ALL schools participating in ANY Title IV Federal Student Aid Program**

**To complete this form from the RGM Web System, first, go to 1)Administration: 2)Annual Reports: 3) [1061] IPEDS Graduation Rate Report –4) for the campus being reported or select the report for all campuses if the data is to include all campuses, then click on Generate Report. Once the report is displayed on the screen, the data can be tested 5) by clicking on the blue numbers and see the students listed on each field of the report. Make any corrections on the RGM system to the student records as needed. Once the report is tested and accepted as accurate, 6) Click on “PRINT Student Right to Know/Federal Disclosure link.” This is the report that can be included in your annual Institution Catalog.**

**Important: The back-up data/student lists supporting this GRS report is required by your auditor during the annual audit. Archive the report under batch and copy/paste the expanded lists into excel and save for future reference.**







**10006 CAMPUS SECURITY ACT DISCLOSURE STATEMENT - Clery Act**

**This is a required form for ALL schools participating in ANY Title IV Federal Student Aid Program**

**The Data needed to complete this form may be obtained through your local police department. However, remember that the Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.** **Once the report is completed, the information can be added to the “Financial Aid Section” of your institution’s annual catalog eliminating the need for an extra loose form to be distributed to all prospective and current students as well as to staff members.**

**PLEASE REFER TO OUR EMAIL SENT TO YOU ON JUNE 14, 2013**

**UPDATE:**

**On the form due to be disclosed on 10/01/2022, institutions must include crime statistical data for the calendar year 2021 for the new crime classifications, those are:**

**Incidents of sexual assault, Dating violence**

**Domestic violence, and Stalking.**

**Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports.**

**Institutions MUST review the policies and procedures listed in the form to ensure that the stated policies and procedures match those implemented by the individual institution.**

**Note: All crimes reported must also be recorded by the institution on an institutional crime log. The institutional log must for this purpose identify the category of bias including the victim’s actual or perceived:**

**Gender Sexual orientation National origin**

**Religion Ethnicity Disability**

**Status of this form: Provided by RGM in Word.doc format for your use, this form will not be generated as a form by the RGM Web System. There is no information available in the RGM system that can be of assistance on this report. All of the information must be obtained, retained and well documented by the institutional staff.**

**10007 DRUG & ALCOHOL ABUSE POLICY STATEMENT**

**This is a required form for ALL schools participating in ANY Title IV Federal Student Aid Program**

**This form is used to inform your staff and students of the institutional policy on drug and alcohol abuse and the nearby location (hospital) or an agency where free help can be obtained.** **Once the report is completed, the information can be added to the “Financial Aid Section” of your institution’s annual catalog eliminating the need for an extra form to be distributed to all prospective and current students. Current staff members must be provided the form in person with this information at least annually.**

**Your institutional procedures must include a biennial (every other year) review of these procedures to test them and evaluate the effectiveness of the procedures as implemented.**

**The institutional procedures must be evaluated at least biennially (every other year) to ensure that they are satisfactory to the school’s needs. Evidence of this review will be requested from schools**

**All incidents of violations must be keep on an institutional log.**

**Status of this form: Provided by RGM in Word.doc format for your use, this form will not be generated as a form by the RGM Web System.**

**10008 ADMISSIONS DISCLOSURE FORM**

**This is a required form for ALL schools participating in ANY Title IV Federal Student LOAN Program**

**This form is used to inform your students of the responsibility of accepting a loan and the obligation to pay for the loan even if they are dissatisfied with the institutional services.** **The information from this form can be added to the “Financial Aid Section” of your institution’s annual catalog eliminating the need for the student’s signature and an extra form in the student’s file.**

**Status of this form: Provided by RGM in Word.doc format for your use, this form will not be generated as a form by the RGM Web System.**

#  2022-2023 Family Educational Rights and Privacy Act (FERPA)

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

• Parents or eligible students have the right to inspect and review the student's education record maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

• Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

• Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties about financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, at 400 Maryland Avenue, SW Washington, D.C. 20202-8520

# 2022-2023 Copyright Infringement

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 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov.](http://www.copyright.gov/)

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

2022-2023 Voter Registration**:**

We encourage students to register to vote. You can go to the following website and follow the instructions to register – <http://www.sos.ca.gov/elections/elections_vr.htm>. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

**2022-2023 NSLDS Disclosure** (Direct Loan requirements)

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

**Entrance/Exit Counseling:**

You are required to complete entrance counseling if you are a first-time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov/), and sign in using your FSA ID.

Select “Complete Entrance Counseling.”  Note that you can add an email address to which correspondence about your loans can be sent.

For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>.

If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the student’s departure, the institution will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov)

2022-2023 Constitution Day and Citizenship Day: (Institution’s Name) holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787

<https://www2.ed.gov/policy/fund/guid/constitutionday.html>

On this site you will find some guidance from THE DEPARTMENT OF EDUCATION

**[10004] NOTICE OF AVAILABLE g.e.d. TRAINING**

As of 07/01/2012, if you do not already have a high school diploma, an equivalent G.E.D. certificate, a graduation certificate from a home-schooled program approved by the state or a foreign equivalent credential (12 years of education), YOU Will NOT BE ABLE TO BE admitted into our program of study under the institution's ability to benefit procedures. The ability to benefit (ATB) procedures, were removed from statute as of 07/01/2012. Our institution wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below.

The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

|  |  |
| --- | --- |
| Entity Name |  |
| Street Address |  |
| City, State and Zip |  |
| Phone number |  |

**Note: Please check with your FINANCIAL AID OFFICER at this institution, if you can PROVE that you have attended a Title iv eligible institution before 07/01/2012, and still do not hold a high school diploma or its equivalent, you may still be able to enroll and be eligible for title iv aid.**

**[10005] FEDERAL DISCLOSURE REQUIREMENTS**

To help you make a good decision about whether to enroll in this institution

Our institution wants you to know that, according to its latest information:

**Disclosure date 07-01-2022**

**Data for cohort year 9/1/18-8/31/19 (the date may vary in accordance to program)**

**How Are Our Students Doing: (Based on First Time, Full Time Students)**

#### 0B0BStudent Right-to-Know Rates: Men Women Total Rates

1a Initial cohort \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

1c Allowable exclusions \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

1e Final cohort \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

2a Completers of < 2-yr programs \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

3a Transfer-out- students \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

4 Completion or graduation rate \_\_\_\_\_\_\_\_

5 Transfer-out rate \_\_\_\_\_\_\_\_

6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E) \_\_\_\_\_\_\_\_

7 Placement rate (report any placement rate calculated) \_\_\_\_\_\_\_\_

**Line 2a above (full time, first time undergraduates) breaks down into this**:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number of students in cohort | Total exclusions | Number of Students that completed in 150% |
| Recipients of a Pell Grant |  |  |  |
| Recipients of a Subsidized Stafford Loan that did not receive a Pell Grant |  |  |  |
| Did not receive either a Pell Grant or Subsidized Stafford Loan |  |  |  |

The data once reported in the catalog needs no student signature

 **Sample Log of Incidents Within Last 60 Days**

In requesting data from the local police department, specify the surrounding streets in which the institutionally controlled properties are located.

Do **NOT** log any crimes or incidents if there is any evidence that the release of the information would:

* Jeopardize an ongoing criminal investigation or the safety of an individual,
* Cause a suspect to flee or evade detection, or
* Result in the destruction of evident.

The institution must disclose the information withheld for these reasons once the adverse effect is no longer likely to occur.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1 Date & Time Reported** | **Date & Time of Incident** | **Nature of Crime** | **Location** | **Disposition of the complaint** | **Agency reported to** |
|  |  |  |  |  |  |
| *The institutional log must for this purpose identify the category of bias including the victim’s actual or perceived:***Name:** |
| **Gender:** |  | **Ethnicity:** |  |
| **Religion:** |  | **National origin:** |  |
| **Sexual orientation:** |  | **Disability:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2 Date & Time Reported** | **Date & Time of Incident** | **Nature of Crime** | **Location** | **Disposition of the complaint** | **Agency reported to** |
|  |  |  |  |  |  |
| *The institutional log must for this purpose identify the category of bias including the victim’s actual or perceived:***Name:** |
| **Gender:** |  | **Ethnicity:** |  |
| **Religion:** |  | **National origin:** |  |
| **Sexual orientation:** |  | **Disability:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3 Date & Time Reported** | **Date & Time of Incident** | **Nature of Crime** | **Location** | **Disposition of the complaint** | **Agency reported to** |
|  |  |  |  |  |  |
| *The institutional log must for this purpose identify the category of bias including the victim’s actual or perceived:***Name:** |
| **Gender:** |  | **Ethnicity:** |  |
| **Religion:** |  | **National origin:** |  |
| **Sexual orientation:** |  | **Disability:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4 Date & Time Reported** | **Date & Time of Incident** | **Nature of Crime** | **Location** | **Disposition of the complaint** | **Agency reported to** |
|  |  |  |  |  |  |
| *The institutional log must for this purpose identify the category of bias including the victim’s actual or perceived:***Name:** |
| **Gender:** |  | **Ethnicity:** |  |
| **Religion:** |  | **National origin:** |  |
| **Sexual orientation:** |  | **Disability:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5 Date & Time Reported** | **Date & Time of Incident** | **Nature of Crime** | **Location** | **Disposition of the complaint** | **Agency reported to** |
|  |  |  |  |  |  |
| *The institutional log must for this purpose identify the category of bias including the victim’s actual or perceived:***Name:** |
| **Gender:** |  | **Ethnicity:** |  |
| **Religion:** |  | **National origin:** |  |
| **Sexual orientation:** |  | **Disability:** |  |

**[10006] CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act**

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistic for the period between 01/01/2019 and 12/31/2021. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

:

**Report Distribution Date: October 1, 2022**

**Occurrences REPORTED within the 2019, 2020 and 2021 Calendar Years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Crimes Reported** | **2019** | **2020** | **2021** | **Location:****C=Campus****N=Non-campus****P=Public Area** | **\*Hate****Crime?****(see note)** |
| (i) Criminal homicide: |  |  |  |  |  |
| (A) Murder and non-negligent manslaughter |  |  |  |  |  |
| (B) Negligent manslaughter |  |  |  |  |  |
| (ii) Sex Offenses: |  |  |  |  |  |
| (A) Rape |  |  |  |  |  |
| (B) Fondling |  |  |  |  |  |
| (C) Incest |   |  |  |  |  |
| (D) Statutory Rape |  |  |  |  |  |
| (iii) Robbery |  |  |  |  |  |
| (iv) Aggravated assault |  |  |  |  |  |
| (v) Burglary |  |  |  |  |  |
| (vi) Motor Vehicle Theft |  |  |  |  |  |
| (vii) Arson |  |  |  |  |  |
| Arrest and referrals for disciplinary actions including: |  |  |  |  |  |
| (A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession: |  |  |  |  |  |
| (B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession |  |  |  |  |  |
| Hate crimes: As listed under 34. CFR668.46 (c)(1)(i) |  |  |  |  |  |
| (A) Larceny-theft  |  |  |  |  |  |
| (B) Simple Assault  |  |  |  |  |  |
| (C) Intimidation |  |  |  |  |  |
| (D) Destruction, Damage or Vandalism of Property |  |  |  |  |  |
| (viii) Liquor law violations |  |  |  |  |  |
| **New reporting as of 10/01/2022** |  |  |  |  |  |
| Incidents of sexual assault |  |  |  |  |  |
| Domestic Violence |  |  |  |  |  |
| Dating Violence |  |  |  |  |  |
| Stalking |  |  |  |  |  |

***NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.***

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)**

1. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.

(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s directors who contact the correct police department District for statistics and the institution’s Daily Incident Log and then records those statistics.

(III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911).**

1. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
2. Current policies concerning campus law enforcement are as follows:
	1. Institution’s officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
	2. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
	3. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

1. Do not leave personal property in classrooms.
2. Report any suspicious persons to your institutional official.
3. Always try to walk in groups outside the school premises.
4. If you are waiting for a ride, wait within sight of other people.
5. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
6. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
7. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
8. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
9. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
	1. All incidents shall be recorded in the Daily Incident Log at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
	2. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
	3. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest

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**CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)**

* 1. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
	2. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
1. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
2. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
3. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
4. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
5. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
6. The institutional disciplinary actions in reference to an alleged sex offence are as follows:
7. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
8. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
9. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
	1. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.

Https:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13 **Description of school’s emergency response and evacuation procedures.**

* 1. Required elements:

-Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus

-Statement that institution will, without delay, and taking into account the safety of the community, determine content of the notification Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency

-A description institution’s process to confirm there is a significant emergency

* 1. -Determine whom to notify
	2. -Determine content of the notification
	3. -Initiate the notification system

-List of titles of persons/organizations responsible for carrying out these actions

-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

-Tests Announced or unannounced

-Publicized in conjunction with at least one test per calendar year

-Documented (description of the exercise, the date, time, and whether it was announced or unannounced)

14 Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.

* There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
* The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
* The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

15 **Definition of On-Campus Student Housing Facility**: For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned of controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party. **Page 3**

**CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)**

16 **Campus Law Enforcement Policies**: All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

* A description of the law enforcement authority of the campus security personnel.
* A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
* A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
* Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

**The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.**

**This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies**

**This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.**

**This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:**

**Fire safety (668.49)**

**Missing students (668.46(h))**

**Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.**

**Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).**

|  |  |
| --- | --- |
| Name of institution’s Financial Aid Officer | Default to FAO |
| Title | Financial Aid Officer |
| School Name | **«schlname» «sssscc»** |
| Street address | «schlstreet» |
| City, State Zip | «schlcity» «schlstate» «schlzip» |
| Phone No. |  |

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|  |  |
| --- | --- |
|  | Payroll Name (Title IV Sample Client) |
|  | Campus Crime Report |
| December 31, 2020 |  |  |
| CFR 668.46(b) |  |  |
|  |  |  |  |
|  |
|  |  |  |  |
| Reference | Does the report contain: | Performed By: | Date: |
| 1 | The crime statistics |  |  |
| 2 | A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement must include the institution's policies concerning its response to these reports |  |  |
| 3 | Policies for making timely warning reports to members of the campus community, as required by paragraph (e) of this section, regarding the occurrence of crimes described in paragraph (c)(1) of this section |  |  |
| 4 | Policies for preparing the annual disclosure of crime statistics |  |  |
| 5 | A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in paragraph (c)(1) of this section for the purposes of making timely warning reports and the annual statistical disclosure |  |  |
| 6 | Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crimestatistics |  |  |
| 7 | A statement of policies concerning security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities |  |  |
| 8 | A statement of policies concerning campus law enforcement |  |  |
| 9 | A description of the type and frequency of programs designed to informstudents 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. |  |  |
| 10 | A description of programs designed to inform students and employees about the prevention of crimes. |  |  |
| 11 | A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the institution, including student organizations with noncampus housing facilities. |  |  |
| 12 | A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws. |  |  |
| 13 | A description of any drug or alcohol-abuse education programs, as required under section 120(a} through (d} of the HEA, otherwise known as the Drug- Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with section 120(a} through (d} of the HEA. |  |  |
| 14 | A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in paragraph (a} of this section, and of Procedures that the institution will follow when one of these crimes is reported. |  |  |
| 15 | A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by paragraph 0) of this section |  |  |
| 16 | Policy for victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred |  |  |
| 17 | Information about how the institution will protect the confidentiality of victims and other necessary parties |  |  |
| 18 | A statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community |  |  |
| 19 | A statement that the institution will provide written notification to victims about options for, available assistance in, and how to request changes toacademic, living, |  |  |
| 20 | transportation, and working situations or protective measures. |  |  |
| 21 | An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking |  |  |
| 22 | A statement that, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options |  |  |
| 23 | A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 ( 42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address. |  |  |
| 24 | A statement of policy regarding emergency response and evacuation |  |  |
| 25 | A statement of policy regarding missing student notification |  |  |
| 26 | the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus |  |  |
| 27 | A description of the process the institution will use |  |  |
| 28 | A statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency |  |  |
| 29 | A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in paragraph (g)(2) of this section |  |  |
| 30 | The institution's procedures for disseminating emergency information to the larger community |  |  |
| 31 | The institution's procedures to test the emergency response and evacuation program on at least an annual basis, |  |  |
| 32 | A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking |  |  |
| 33 | The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction |  |  |
| 34 | The definition of "consent," in reference to sexual activity, in the applicable jurisdiction |  |  |
| 35 | A description of safe and positive options for bystander intervention |  |  |
| 36 | Information on risk reduction |  |  |
| 37 | A description of the institution's ongoing prevention and awareness campaigns for students and employees |  |  |
| 38 | An institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking |  |  |
| 39 | Describes each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which typo of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking |  |  |
| 40 | Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking |  |  |
| 41 | Lists all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking |  |  |
| 42 | Describes the range of protective measures that the institution may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking |  |  |
| 43 | Include a prompt, fair, and impartial process from the initial investigation to the final result |  |  |
| 44 | Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability |  |  |
| 45 | Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice |  |  |
| 46 | Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties |  |  |
| 47 | Require simultaneous notification, in writing, to both the accuser and the accused, of results, policy to appeal, change in results, and when results are final |  |  |

**DRUG & ALCOHOL ABUSE POLICY STATEMENT**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services

United States Department of Education

400 Maryland Avenue SW.

Room 3124, GSA Regional Office Bldg. #3

Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

|  |  |
| --- | --- |
| Entity Name |  |
| Street Address |  |
| City, State and Zip |  |
| Phone number |  |

|  |  |
| --- | --- |
| Entity Name |  |
| Street Address |  |
| City, State and Zip |  |
| Phone number |  |

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

**This institutional policy and procedures are evaluated biannualy by the institutional administrators to determine their efficiency and need for updates. As needed, procedures are updated biAnnualy and provided to prospective and current students via the institutional catalog. Employees received a copy on a hard copy once a year.**

**Documentations of evaluations is retained by school administrators**

 **ADMISSIONS DISCLOSURE FORM**

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.