

National Association of Student Financial Aid Administrators

Consumer Information A NASFAA Authorized Event

2022-23

Lesson 1

Introduction to Consumer Information

Consumer Information Responsibility

Registrar	Administration	Student Housing
Campus Police	Legal Counsel	Business Office
Student Health Services	Provost	Bursar
Disability Services	In-House Auditors	Book Store
Institutional Research	Athletics	Counseling Center
Office of Communications	Information Technology Services	Veterans Services
Human Resources	Admissions	Career Services
Study Abroad Office		Financial Aid Office



Annual Notice to Enrolled Students

- Institutional information
- Financial assistance available
- Completion, graduation, and transfer-out rates
- Placement rates
- Graduate/professional education pursued by four-year graduates
- Annual security and fire safety reports
- Athletic participation rates and financial support data
- FERPA rights

Disclosure Methods

- Disclosure must be “one-to-one”
 - Students must receive a copy of the notice
 - Postal mail, campus mail, email are okay
 - General posting to a campus website or online newsletter is not sufficient
- Provide instructions on how to obtain required information not included in the notice

Disclosure Methods



*Must include exact electronic address (URL) where information is located and must state paper copy is available upon request.

Availability of Employees



- Full-time employees must be available to provide:
 - Financial assistance information
 - Institutional information
 - Completion, graduation, transfer-out, and retention rates
 - Security policies and crime statistics
 - Fire safety reports

Availability of Employees



- Institution may apply for waiver
 - If granted, institution must designate an employee(s) on a part-time basis

Quick Quiz:

1. A school is allowed to provide its annual notice to enrolled students using which of the following methods?
- ☐ Individual one-to-one direct mailing of a publication via U.S. Postal Service
 - ☐ General posting via an Internet or intranet website
 - ☐ Individual one-to-one email
 - ☐ Individual one-to-one mailing via campus mail

Quick Quiz:

2. The requirement to have at least one institutional employee available on a full-time basis to assist with providing required consumer information disclosures to students and employees applies to which of the following areas?

- ☐ Financial assistance information
- ☐ Costs of attending the institution
- ☐ Completion, graduation, transfer-out, and retention rates
- ☐ Academic program information
- ☐ Institutional accreditation and licensure
- ☐ Institutional security policies
- ☐ Institutional crime statistics
- ☐ Institutional fire safety
- ☐ Vaccinations

Quick Quiz:

3. An institution may be granted a waiver to having an employee or group of employees available on a full-time basis to assist with obtaining required consumer information under which of the following conditions?
- ☐ ED determines that providing an employee or group of employees on a full-time basis would constitute an undue financial hardship on the institution.
 - ☐ ED determines that the institution's total enrollment is too small to necessitate providing an employee or group of employees on a full-time basis and that there is an insufficient demand for the information.
 - ☐ ED determines that a portion of the institution's enrollment participating in the Title IV programs is too small to necessitate providing an employee or group of employees on a full-time basis and that there is insufficient demand for the information.

Quick Quiz:

4. If a required consumer information disclosure is provided to enrolled students or current employees, it may be posted on an _____ website location, as long as it is _____.

Quick Quiz:

5. A school awarding Title IV federal student aid funds is required (i.e., it is not optional) to list and briefly describe consumer information about which of the following in its annual notice to enrolled students?

- ☐ Student financial assistance programs and eligibility
- ☐ Vaccinations
- ☐ Student withdrawal procedures and return of Title IV funds requirements
- ☐ Written arrangements with other institutions
- ☐ Copyright infringement
- ☐ Types of employment obtained by graduates of the institution's degree and certificate programs
- ☐ Special services and facilities for individuals with disabilities

Quick Quiz:

5. A school awarding Title IV federal student aid funds is required (i.e., it is not optional) to list and briefly describe consumer information about which of the following in its annual notice to enrolled students? *(continued)*

- ☐ Institutional and academic program accreditation and licensure
- ☐ Transfer credit policies
- ☐ Graduation, completion, and/or transfer-out rates of certificate- or degree-seeking, first-time, full-time undergraduates
- ☐ Graduation and completion rates for student-athletes
- ☐ Study abroad credit policies
- ☐ Drug and alcohol abuse prevention programs

Quick Quiz:

5. A school awarding Title IV federal student aid funds is required (i.e., it is not optional) to list and briefly describe consumer information about which of the following in its annual notice to enrolled students? *(continued)*

- ☐ Student loan code of conduct and preferred lender arrangements
- ☐ Placement rates for graduates of the institution's degree and certificate programs
- ☐ Academic programs offered by the institution
- ☐ Retention rate as reported to IPEDS
- ☐ Voter registration

Quick Quiz:

5. A school awarding Title IV federal student aid funds is required (i.e., it is not optional) to list and briefly describe consumer information about which of the following in its annual notice to enrolled students? *(continued)*

- ☐ Types of graduate and professional education in which graduates of the institution's four-year degree programs enroll
- ☐ Athletic program participation and financial support data
- ☐ Campus security and fire safety reports
- ☐ Educational costs of attending the institution
- ☐ Constitution Day and Citizenship Day
- ☐ Student and parent privacy rights under FERPA
- ☐ Refunds of institutional charges

Learning Activity

Pages 7-11

Learning Activity 1: Consumer Information Sources

1. Is there a centralized source for all of the above consumer information, or is the information decentralized and available from various sources (e.g., websites, catalogs, admissions brochures, etc.)?
2. Do you think there might be a better way to disseminate any of the above consumer information? If yes, identify each type of consumer information and indicate how.
3. Is your school missing any of the above consumer information? If yes, why do you think that is the case?

Pages 10-11

Lesson 2

Institutional Information

Financial Assistance Information



- For each financial aid program:
 - Application forms and procedures
 - Eligibility requirements
 - School's selection criteria
 - Criteria for determining award amounts
- Method:
 - Annual notice to enrolled students (annual notice)

Student Rights and Responsibilities



- For aid recipients:
 - Criteria to maintain eligibility
 - Satisfactory academic progress
 - Method and frequency of disbursements
 - Method provided to eligible students to obtain books and supplies by seventh day of payment period, and how to opt out

Student Rights and Responsibilities



- For aid recipients:
 - Terms of loans included in award package
 - Sample repayment schedule
 - Necessity of repaying loans
 - Exit counseling information
 - Terms and conditions of any employment award package
- Method:
 - Annual notice

Verification Disclosures



- For selected applicants:
 - Documentation needed
 - Responsibility to complete verification
 - Deadlines
 - Consequences
- Method:
 - Usual communication methods for providing individual notifications

College Financing Plan

University of the United States (UUS) MM / DD / YYYY
Undergraduate College Financing Plan
Student Name, Identifier

Total Cost of Attendance 2022-2023		
	On Campus Residence	Off Campus Residence
Tuition and fees	\$X,XXXX	\$X,XXXX
Housing and meals	\$X,XXXX	\$X,XXXX
Books and supplies	\$X,XXXX	\$X,XXXX
Transportation	\$X,XXXX	\$X,XXXX
Other education costs	\$X,XXXX	\$X,XXXX
Estimated Cost of Attendance	\$X,XXXX / yr	\$X,XXXX / yr

Expected Family Contribution	
Based on FAFSA As calculated by the institution using information reported on the FAFSA or to your institution.	X,XXXX / yr
Based on Institutional Methodology (Used by most private institutions in addition to FAFSA.)	X,XXXX / yr

Scholarship and Grant Options
Scholarships and Grants are considered "Gift" aid - no repayment is needed.

Scholarships		Grants	
Ment-Based Scholarships		Need-Based Grant Aid	
Scholarships from your school	\$X,XXXX	Federal Pell Grants	\$X,XXXX
Scholarships from your state	\$X,XXXX	Institutional Grants	\$X,XXXX
Other scholarships	\$X,XXXX	State Grants	\$X,XXXX
Employer Paid Tuition Benefits	\$X,XXXX	Other forms of grant aid	\$X,XXXX
Total Scholarships	\$X,XXXX / yr	Total Grants	\$X,XXXX / yr

VA Education Benefits	
VA Education Benefits	\$X,XXXX / yr

College Costs You Will Be Required to Pay	
Net Price To You (Total cost of attendance minus total grants and total scholarships)	\$X,XXXX / yr

Loan and Work Options to Pay the Net Price to You
You must repay loans, plus interest and fees.

Loan Options*		Work Options	
Federal Direct Subsidized Loan (x.xx% interest rate) (x.xx% origination fee)	\$X,XXXX / yr	Work-study Hours Per Week (estimated)	\$X,XXXX / yr XX / wk
Federal Direct Unsubsidized Loan (x.xx% interest rate) (x.xx% origination fee)	\$X,XXXX / yr	Other Campus Job	\$X,XXXX / yr
Total Loan Options	\$X,XXXX / yr	Total Work	\$X,XXXX / yr

* For federal student loans, origination fees are deducted from loan proceeds.

Other Options		For More Information	
You may have other options to repay the remaining costs. These include:		University of the United States (UUS) Financial Aid Office 123 Main Street Anytown, ST 12345 Telephone: (123) 456-7890 E-mail: financialaid@uus.edu	
<ul style="list-style-type: none"> Tuition payment plan offered by the institution Parent PLUS loans, which your parent can apply for Non-Federal Private education loan, which you or your parent can apply for after passing a credit check Other Military or National Service Benefits 		<p>* Loan Amounts</p> <p>Note that the amounts listed are the maximum available to you. To learn about loan repayment choices and calculate your Federal Loan monthly payment, go to: https://studentaid.gov/manage-loans</p>	

Customized Information from UUS

Next steps

- Provide to students if:
 - Volunteered with ED or signed Principles of Excellence
 - See GEN-13-05
- Method:
 - Hard copy or electronic format
 - Can be used with financial aid offer letter

Student Loan-Related Disclosures

Federal

- Direct Loan entrance and exit counseling
- Perkins Loan pre-repayment disclosures
- Title IV Loans Code of Conduct

Private

- Private Education Loan Disclosures
- Preferred Lender Arrangements and Code of Conduct

Student Loan-Related Disclosures

Federal Perkins Loan Disclosure Requirements

The following chart compiles disclosure requirements for the Federal Perkins Loan Program. These disclosures must be provided in addition to the Federal Perkins Loan exit counseling requirements detailed separately in the Title IV Loan Exit Counseling Requirements chart.

Federal Direct Student Loan Entrance Counseling Requirements

The following chart compiles entrance counseling requirements for the Federal Direct Student Loan (Direct Loan) Program. Entrance counseling is required for all borrowers of a Direct Loan. Additional information about the Federal Student Aid's Repay Your Loans website contains information about repayment features of Direct Loans and FFEL Program loans, including available repayment plans, and loan servicer information.

Title IV Loan Exit Counseling Requirements

The following chart compiles the exit counseling requirements for the Title IV loan programs. Exit counseling is required under the Federal Perkins Loan, Federal Direct Student Loan (Direct Loan), and Federal Family Education Loan (FFEL) programs shortly before a borrower ceases half-time enrollment at the institution. Additional information institutions may use as part of their loan counseling can be found on the Federal Student Aid's Repay Your Loans website at <http://studentaid.ed.gov/repay-loans>. This website contains information about repayment features of Direct Loans and FFEL Program loans, including available repayment plans, calculators to estimate repayment amounts under each repayment plan, and loan servicer information.

Pre-Disbursement

Information that must be provided in writing to the borrower before the first Federal Perkins Loan disbursement to the borrower.

- Name of the institution and its communications and payment policies
- Principal amount of the loan and the institution will report to the national credit bureau at the time of disbursement
- Stated interest rate on the loan
- Yearly and cumulative maximum amounts

Entrance Counseling Requirements

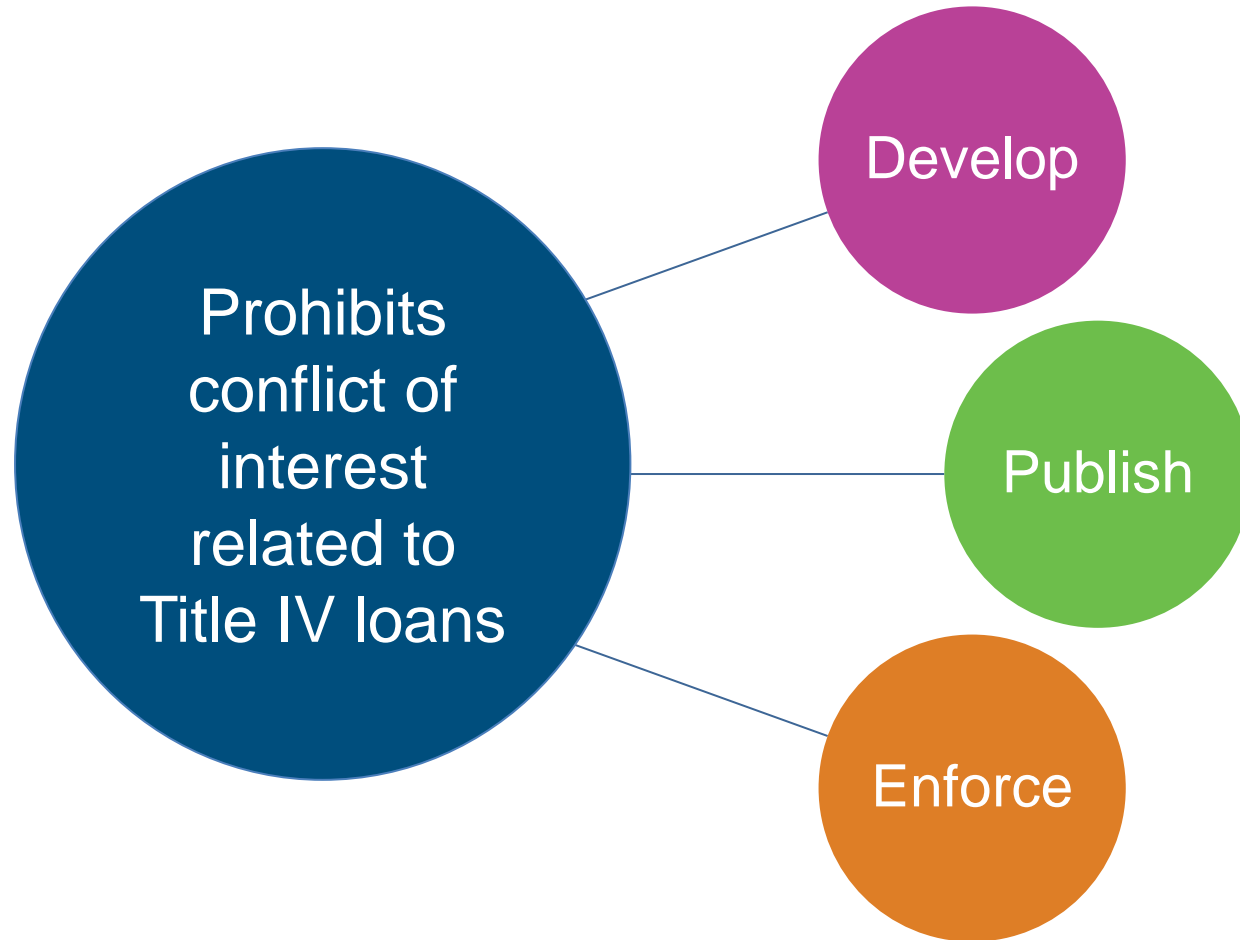
May be provided in person, online, or through interactive electronic means with acknowledgment receipt of materials.

If conducted online or through interactive electronic means, must take reasonable steps to ensure the borrower receives the counseling.

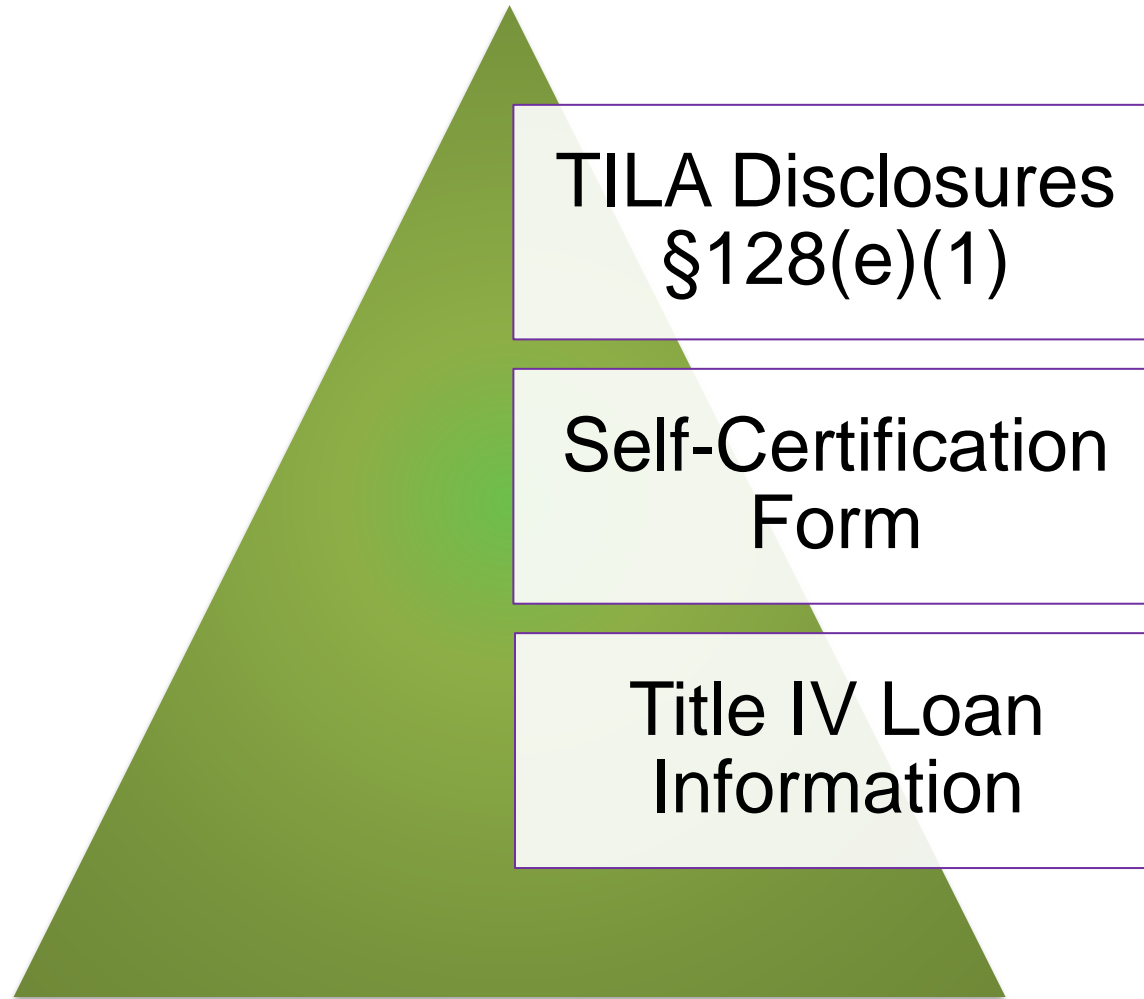
Exit Counseling Requirements

	Federal Perkins Loan Borrowers	Direct Loan Borrowers (subsidized, unsubsidized, and graduate PLUS)	FFEL Borrowers (subsidized, unsubsidized, and graduate PLUS)
Conducted shortly before borrower ceases at least half-time enrollment, within 30 days of completing program if borrower enrolled in study abroad or correspondence program, or within 30 days after school learns borrower has withdrawn or failed to complete the required exit counseling	✓	✓	✓
May be provided in person, by audiovisual presentation, online or through interactive electronic means, or in written materials sent (within 30 days of learning borrower failed to complete required exit counseling) to borrower's last known address (or borrower-provided email address that is not an	✓	✓	✓

Title IV Loans Code of Conduct



Private Education Loan Disclosures



Preferred Lender Arrangements

Preferred Lender List

TILA Disclosures

Code of Conduct

Preferred Lender Arrangement Code of Conduct

- Required if participating in preferred lender arrangement for private loans
- Must distribute at least annually to school officials with responsibilities for education loans
- Must be published prominently on school's website
- If subject to both Title IV loan and preferred lender arrangement codes of conduct, one code is acceptable

Student Loan-Related Disclosures

Teacher Education Assistance for College and Higher Education Grant Counseling Requirements

The following chart compiles the initial, subsequent, and exit counseling requirements for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. Although the U.S. Department of Education (ED) provides online, interactive TEACH Grant counseling on behalf of institutions, it remains the institution's responsibility to ensure TEACH Grant counseling requirements are met.

Counseling Requirements	Initial Counseling	Subsequent Counseling	Exit Counseling	Conversion Counseling
Conduct prior to making the first disbursement to a first-time recipient	✓			
Conduct annually prior to the first disbursement of each subsequent TEACH Grant offer to a previous recipient		✓		
Conduct before the student ceases attendance at the institution and at a time determined by institution (Also required if the student changes to ineligible program)			✓	

Educational Cost Information



Tuition and fees



Necessary books and supplies expenses



Typical room and board charges



Transportation cost estimates



Additional program-specific costs, if any

Textbook and Supplemental Materials

Provide to Students	Required Pricing Information	Encouraged Information
	<ul style="list-style-type: none">• International Standard Book Number (ISBN)• Retail price• Include in online course schedule used for registration	<ul style="list-style-type: none">• Programs to rent textbooks or buy used ones• Buy-back programs• Alternative content• Other cost-saving options

Textbook and Supplemental Materials

Provide to Bookstore	Course Schedule Information	Information for Each Course
	<ul style="list-style-type: none">• As soon as available• As accurate as possible	<ul style="list-style-type: none">• Required textbooks• Recommended textbooks• Supplemental materials• Number of students enrolled• Maximum student enrollment

Net Price Calculator



U.S. Department of Education

Net Price Calculator

[Click for Help](#)

Net Price Calculator Help Desk (877) 299-3593 or npc@inovas.net

Net Price Calculator Center

Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 111 which 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))).

Before proceeding, please download and review the Quick Start Guide and accompanying glossary of key terms (select the click for help link on the top right of the screen), for assistance with correctly inputting data and setting up your institution's net price calculator. Once you are ready, click on the Continue button below to begin.

Note: The Higher Education Opportunity Act defines net price as the net price for full-time, first-time degree/certificate-seeking students. Title IV institutions that do not enroll full-time, first-time students are not required to have a net price calculator under the HEOA.

CONTINUE

Cash Management

By 9/1/16

Post T1
and/or T2
contracts
to website

By 1/1/18

Disclose
account
information
to students

Withdrawal Policies and Procedures



Withdrawal
process



Return of Title IV
funds summary

Quick Quiz 1:

1. The College Financing Plan is required for _____ the school agrees to comply with the VA Principles of Excellence.
 - ☐ undergraduate students only if
 - ☐ graduate students only if
 - ☐ all undergraduate students regardless of whether
 - ☐ all graduate students regardless of whether
2. Verification requirements only need to be disclosed to those students who are selected for verification.
 - ☐ True
 - ☐ False

Quick Quiz 1:

3. If a Title IV loan borrower leaves school without the school's knowledge, or fails to complete exit counseling as required, how many days after learning the student has left school does the school have to mail the exit counseling materials to the borrower?

- ☐ 14 days
- ☐ 15 days
- ☐ 30 days
- ☐ 60 days

Quick Quiz 1:

4. Any _____ or _____ that provides information about a private education loan from a lender to a prospective borrower must disclose information required by the Federal Reserve Board under Section 128(e)(1) of the _____.

Quick Quiz 1:

5. Which of the following information must be provided to the loan applicant with the Private Education Loan Applicant Self-Certification form, to the extent that information is available?

- ☐ Academic year beginning and ending dates
- ☐ Cost of attendance (COA)
- ☐ Anticipated disbursement dates
- ☐ Estimated financial assistance (EFA)
- ☐ Expected family contribution (EFC)
- ☐ Loan period beginning and ending dates

Quick Quiz 1:

6. Indicate the type of code of conduct for each requirement.

Code of Conduct Requirement	Type of Code of Conduct	
	Title IV Loans	Preferred Lender Arrangement
Ban on conflicts of interest with the responsibilities of the school's officers, employees, and agents related to the loan programs		
Ban on directing borrowers to a particular lender or delaying loan certifications		
Ban on refusing or delaying certification of any loan based on a borrower's lender selection		
Ban on gifts from a lender, guaranty agency, or loan servicer to financial aid office or other institutional employees with responsibilities related to education loans		

Quick Quiz 1:

6. Indicate the type of code of conduct for each requirement.

Code of Conduct Requirement	Type of Code of Conduct	
	Title IV Loans	Preferred Lender Arrangement
Ban on revenue sharing arrangements with any lender		
Outright ban on staffing assistance		
Ban on call center or financial aid office staffing assistance from any lender, except under certain limited circumstances specified in statute and regulation		

Quick Quiz 1:

6. Indicate the type of code of conduct for each requirement.

Code of Conduct Requirement	Type of Code of Conduct	
	Title IV Loans	Preferred Lender Arrangement
Ban on compensation provided to financial aid office or other school employees with education loan related responsibilities for service on advisory boards, commissions, or groups established by a lender or guarantor (or a group of lenders or guarantors), except for reimbursement of reasonable expenses incurred for such service		
Outright ban on advisory board compensation		
Ban on steering a first-time borrower's loan to a particular lender through award packaging or any other method		

Quick Quiz 1:

6. Indicate the type of code of conduct for each requirement.

Code of Conduct Requirement	Type of Code of Conduct	
	Title IV Loans	Preferred Lender Arrangement
Bans the request or acceptance of offers of funds for making private education loans from any lender		
Ban on consulting or other contracting arrangements for providing education loan related services		

Quick Quiz 1:

7. When is an institution that participates in a preferred lender arrangement required to provide the disclosures under Sections 128(e)(1) and (11) of the Truth in Lending Act?
- ☐ Only upon request by a potential borrower
 - ☐ Annually to all enrolled students and their families
 - ☐ Only at the time the student applies for financial aid
8. The Private Education Loan Applicant Self-Certification form is only required if the institution participates in a preferred lender arrangement.
- ☐ True
 - ☐ False

Quick Quiz 1:

9. If the institution is itself the private education loan lender, it is not required to provide the Private Education Loan Applicant Self-Certification form to borrowers of its private education loans.
- ☐ True
 - ☐ False
10. An institution subject to both the Title IV loans and preferred lender arrangement codes of conduct must develop and publish them separately on its website.
- ☐ True
 - ☐ False

Quick Quiz 1:

11. Which of the following disclosure methods most accurately describes the way in which the school may provide information about its Title IV loan code of conduct?

- ☐ It must be published and displayed prominently on the institution's website available to its students and the general public.
- ☐ It may be provided in person, by audiovisual presentation, online, or through interactive electronic means.
- ☐ It must be provided in writing to each borrower.

Quick Quiz 1:

12. If the institution does not have a preferred lender arrangement and provides a list of private education loan lenders to current or prospective students and their families, that list must contain _____, and it must not contain _____.
13. Student borrowers enrolled in a correspondence, distance learning, or study abroad program may be provided _____ counseling materials by mail within _____ days after the borrower completes her program.

Quick Quiz 1:

14. Which of the following requirements apply to the TEACH Grant Program?

- ☐ Initial counseling prior to the first TEACH Grant disbursement for a first-time TEACH Grant recipient
- ☐ Subsequent counseling at the time of each TEACH Grant disbursement
- ☐ Subsequent counseling annually prior to the first disbursement of each TEACH Grant award
- ☐ Exit counseling shortly before the TEACH Grant recipient ceases attendance or changes to an ineligible program

Quick Quiz 1:

15. The institution is required to provide which of the following information related to textbooks and supplemental materials for each class on its online course schedule?

- ☐ Programs for renting textbooks or for purchasing used textbooks
- ☐ Verified textbook pricing information for required and recommended textbooks and materials
- ☐ Verified textbook pricing information for required textbooks and materials (optional for recommended textbooks)
- ☐ Guaranteed textbook buy-back programs

Quick Quiz 1:

15. The institution is required to provide which of the following information related to textbooks and supplemental materials for each class on its online course schedule? *(continued)*

- ☐ The International Standard Book Number of textbooks and materials charged by the institution or an institution-affiliated bookstore
- ☐ The retail price of textbooks and materials charged by the institution or an institution-affiliated bookstore
- ☐ Other available cost-saving strategies related to the purchase of textbooks and materials

Quick Quiz 1:

16. Indicate the types of students for each disclosure.

A. Prospective students only

C. Enrolled and prospective students

B. Enrolled students only

D. Financial aid recipients only

Disclosure Requirement	Students to Whom It Applies (A, B, C, or D)
Financial assistance information	
Net price calculator	
Student rights and responsibilities	
Return of Title IV funds summary	
Textbooks and supplemental materials cost information	
Title IV loans code of conduct	
Verification requirements	

Quick Quiz 1:

17. What formats can a school use to provide Direct Loan entrance counseling?
18. Which of the following information should be included in the institution's summary of the Return of Title IV funds requirements it provides in its consumer information?
- ☐ When the Return of Title IV funds provisions apply
 - ☐ To which Title IV funds the provisions apply
 - ☐ Institutional refund policies
 - ☐ How the school determines the student's withdrawal date
 - ☐ The effect of a leave of absence

Quick Quiz 1:

18. Which of the following information should be included in the institution's summary of the Return of Title IV funds requirements it provides in its consumer information?
(*continued*)

- ☐ How the school determines the amount of Title IV funds a student earned
- ☐ The treatment of Title IV funds that remain undisbursed at the time of a student's withdrawal
- ☐ How the institution determines the amount of Title IV funds that must be returned
- ☐ The institution's and the student's responsibilities for the return of Title IV funds

Quick Quiz 1:

18. Which of the following information should be included in the institution's summary of the Return of Title IV funds requirements it provides in its consumer information?
(continued)

- ☐ The order for the return of Title IV funds and how the funds are returned
- ☐ Applicable deadlines

19. The net price calculator is a tool that compares the student's current year _____ to _____ in the previous year.

Academic Information



Quick Quiz 2:

1. Which of the following are required elements of an institution's consumer information related to its accreditation and licensure?

- ☐ Providing institutional accreditation and licensure information only upon request from enrolled and prospective students
- ☐ Providing accreditation and licensure information to all enrolled and prospective students in the annual notice to enrolled students and via publications, mailings, and electronic media
- ☐ The names of the associations, agencies, or governmental bodies that accredit, approve, or license the institution
- ☐ Procedures for filing complaints with the institution's accrediting, approval, or licensing entity

Quick Quiz 2:

2. The institution's consumer information related to its academic programs must include information about any plans it has to improve its programs.

☐ True

☐ False

Quick Quiz 2:

3. For currently enrolled students, if a program's curriculum does not meet state licensure or certification requirements, the student must be notified within _____ of the school's discovery of this information.

- ☐ 7 days
- ☐ 14 days
- ☐ 10 days
- ☐ 15 days

Institutional Programs and Policies



Drug and Alcohol Abuse Prevention



Copyright Infringement



Special Services and Facilities



Vaccination Policies



Voter Registration



Constitution Day and Citizenship Day



Family Educational Rights and Privacy Act (FERPA)

FERPA

- Notice must inform students of their rights and related procedures
 - Review and request to amend education records
 - Consent to disclosures of personally identifiable information (PII)
 - File a complaint if FERPA rights are violated
- School must define PII, directory information, and school officials with “legitimate interest”

Quick Quiz 3:

1. The Drug-Free Workplace requirements only apply to postsecondary institutions that receive campus-based program funds.

- ☐ True
- ☐ False

Quick Quiz 3:

2. The institution is required to disclose information about its drug and alcohol abuse prevention program to which of the following?

- ☐ All enrolled and prospective students
- ☐ All current and prospective employees
- ☐ All students taking classes, including continuing education students, and current employees
- ☐ All students taking classes, excluding continuing education students, and current employees

Quick Quiz 3:

3. Drug and alcohol abuse prevention program information may be disclosed via which of the following methods?
- ☐ Printed materials, such as student or employee handbooks, made available upon request by an enrolled student or current employee
 - ☐ Publications that are distributed individually to each enrolled student and current employee
 - ☐ Postings to the institution's website that are readily accessible to enrolled students and current employees
 - ☐ Paper or electronic notice included with a current employee's paycheck

Quick Quiz 3:

4. An institution is required to provide copyright infringement and peer-to-peer file sharing disclosures to students and employees.

☐ True

☐ False

5. List three of the four elements indicated in the lesson that an institution must disclose about copyright infringement and peer-to-peer file sharing.

Quick Quiz 3:

6. Constitution Day and Citizenship Day commemorates the signing of the U.S. Constitution on:
- ☐ July 4, 1776
 - ☐ July 4, 1787
 - ☐ September 17, 1776
 - ☐ September 17, 1787
7. If the institution is not located in a state that has enacted the motor vehicle/voter provisions of the National Voter Registration Act, the institution must make a good faith effort to distribute voter registration forms to _____ students for elections for _____ within the state.

Quick Quiz 3:

8. List five of the six elements discussed in the lesson that an institution must disclose in its annual FERPA notice to attending students.

Lesson 3

Campus Security and Fire Safety



Annual Security Report

Crime Statistics

Campus Security
and Crime
Prevention
Programs

Dating Violence,
Domestic Violence,
Sexual Assault,
Stalking

Crime Reporting
and Response
Policies

Off-Campus
Monitoring Policies

Sex Offender
Registry

Campus Facilities
Security and
Access

Alcohol and Illegal
Drug Enforcement
Policies

Emergency
Response and
Evacuation

Campus Law
Enforcement

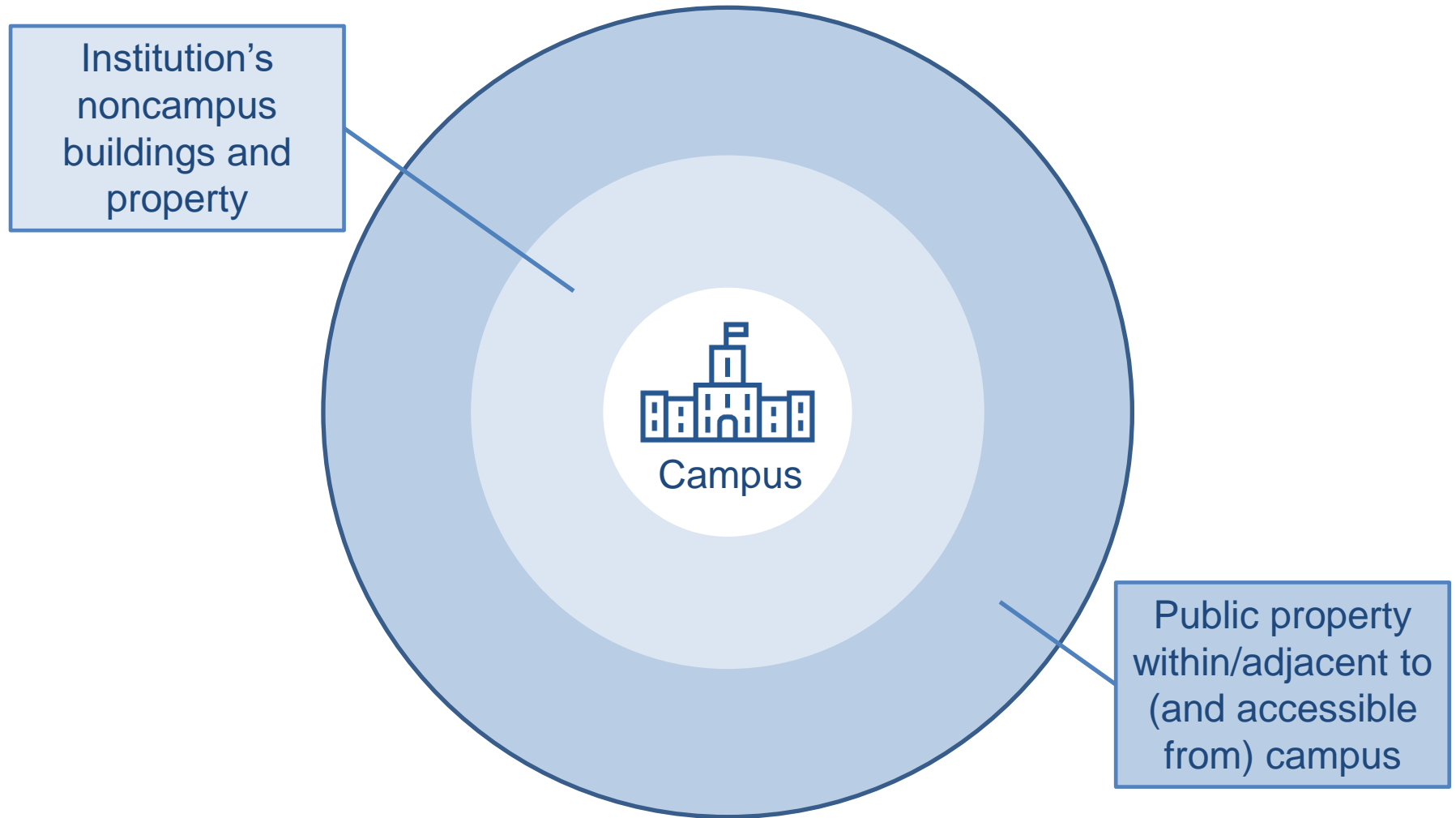
Drug and Alcohol
Abuse Prevention
Programs

Missing Student
Notifications

Crime Statistics

- Schools must report statistics for certain “included” crimes if:
 - Occurred in three most recent calendar years;
 - On campus or within its Clery Geography; and
 - Reported to campus security or local law enforcement

Crime Statistics: Clery Geography





Crime Statistics

Categories

Primary crimes

Hate crimes

Other crimes

Recording

Reported crimes

By calendar year

By location

Reports of Stalking

Information

No identity disclosure

Not from pastoral or professional counselors

Use of standard crime definitions

Statistics from police agencies

Programs, Policies, and Procedures

Dating violence, domestic violence,
sexual assault, stalking

Prevention and
awareness
programs

Procedures for
institutional action

Crime Log

- Record crimes by the date reported
- Entries
 - Nature, date, and location
 - Within 2 business days of crime report
 - May withhold entries until no longer adverse
- Public Inspection
 - Most recent 60 days always available
 - After 60 days, within 2 business days of request

Emergency Preparedness

- Report crimes to campus community in timely manner
- Notify campus community if there is immediate threat to health and safety on campus
- Must have emergency response and notification procedures
- Must have missing student notification policies and procedures



Timely warning



Confirm event



Notification system



System testing



Emergency notification

Quick Quiz 1:

1. Which of the following items must be included in an institution's annual campus security report?
 - ☐ Crime statistics
 - ☐ Identity theft prevention policies
 - ☐ Policies and procedures regarding sexual assault
 - ☐ Crime awareness and prevention programs for the public
 - ☐ Information regarding locating registered sex offenders
2. All institutions must have missing student notification procedures.
 - ☐ True
 - ☐ False

Quick Quiz 1:

3. For which of the following crimes must an institution compile and disclose statistics?

- ☐ Murder
- ☐ Trespassing
- ☐ Arson
- ☐ Stalking
- ☐ Identity Theft

4. What is the purpose of the timely warning and emergency notification requirements?

5. Define “hate crime.”



In your opinion, is the annual security report an effective method for disclosing campus security information? Why?

Are there any items you would exclude from the required campus security policies and procedures? Why?

Have you had students and families ask questions about campus security information? If yes, what challenges did the conversation present?



Annual Fire Safety Report

Fire Statistics

Evacuation Procedures

Fire Safety Systems

Education and Training

Fire Drills

Reporting Fires

Policy Statements

Plans for Future
Improvement

Fire Statistics

Number of Fires

Causes of Fires

Number of Injured Who Received Treatment

Number of Fire-Related Deaths

Value of Property Damage

Fire Log

Entries

- Fire incidents
- Within 2 business days of incident

Public Inspection

- Most recent 60 days always available
- For older reports, within 2 business days of request for inspection

Quick Quiz 2:

1. Which institutions are subject to the fire safety information requirements?
2. In its annual fire safety report, an institution must report the number of fire drills it conducted for the past five calendar years.
 - ☐ True
 - ☐ False

Quick Quiz 2:

3. Which of the following fire statistics must an institution compile and report?
- ☐ The number of reported arsons
 - ☐ The number of fires and their cause
 - ☐ The number of reported open flame incidents
 - ☐ Value of property damage caused by fire
 - ☐ Number of fire-related deaths
4. What is the time period applicable to compiling required fire statistics?
5. What information must be recorded in a school's fire log?



Do you believe an annual report is the best way to disclose fire safety information? Why?

Is there additional information would you require in the annual fire safety report? Why?

What do you think the benefits are of having the fire log available for public inspection?

Disclosure and Reporting

Publish

Recipients

Delivery
Methods

Submission
to ED

- Must publish campus security and fire safety report
 - Can be in same report
- Must distribute to enrolled students and current employees annually by October 1
 - Direct mailing to each individual
 - Publication provided to each individual
 - Posting to Internet or Intranet website

Disclosure and Reporting

Publish

Recipients

Delivery
Methods

Submission
to ED

- If provided to enrolled students by website:
 - Provide exact URL
 - State paper copy provided upon request
- If provided to current employees by website
 - Statement of report's availability
 - Exact URL
 - Brief description of contents
 - State paper copy is provided upon request

Disclosure and Reporting

Publish

Recipients

Delivery
Methods

Submission
to ED

- Must provide to prospective students and employees
 - Statement of report's availability
 - Description of contents
 - Opportunity to request a copy
- If provided by website
 - Exact URL
 - Brief description of report
 - State paper copy is provided upon request

Quick Quiz 3:

1. To whom must an institution disclose its campus security and fire safety reports?
2. An institution must publish its campus security report and fire safety report separately.
 - ☐ True
 - ☐ False

Quick Quiz 3:

3. Which of the following items must be included in the institution's statement if it discloses its reports via the Internet to prospective students and employees?

- ☐ The institution's home page
- ☐ The exact electronic address where the report(s) is posted
- ☐ Detailed instructions for printing a paper copy
- ☐ A brief description of the report
- ☐ A statement that the institution will provide a paper copy upon request

4. How does an institution submit its reports to ED?

Learning Activity

Page 95

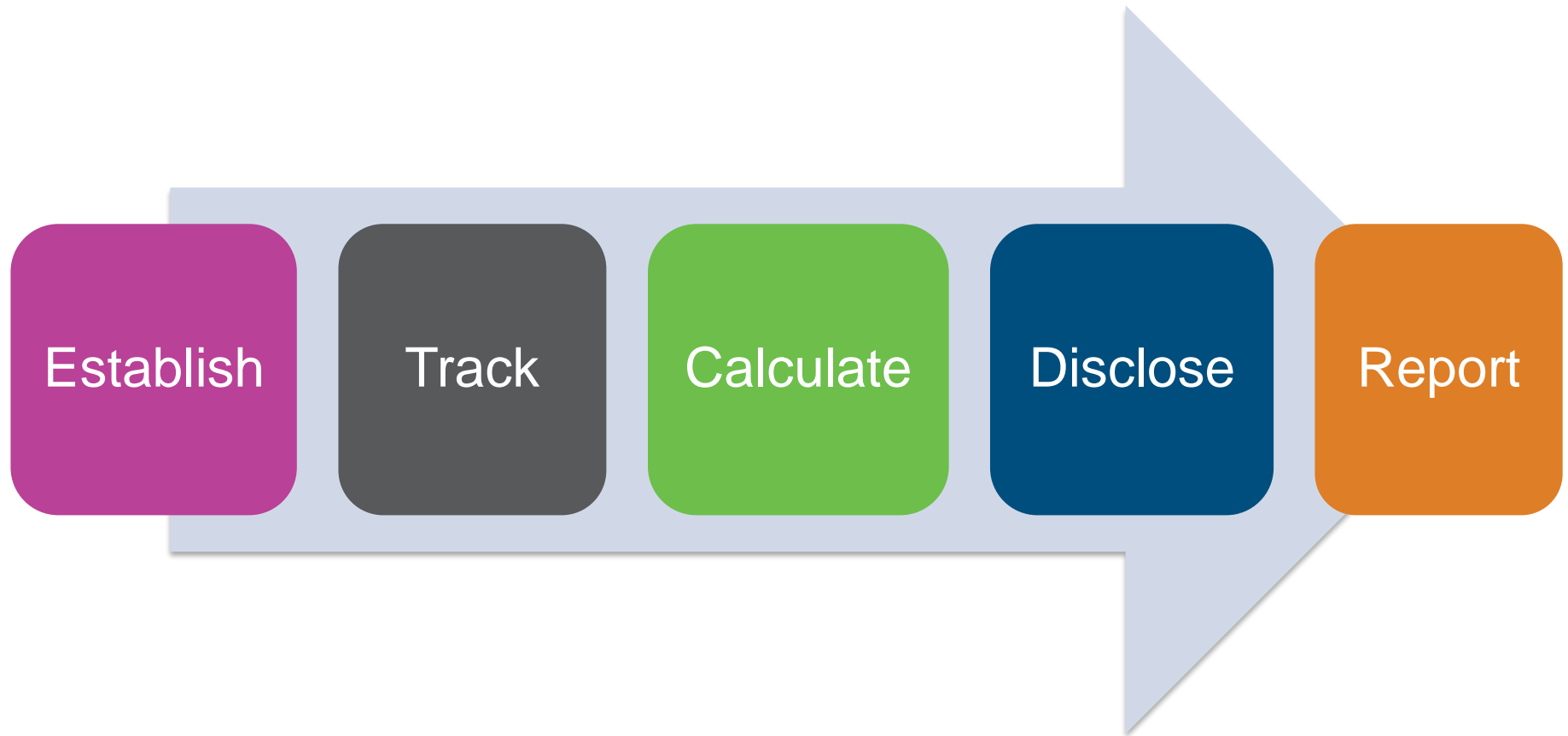
Learning Activity: Disclosures and Reporting Interview

1. How does the institution disclose this information to current students, current employees, prospective students, and prospective employees?
2. How often does an individual request a paper copy of report? Why do you think they request a paper copy?
3. Have you found any challenges with reporting information to ED? If yes, what are the challenges?

Lesson 4

Completion and Graduation Rates, Transfer-Out Rates, and Information about Athletic Programs

Tracking First-Time, Full-Time Cohorts



Quick Quiz 1:

1. What is disaggregation?
2. Which of the following are acceptable student exclusions for completion/graduation rates?
 - ☐ Service in the U.S. Armed Forces
 - ☐ Missionary work in South Africa
 - ☐ Taking the year off to backpack in Europe
 - ☐ Vaccinating children in Cambodia as a Peace Corps member
 - ☐ Missing two years due to not making satisfactory academic progress

Quick Quiz 1:

3. All schools must report transfer-out rates.
☐ True
☐ False
4. The cohort of first-time, full-time undergraduate students should include students enrolled as of _____.
5. Define the phrase “normal time” as it relates to consumer information requirements.



Do you think the information that schools are required to report for completion/graduation rates is easily understood? Why? What may the complexities be?

In your opinion, why would the disaggregated data be helpful to a prospective student and/or family?

Do you know what office on campus provides information on completion/graduation rates and transfer-out rates (if applicable)? If not, research it and keep for your reference.

Student Completion/Graduation Rates and Transfer-Out Rates for Student Athletes

Completion/ Graduation Rates

- Categorized by race and gender
- Athletically related aid
- Four most recent completed or graduating classes receiving athletically related student aid

Transfer-Out Rates

- If applicable, must track undergrad students from annual completion or graduation rate
- Categorized by race and gender; and
- Race and gender within each sport in which students received athletically related aid

Quick Quiz 2:

1. What exception is provided for schools who would normally have to disclose the number of students receiving athletically related aid by race and gender?
2. There is no deadline for schools to report completion/graduation rate information for students receiving athletically related aid.
 - ☐ True
 - ☐ False

Quick Quiz 2:

3. The average transfer-out rate for the four most recently completed/graduated classes must be categorized by _____.
4. What supplemental information may a school elect to provide about transfer-out rates?

Athletic Program Participation Rate and Financial Support Data

EADA

- Equity in Athletics Disclosure Act of 1994

EADA Report

- Components
- Disclosure
- Distribution
- Submission to ED

Quick Quiz 3:

1. To whom must a school disclose its EADA report?
2. How does a school submit its EADA report to ED?
3. ED designates the 12-month period that must be covered in the EADA report.
☐ True
☐ False
4. Where can a school official find all of the information that must be included in the EADA report?



Why do you think the EADA report became necessary?

Do you think the information in the EADA report would affect a student's decision to attend the school? Why?

Would you be able to direct a student to the EADA report if asked? If not, where would be the first place you would check?

Comprehensive Consumer Information and Disclosure List

Compare your school's Title IV consumer information disclosure procedures to the following list to determine whether your school is in compliance with each requirement. Interview staff from your office or other offices as necessary. You may want to discuss any gaps you identify with your supervisor, as this may indicate a compliance issue that needs to be resolved.

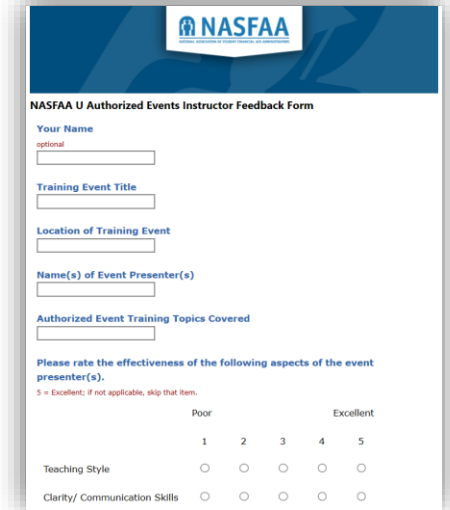
Disclosure	Citation	Made Readily Available	Available Upon Request	Annual Notice/Report Deadline	Comments
A list and brief description of the topics made readily available, and how to obtain the information	668.41(a),(c)			✓ Enrolled students: school-determined date	
Academic programs, facilities, and instructional personnel	HEA 485(a)(1)(G),(N) 668.41(d)(2) 668.43(a)(5) 668.230	✓ Enrolled students ✓ Prospective students	✓ Enrolled students ✓ Prospective students		See the discussion regarding making information available in the <i>Federal Register</i> , 8/21/09, p. 42395.
Accreditation and licensing of the institution	HEA 485(a)(1)(J) 668.41(d)(2) 668.43(a)(6),(b)	✓ Enrolled students ✓ Prospective students	✓ Enrolled students ✓ Prospective students		The information must include contact information for filing complaints about the institution. See the discussion regarding making information available in the <i>Federal Register</i> , 8/21/09, p. 42395.

Refer to pages 120 through 142 of the Self-Study Guide

How Did We Do?

- Please complete the survey by clicking on the following link:

[Instructor Feedback Form](#)



The screenshot shows the NASFAA U Authorized Events Instructor Feedback Form. It includes fields for 'Your Name' (optional), 'Training Event Title', 'Location of Training Event', and 'Name(s) of Event Presenter(s)'. There is a section for 'Authorized Event Training Topics Covered' and a rating scale for 'Please rate the effectiveness of the following aspects of the event presenter(s)'. The scale ranges from 1 (Poor) to 5 (Excellent). The aspects being rated are 'Teaching Style' and 'Clarity/ Communication Skills'.

- Or type in the following address:

<https://nasfaa.informz.net/survistapro/sn.asp?gid=6B015DA5-2CBB-4A25-BA72-19B5CF39B0CF>

Thank you for attending!



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