

CONSUMER INFORMATION SCC

Activity 1: Institutional and Financial Assistance Information for Students

This Activity covers the following topics:

- Method of Disclosure [668.41\(b\)\(c\)](#)
- Financial Assistance Information [668.42](#)
- Institutional Information [668.43](#)
- Availability of Employees for Information dissemination purposes [668.44](#)
- Constitution and Citizenship Day [Federal Register 5/24/2005](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Topic – Method of Disclosure [668.41\(b\)\(c\)](#)

Method of Disclosure [668.41\(b\)\(c\)](#):

A school must annually provide a NOTICE directly (one-on-one distribution) to all enrolled students describing the availability of the required consumer information. The notice must contain a brief description of the various disclosures and how to obtain the full disclosures. If a disclosure is posted to a website, the notice must provide the exact electronic address and provide a statement that paper copies are available.

The following checklist outlines the general disclosure requirements. Some of the information is covered in more detail in other activities and those activities are also referenced. Use this checklist to ensure the school includes the appropriate information in its disclosures:

1. Basic financial aid information (See information on page 2)
2. General information about the school (See information on page 3)
3. Availability of employees for information dissemination (See information on page 4)
4. The school's retention rate (See [Activity 4](#))
5. Drug and alcohol abuse prevention information (See [Activity 2](#))
6. Equity in Athletics Disclosure Act (See [Activity 3](#))
7. The school's completion or graduation rate and, if applicable, its transfer-out rate (See [Activity 4](#))
8. The placement of, and types of employment obtained by, graduates of the school's degree or certificate programs [668.41\(d\)\(5\)](#) (See [Activity 4](#))
9. The types of graduate and professional education in which graduates of the school's four-year degree programs enroll (See [Activity 4](#))
10. Cleary (Campus Security) Act (See [Activity 5](#))
11. Family Educational Rights and Privacy Act (FERPA) (See [Activity 6](#))
12. Annual Fire Safety Report (See [Activity 8](#))

Topic—Financial Assistance Information [668.42](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Office Responsible:	FINANCIAL AID DEPARTMENT
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Area Information is located:	SCC WEBSITE: http://scc.spokane.edu/Admissions/FinancialAid/Home.aspx?page=PV2 AND THE FOLLOWING DOCUMENTS SENT WITH AWARD LETTERS: I:\2015-2016 Academic Year\2015-2016 FORMS\2015-2016 External Forms\INFO SUMMARY-ccs 43-159 15-16.pdf
Date Document was last updated:	FORMS UPDATED EVERY YEAR JANUARY 1, 2015
Date Policy and Procedure was last updated:	JANUARY 2015 DO WE ADD YEARLY P&P AS WELL AS ALL DETAILED INFORMATION

At a minimum, the following information must be published and made readily available to current and prospective students at a school:

- The description of all the Federal, State, local, private and institutional student financial assistance programs available to students who enroll at the school.

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SAME LINKS AS ABOVE
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- Need-based and non-need-based federal financial aid that is available to students (the school may describe its own financial assistance programs by listing them in general categories);

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SAME LINKS AS ABOVE
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- The terms and conditions under which students receive Federal Direct Loans and Perkins Loans; **CCS DOES NOT DO PERKINS LOANS**

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Loans.aspx STUDENT FORM TERMS AND CONDITIONS http://www.ccs.spokane.edu/Forms/District-Forms/FinanAid/ccs-43-163-15-16.aspx

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Date Policy and Procedure was last updated:	JUNE 2015

- The procedures and forms by which students apply for assistance;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE: http://scc.spokane.edu/Admissions/FinancialAid/Home.aspx?page=PVI SCC FORMS:
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- The criteria for selecting recipients from the group of eligible applicants;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	I:\POLICIES AND PROCEDURES\2015-2016 File Review and Award.doc PAGE: 6.2
Date Document was last updated:	JUNE 2015
Date Policy and Procedure was last updated:	JUNE 2015

- The criteria for determining the amount of a student's award;

Office Responsible:	FINANCIAL AID
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Home.aspx?page=PV3 I:\POLICIES AND PROCEDURES\2015-2016 File Review and Award.doc
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JUNE 2015

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The school must describe the rights and responsibilities of students receiving financial assistance and, specifically, assistance under the Title IV, HEA programs. This description must include specific information regarding:

- Criteria for continued student eligibility under each program;;

Office Responsible:	SAME AS ABOVE
Area Information is located:	
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- Standards which the student must maintain in order to be considered to be making satisfactory progress in his or her course of student for the purpose of receiving financial assistance;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/SAPP.aspx SCC FORM http://www.ccs.spokane.edu/Forms/District-Forms/FinanAid/ccs-43-152.aspx
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JUNE 2015

- Criteria by which the student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SAME AS ABOVE
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Funds.aspx SCC FORM http://www.ccs.spokane.edu/Forms/District-Forms/FinanAid/ccs-43-163-15-16.aspx

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Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JUNE 2015

- The terms of any loan received by a student as part of the student’s financial assistance package, a sample loan repayment schedule for sample loans and the necessity for repaying loans;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Loans.aspx?page=PV5 http://scc.spokane.edu/Admissions/FinancialAid/Loans.aspx?page=PV2
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JUNE 2015

- The general conditions and terms applicable to any employment provided to a student as part of the student’s financial assistance package;

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/WorkStudy.aspx SCC FORM H:\Workstudy Information.docx
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JANUARY 2015

- The exit counseling information the school provides and collects as required by [34 CFR 674.42](#) for borrowers under the Federal Perkins Loan Program, by [34 CFR 685.304](#) and for borrowers under the William D. Ford Federal Direct Student Loan Program

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Loans.aspx
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JANUARY 2015

Topic—Institutional Information [668.43](#)

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Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

The school must make readily available to enrolled and prospective students the following information:

- The cost of attending the school including tuition and fees charged to full-time and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students and any additional cost of a program in which a student is enrolled or expresses a specific interest

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Financing.aspx
Date Document was last updated:	Revised: June 2015
Date Policy and Procedure was last updated:	JANUARY 2015

- Any refund policy with which the school is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the school

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/WithdrawalDisclosure.aspx
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JANUARY 2015

- The requirements and procedures for officially withdrawing from the school

Office Responsible:	REGISTRATION DEPARTMENT
Area Information is located:	SCC WEBSITE FINANCIAL AID SECTION http://scc.spokane.edu/Admissions/FinancialAid/WithdrawalDisclosure.aspx?page=PVI REGISTRATION INFORMATION
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- A summary of the requirements under [34 CFR 668.22](#) for the return of title IV grant or loan assistance

Office Responsible:	FINANCIAL AID DEPARTMENT
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Area Information is located:	http://scc.spokane.edu/Admissions/FinancialAid/WithdrawalDisclosure.aspx?page=PV1
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JANUARY 2015

- The academic program of the school, including the current degree programs and other educational and training programs; the instructional, laboratory, and other physical facilities which relate to the academic program; the school's faculty and other instructional personnel and any plans by the school for improving the academic program of the school, upon a determination by the school that such a plan exists

Office Responsible:	?????
Area Information is located:	██████
Date Document was last updated:	██████
Date Policy and Procedure was last updated:	██████

- The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school's accreditation, licensure, or approval

Office Responsible:	?????
Area Information is located:	██████
Date Document was last updated:	██████
Date Policy and Procedure was last updated:	██████

- A description of the services and facilities available to students with disabilities, including students with intellectual disabilities

Office Responsible:	DISABILITY DEPARTMENT
Area Information is located:	██████
Date Document was last updated:	██████
Date Policy and Procedure was last updated:	██████

- The titles of persons designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics (and how and where those persons may be contacted)

Office Responsible:	???????
Area Information is located:	██████
Date Document was last updated:	██████

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Date Policy and Procedure was last updated:	[REDACTED]
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- A statement that a student's enrollment in a program of study abroad approved for credit by the home school may be considered enrollment at the home school for the purpose of applying for assistance under the title IV, HEA program

Office Responsible:	???
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

- Required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement

Office Responsible:	????
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

- School policies and sanctions related to copyright infringement including a statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities; a summary of the penalties for violation of Federal copyright laws and a description of the school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system

Office Responsible:	???
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

- A description of the transfer of credit policies established by the school which must include a statement of the school's current transfer of credit policies that includes, at a minimum any established criteria the school uses regarding the transfer of credit used at another school; and a list of schools with which the school has established an articulation agreement

Office Responsible:	???
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]

CONSUMER INFORMATION SCC

Date Policy and Procedure was last updated:	[REDACTED]
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- The school must make available for review to any enrolled or prospective student a copy of the documents describing the school's accreditation, approval or licensing

Office Responsible:	???
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

- The school must make available to current and prospective students information about its vaccinations policies (requirement from HEOA Section 485(a)) ([20 U.S.C. 1092\(a\)\(1\)](#)); [DCL GEN 08-12, page 96](#)

Office Responsible:	???
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

- If your school enrolls undergraduate students, the school must post a net price calculator on its Web site by October 29, 2011 (requirement from HEOA Section 485(a)) [Net Price Calculator](#)

Other Institutional Requirements

The school should also ensure the following requirements are met. These requirements are a result of the HEOA. Please see specific references listed after each section or review the [DCL GEN 08-12](#) for more information:

- The school must provide to each student upon enrollment, a separate, clear, and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. The school must also provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of the penalties under 484(r)(1) of the HEA. It must be a separate, clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)) [DCL GEN 08-12, pages 101 through 102](#)
- The school is required to report information to NCES in IPEDS for posting to the College Navigator Website. In return the U.S. Department of Education is required to post 26 items on the College Navigator Website for the school, including a link to the school's website that provides in an easily accessible manner: Student activities offered by the school; Services offered by the school for individuals with disabilities; Career and placement services offered to students during and after enrollment; Policies of the school related to transfer of credit from other schools [DCL GEN 08-12, pages 31 through 34](#)

Office Responsible:	FINANCIAL AID DEPARTMENT RESPONSIBLE FOR NOTIFICATION OF LOSS OF ELIGIBILITY
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Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/SAPP.aspx Shttp://www.ccs.spokane.edu/Forms/SCC-Forms/Financial-aid/Financial-Aid/ccs-4336.aspxCC FORM
Date Document was last updated:	MAY 2015
Date Policy and Procedure was last updated:	MAY 2015

- The school must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients [DCL GEN 08-12, page 95](#)

Office Responsible:	???
Area Information is located:	
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- To the maximum extent practicable, and in a manner of the school's choosing, the school must disclose on the school's internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information or required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include the Internet course schedule, the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined." If applicable, the school must include on the school's written course schedule a notice that the textbook information is available on the Internet course schedule and the Internet address for the schedule [DCL GEN 08-12, page 35; 20 U.S.C. 1015b](#)

Office Responsible:	?????
Area Information is located:	
Date Document was last updated:	
Date Policy and Procedure was last updated:	

- Upon the request of a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding the school's course schedule for the subsequent academic period, the information provided for students regarding the required recommended textbooks and supplemental materials for each course or class, the number of students enrolled in each course or class and the maximum student enrollment for each course or class [DCL GEN 08-12, page 35; 20 U.S.C. 1015b](#)

Office Responsible:	?????
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Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

- Disbursement of books and supplies policy for Pell eligible students must be provided to students in their consumer information [668.164\(j\)](#)

Office Responsible:	FINANCIAL AID DEPARTMENT
Area Information is located:	SCC WEBSITE http://scc.spokane.edu/Admissions/FinancialAid/Funds.aspx?page=PV1 Shttp://www.ccs.spokane.edu/Forms/District-Forms/FinanAid/ccs-43-163-15-16.aspx CC FORM
Date Document was last updated:	JANUARY 2015
Date Policy and Procedure was last updated:	JAUNE 2015

- The school must provide a Teacher Preparation Report annually to the state and to the general public (if the school prepares teachers for initial State Certification or Licensure). The states must submit to the U.S. Department of Education, and make available to the public, an annual report containing school and state-level information. The Department makes the state reports available to the public. [20 U.S.C. 1022d-1022g](#); [DCL GEN 08-12, page 48](#)
- The school must make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school, make the voter registration form widely available to students at the school, and request forms from the state 120 days prior to the deadline for registering to vote within the state. The school may electronically distribute the voter registration form from an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration [20 U.S.C. 1094\(a\)\(23\)](#); [DCL GEN 08-12, page 68](#)

Topic—Availability of Employees for Information dissemination purposes [668.44](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Office Responsible:	???
Area Information is located:	[REDACTED]
Date Document was last updated:	[REDACTED]
Date Policy and Procedure was last updated:	[REDACTED]

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- Unless given a waiver by the Secretary, the school must designate an employee or group of employees who shall be available to assist enrolled or prospective students in obtaining the information specified in [668.42](#), [668.43](#), [668.45](#), and [668.46](#)
- If the school designates one person, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours of that school;
- If more than one person is designated, their combined work schedules must be arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours of the school.

Topic—Constitution and Citizenship Day [Federal Register 5/24/2005](#)

Review and record what office is responsible for reviewing and updating the information listed below. Also indicate where this information is located and when it was last updated.

Constitution Day procedures:

Office Responsible:	????
Area Information is located:	
Date Document was last updated:	
Date Policy and Procedure was last updated:	
Provide an explanation outlining what your school provides to students to satisfy the Constitution Day requirement:	

Required information and helpful links:

This Congressional initiative is authorized by Section 111 of Division J of [Pub. L. 108-447](#), the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). The Assistant Deputy Secretary for Innovation and Improvement (Assistant Deputy Secretary) takes this action in order to implement this provision as it applies to educational institutions receiving Federal funding from the Department. Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." For purposes of the Department's implementation of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and "institutions of higher education" receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department's authority only extends to those educational institutions receiving funding from the Department, and consequently the Department can only regulate with regard to those institutions. Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Section 111 does not authorize funds to carry out this requirement, and Section 111(d) indicates that this section shall apply "without fiscal year limitation." Accordingly, the Assistant Deputy Secretary intends that this notice pertain to this fiscal year and all subsequent years.

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Some informational resources pertaining to the Constitution are listed below. In addition to these, the Department is aware that there may be other public and private resources available that may be helpful to educational institutions in implementing Constitution Day:

- The Department's Federal Resources for Excellence in Education (FREE) offers more than 25 resources from various federal agencies at: http://free.ed.gov/?page_id=6&query=U.S.%20Constitution&subject=5%2C3%2C5&gov=1 (**Note: Once you arrive at this website, click on the Featured Tab and scroll down until you find information about Constitution day. The information on this page changes regularly and several topics are included in addition to Constitution Day information.**)
- The National Archives web site provides Constitution Day activities and materials. <http://www.archives.gov/education/lessons/constitution-day/> and <http://www.archives.gov/education/lessons/constitution-workshop/>
- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access: <http://memory.loc.gov/ammem/amlaw/lawhome.html> and <http://thomas.loc.gov/teachers/constitution.html>
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: <http://edsitement.neh.gov/constitution-day>
- The Office of Personnel Management (OPM) has put relevant materials on its Web site at http://opm.gov/constitution_initiative. **Note: The information on the OPM website is archived.**
- The U.S. Senate has posted material from the Legislative Branch: <http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm>
- We also encourage you to access information about the Constitution on the National History Education Clearinghouse (NHEC) site at www.teachinghistory.org. The NHEC is funded by the U.S. Department of Education under contract no. ED-07-CO-0088. The NHEC homepage features special, highlighted information on teaching resources for Constitution Day.

With regard to non-governmental websites, these are provided as examples of resources on Constitution Day that you might find helpful. There are many other resources available that may be just as helpful. We cannot guarantee the accuracy of these sites, nor does our inclusion here constitute an endorsement of the sites, the material on the sites, or the related products or services of the entity that provided the information.

We encourage Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, to conduct ceremonies and programs that bring together community members to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.