

STUDENT CONSUMER INFORMATION DISCLOSURE

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

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

Information	Description	Where This Information Can Be Located
Academic Program	Educational Programs, Instructional Facilities, Faculty, and Certifications	Complete and current information about programs and classes available can be found in the Butler Tech Adult Education Course Catalog
Accountability For Programs that Prepare Teachers	Each school that prepares teachers for initial state certification or licensure must provide a report annually to the state and to the general public.	Butler Tech Adult Education does not prepare teachers for initial state certification or licensure.
Annual Security Report (ASR)	Mandated by the Clery (Campus Security) Act (as recently amended):34 CFR 668.46; DCL GEN-14-13, the ASR details the following items <ul style="list-style-type: none"> • Crime Statistics • Rape and Sexual Assault Prevention • Timely Warning and Emergency Notification • Daily Crime Log • Emergency Response/Evacuation • Missing Student Notification Policy. 	The most current Butler Tech Adult Education Annual Security Report is located online at https://www.butlertech.org/consumer-information/ Current and Prospective students and staff always have access to this electronic copy.
Constitution and Citizenship Day	Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.	Each year Butler Tech Adult Education sends educational information about the U.S. Constitution to each student via email. Constitution Day facts can also be obtained from the Financial Aid Office.
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	Each school must make available to prospective and enrolled students, information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining institutional or financial aid information.	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/ . Students are also provided with a list of staff in our information session packets.
Disbursement of Books and Supplies	Disbursement of books and supplies policy for title IV eligible students must be provided to students.	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/ .
Drug and Alcohol Prevention Policy	This policy describes the institution's expectations of student and employee conduct, defines drug- and alcohol-related offenses, describes the physical effects of alcohol, as well as sanctions against infringement violations. The prevention plan also provides abuse prevention and assistance programs. See also the Drug-Free Schools and Communities Act; Public Law 101-226	Information is included in the Butler Tech Adult Education Annual Security Report. Current and prospective students and staff also have access to an electronic copy of the Security Report online at https://www.butlertech.org/consumer-information/ .

<p>Employment Positions and Job Placement Rates Available</p>	<p>This disclosure provides a list of the employment positions by field and corresponding program and the placement rate (with a description of the methodology used to obtain the rate) by program.</p>	<p>Butler Tech’s Completion, Licensure, and Placement rates are location at https://www.butlertech.org/consumer-information/. Detailed statistics and information is also available through the US Department of Education’s College Scorecard (https://collegescorecard.ed.gov/) and through College Navigator (https://nces.ed.gov/collegenavigator/).</p>
<p>Facilities and Services Available to those with Disabilities</p>	<p>This is a discussion of the institution’s policy and procedure for providing reasonable accommodations to qualified individuals with a disability participating in the school’s programs.</p>	<p>This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/.</p>
<p>Family Education Rights and Privacy Act (FERPA)</p>	<p>This is a discussion of the institution's policy for complying with the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the right to:</p> <ul style="list-style-type: none"> • Access their educational records; • Consent to release a record to a third party; • Challenge information in their records, and • Be notified of their privacy rights. <p>Also discusses the disclosure exceptions – including the health and safety emergency exception.</p>	<p>This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/. Students also sign a FERPA form during enrollment that is kept in their electronic file.</p>
<p>Fire Safety report</p>	<p>This requires schools with on-campus student housing to provide a fire safety report.</p>	<p>Butler Tech Adult Education does not maintain on-campus student housing facilities, and therefore, is not required to complete a Fire Safety report.</p>
<p>Financial Assistance</p>	<p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs (aid) available to students who enroll at the school • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans • Procedures and forms by which students apply for assistance • General conditions and terms applicable to employment provided as part of financial aid package • Entrance and exit counseling information for student loan borrowers. 	<p>All required information is generally provided to students directly during their financial aid appointment. Supplemental information is provided through appropriate publications, mailing, or electronic media. Information can also be found in the Butler Tech’s Adult Education Student Handbook (https://www.butlertech.org/consumer-information/) and on the U.S. Department of Education’s website www.studentaid.gov.</p>

Institutional and Program Accreditation, Approval, or Licensure	Information on the School’s accreditation and various programmatic accreditations.	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/ .
Intercollegiate Athletic Program Participation Rates and Financial Support Data	This requires schools with intercollegiate athletic programs to report data.	Butler Tech Adult Education does not offer Intercollegiate Athletic Programs.

Institutional Information (Miscellaneous)	<p>Institutional information required by 34 CFR Sec. 668.43 and other institutional information</p> <ul style="list-style-type: none"> • College Navigator website • Copyright Information - This policy describes the process necessary for legal compliance with Federal, state, and local statutes, and outlines the school’s disciplinary actions copyright violations. • Net Price Calculator • Penalties – drug-related offenses • Retention, Completion/Graduation, and Transfer-Out Rates • Student Body Diversity • Textbook Information • Vaccination Policies • Voter Registration 	This information is online at https://www.butlertech.org/financial-aid-2/ and in our Adult Education Student Handbook. https://www.butlertech.org/consumer-information/ .
Misrepresentation	<p>The Institution has several formal processes in place to ensure that</p> <ul style="list-style-type: none"> • The Institution does not misrepresent the nature of its educational program. • The Institution does not misrepresent the nature of its financial charges. <p>The Institution it does not misrepresent the employability of its graduates</p>	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/ .
National Student Loan Data System	Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.	Students are informed at their Financial Aid Session of NSLDS, its purpose, and who it will be accessible by. Students sign a loan offer that states that they understand and agree to have their information released to NSLDS.

Preferred Lender Lists and Arrangements, Private Education Loans, and Annual Reports	Required of schools that participate in a preferred lender arrangement.	Butler Tech does not participate in preferred lender arrangements.
Price of Attendance	Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest.	Students are given a program specific Financial Aid Funding worksheet at their financial aid appointment that details all cost of attendance items. Current and prospective students are also able to view the cost of attendance details online at https://www.butlertech.org/financial-aid-2/
Principles of Excellence for Ed. Institutions Serving Service Members, Veterans, Spouses, & Family	In carrying out the principles of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the Shopping Sheet to all students.	Students are given a program specific Financial Aid Funding worksheet at their financial aid appointment that details all cost of attendance items. Veterans and service members are given the Federal Financial Aid Shopping Sheet in addition to their Financial Aid Funding Worksheet.

Private Education Loan Disclosures and Self-Certification Forms	Requirements for schools that provide information regarding private education loans from lenders to a prospective borrower.	Butler Tech does not provide information regarding private loans to prospective borrowers.
Refund Policy, Requirements for Withdrawals and Return of Title IV Financial Aid	Each school must make available to prospective and enrolled students information about: <ul style="list-style-type: none"> Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school. Requirements and procedures for official withdrawal Requirements for Return of Title IV, HEA grant or loan aid	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/ . Students are also informed of the R2T4 specifics at their financial aid meeting. The refund policy may also be found on our website at https://www.butlertech.org/consumer-information/
Required Written Arrangements Disclosures	Required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity.	Butler Tech Adult Education does not offer programs through another entity.
State Grant Assistance	Schools must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located, and provide sources of information about grant assistance from other states to borrowers from other states.	Students are informed of grants from the State of Ohio at their financial aid meeting. Students from out of state are also told of any state grants from their state.

Student Code of Conduct	This document provides a code of ethics and conduct that students are expected to follow while on campus or in attendance at a school sponsored function.	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/
Student Loan Information Published by the U.S. Department of Education	Schools are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided.	Information is provided electronically to students when it becomes available.
Student Right-to- Know Act	<p>The completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school.</p> <p>Further the completion or graduation rates are disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant <p>Students who did not receive either a Pell Grant or subsidized Stafford Loan</p>	<p>Butler Tech's Completion, Licensure, and Placement rates are location at https://www.butlertech.org/consumer-information/.</p> <p>Detailed statistics and information is also available through the US Department of Education's College Scorecard (https://collegescorecard.ed.gov/) and through College Navigator (https://nces.ed.gov/collegenavigator/).</p>
Transfer of Credit	The BUTLER TECH statement of transfer of credit policies.	This information is in our Adult Education Student Handbook. This can be found online at https://www.butlertech.org/consumer-information/
Types of Graduate and Professional Education in Which the School's Graduates Enroll	Schools that offer 4-year degree programs must make available to current and prospective students' information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll.	Butler Tech Adult Education does not offer 4-year programs.
Voter Registration Form	The Institution encourages eligible students to vote	Voter registration instructions can be obtained from the Financial Services Office or in the Adult Education Office. A link to register to vote is also located at https://www.butlertech.org/consumer-information/

