

**CONSUMER INFORMATION DISCLOSURES  
AT-A-GLANCE**

These charts provide a summary of School Disclosure Requirements (Non-Loan Related and Loan Related). Related Activities from the FSA Assessments are also linked in the first column, if applicable. This document should be used in conjunction with the current [FSA Handbook, Vol. 2, Chapters 6 & 7](#)

**Non-Loan Related Disclosure Requirements**

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<p>Notice of Availability of Institutional and Financial Aid Information</p> <p><a href="#">Activity 1</a></p>	<p><a href="#">34 CFR 668.41 (a)-(d)</a>, <a href="#">34 CFR 668.42</a>, <a href="#">34 CFR 668.43</a></p> <p>Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p>The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school’s website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf</p>
<p>Contact Information for Assistance in Obtaining Institutional or Financial Aid Information</p> <p><a href="#">Activity 1</a></p>	<p><a href="#">34 CFR 668.43</a>; <a href="#">34 CFR 668.44</a></p> <p>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 the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf</p>
<p>Student Financial Aid Information</p> <p><a href="#">Activity 1</a></p>	<p><a href="#">34 CFR 668.41 (a)-(d)</a>, <a href="#">34 CFR 668.42</a>, <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students' information about:</p> <ul style="list-style-type: none"> <li>All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school.</li> </ul>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn</p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
	<ul style="list-style-type: none"> <li>• Terms and conditions of the Title IV, HEA loans</li> <li>• Criteria for selecting recipients and for determining award amount</li> <li>• Eligibility requirements and procedures for applying for aid</li> <li>• Methods and frequency of disbursements of aid</li> <li>• Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</li> <li>• Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</li> <li>• Procedures and forms by which students apply for assistance</li> <li>• A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid</li> <li>• General conditions and terms applicable to employment provided as part of financial aid package</li> <li>• The exit counseling information the school provides and collects</li> </ul>	<p>Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%2023-24%2053023.pdf</p>
<p>State Grant Assistance <a href="#">Activity 10</a></p>	<p>HEA Sec. 480 (j)</p> <p>Estimated Financial Assistance [EFA] provided by a State.</p> <p>If the assistance proved by a state is not considered Title IV assistance and is designated by the State to offset a specific component of the student’s COA, the amount of the assistance may be excluded from both the COA and EFA. You may exclude such assistance on a student-by-student basis, but if it is excluded, it must be excluded for both the COA and EFA. If the amount excluded is less than the allowance provided in the student’s COA, you must exclude the lesser amount.</p> <p>Any educational benefits paid because of enrollment in postsecondary education such as a State Grant counts as EFA ].</p> <p>School 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. The school must also provide sources of information about grant assistance from other states to borrowers from other states.</p> <ul style="list-style-type: none"> <li>• Eligibility requirements and procedures for applying for aid.</li> <li>• Methods and frequency of disbursements of aid</li> </ul>	<p>Information provided to borrowers during registration and found on Auburn’s website</p> <p><a href="https://www.auburncc.org/Scholarships.aspx">https://www.auburncc.org/Scholarships.aspx</a></p>

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<p>Facilities and Services Available to Students with Disabilities <a href="#">Activity 1</a></p>	<p><a href="#">34 CFR 668.41 (a)-(d)</a>; <a href="#">34 CFR 668.43</a>; <a href="#">34 CFR 668.231</a> <a href="#">34 CFR 668.44</a></p> <p>Each school must make available to prospective and enrolled students’ information about facilities and services available to students with disabilities, including students with intellectual disabilities.</p> <ul style="list-style-type: none"> <li>• A description of the services and facilities available to students with disabilities, including students with intellectual disabilities as defined.</li> <li>• The titles of persons designated under <a href="#">§ 668.44</a> and information regarding how and where those persons may be contacted.</li> </ul>	<p><a href="https://www.auburncc.org/OfficeofAccessibility.aspx">https://www.auburncc.org/OfficeofAccessibility.aspx</a></p>
<p>Cost of Attendance <a href="#">Activity 1</a></p>	<p><a href="#">34 CFR 668.41(a) – (d)</a>; <a href="#">34 CFR 668.43</a>; <a href="#">Current FSA HB Vol. 3, Chapter 2</a>; <a href="#">and DCL-GEN-22-15</a></p> <p>Each school must make available to prospective and enrolled students’ information about the cost of attendance, including tuition and fees, books, course materials, supplies and equipment, food and housing, living expenses, transportation costs, course materials, cost of obtaining a license, certification or first professional credential, miscellaneous personal expenses, and any additional costs for a program in which the student is enrolled or expresses an interest.</p> <p><b><u>Key Definitions:</u></b></p> <p><b>Professional licensure, certification, or a first professional credential</b>—An allowance for the costs associated with obtaining a license, certification, or a first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification.</p> <p><b>Study abroad expenses</b>—An allowance for reasonable costs, as determined by the institution, for a student in a study abroad program approved for credit by the home institution.</p> <p><b>Cooperative education costs</b>—An allowance for reasonable costs, as determined by the institution, associated with such employment for a student engaged in a work experience under a cooperative education program.</p> <p><b>Dependent care</b>—An allowance based on the estimated actual expenses incurred for dependent care, based on the number and age of such dependents.</p> <ul style="list-style-type: none"> <li>• Such allowance must not exceed the reasonable cost in the community in which such student resides for the kind of care provided; and</li> </ul>	<p><a href="https://www.auburncc.org/Programs.aspx">https://www.auburncc.org/Programs.aspx</a></p> <p>Disclosed to Veteran’s using Auburn’s Shopping Sheet.</p> <p>chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/MenuItem/_Adult%20Catalog%2006-20-23.pdf</p>

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	<ul style="list-style-type: none"> <li>The period for which dependent care is required includes, but is not limited to, class-time, study-time, field work, internships, and commuting time.</li> </ul> <p><b>Disability-related expenses</b>—An allowance, as determined by the institution, for expenses associated with a student’s disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided for by other agencies.</p> <p><b>Key Notes:</b></p> <ul style="list-style-type: none"> <li>Note #1: Language regarding costs for rental or purchase of equipment, materials, or supplies has been moved out of the definition of “tuition and fees” and into a broader definition of “books, course materials, supplies, and equipment.”</li> <li>Note #2: Living expense categories now break out costs associated with specific housing and food situations and require standard allowances within certain categories, such as on or off campus and with or without a meal plan.</li> <li>Note #3: Institutions may no longer include loan fees for non-Federal student loans borrowed by students.</li> <li>Note # 4: The types of expenses that an institution may include in the COA for a student who is enrolled less than half time has been broadened to include components not otherwise prohibited by the law. For example, an allowance for students in work related to a cooperative education program is permissible because that COA element [HEA Sec. 472(a)(12)] does not exclude less-than-half-time students, while miscellaneous personal expenses [HEA Sec. 472(a)(4)] are not includable, as noted below.</li> </ul>	
<p>Determining the Prorated amounts of Charges for student ledgers</p>	<p><a href="#">34 CFR 668.164 (c)(5)</a> and <a href="#">(m)</a></p> <p>Institutions should clearly inform students that the Cost of Attendance must be prorated by the payment period for the cost of books, supplies and equipment [including kits] when determine the amount of Title IV aid to credit for a given payment period.</p> <p>This information should be clearly posted by payment period on the student ledger for future review by the student.</p> <p><b>With the implementation of the cash management final regulations on July 1, 2016, the Department clarified its policy with respect to the proration of charges for books and supplies when a student does not have a real and reasonable opportunity to obtain those books and supplies, and equipment from a source other than the institution.</b></p>	<p>Information provided to students</p>

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	<p><b>We consider all institutional charges to be part of a student's tuition and fees for the purposes of implementing the regulations found in <a href="#">34 CFR 668.164(c)(1)(i)</a> relating to the crediting of a student's account.</b></p>	
Refund Policy	<p><a href="#">34 CFR 668.73</a></p> <p>Each school must make available to prospective and enrolled students' information about:</p> <ul style="list-style-type: none"> <li>Any refund policy the school must comply with the return of unearned tuition and fees or other refundable portions of costs paid to the school.</li> </ul>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf</p>
Requirements for Withdrawals and Return of Title IV Financial Aid <a href="#">Activity 1</a>	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a> and <a href="#">668.22</a></p> <p>Note: the Current <a href="#">FSA Handbook, Vol. 5 Chapter 2 Part 1</a> and <a href="#">Part 2</a> has sample Return to Title IV consumer information language.</p> <p>Each school must make available to prospective and enrolled students' information about:</p> <ul style="list-style-type: none"> <li>Requirements and procedures for official and unofficial withdrawal; as well as administrative withdrawals.</li> <li>Requirements for Return of Title IV, HEA grant or loan aid</li> </ul>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf</p>
Academic Program (Educational Program, Instructional Facilities, and Faculty) <a href="#">Activity 1</a>	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about the academic program of the school, including:</p> <ul style="list-style-type: none"> <li>Current degree programs and other educational and training programs</li> <li>Instructional, laboratory, and other physical plant facilities that relate to the academic program</li> <li>Faculty and other instructional personnel</li> </ul>	<p><a href="https://www.auburncc.org/Programs.aspx">https://www.auburncc.org/Programs.aspx</a></p>

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	<ul style="list-style-type: none"> <li>Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]</li> <li>If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification.</li> </ul>	
Transfer of Credit Policies and Articulation Agreements <a href="#">Activity 1</a>	<a href="#">34 CFR 668.43</a> Each school must disclose and make available to prospective and enrolled students a statement of the school’s transfer of credit policies that includes, at a minimum: Any established criteria the school uses regarding the transfer of credit earned at another institution <ul style="list-style-type: none"> <li>Any established criteria the school uses regarding the transfer of credit earned at another institution. a list of postsecondary schools with which the school has established an articulation agreement, or, if the school has no articulation agreements, a statement to that effect.</li> <li>A list of postsecondary schools with which the school has established an articulation agreement, or , if the school has no articulation agreements, a statement to that effect.</li> <li>written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or another demonstrated competency or learning.</li> </ul>	Auburn Career Center Adult Workforce Student Handbook  Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%2023-24%2053023.pdf  <a href="https://www.auburncc.org/PracticalNursing.aspx">https://www.auburncc.org/PracticalNursing.aspx</a>
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing) <a href="#">Activity 1</a>	34 CFR 668.43(a)(10), <a href="#">DCL-GEN10-08</a> and <a href="#">Frequently Asked Question</a>  Note: Sample language for the Federal requirements can be found in the current <a href="#">FSA Handbook, Vol. 2, chapter 6</a> .  Schools must readily make available to current and prospective students the school’s policies and sanctions related to copyright infringement, including: <ul style="list-style-type: none"> <li>A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities</li> </ul>	Auburn Career Center Adult Workforce Student Handbook  Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://

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	<ul style="list-style-type: none"> <li>A summary of the penalties for violation of federal copyright laws</li> <li>The school’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information technology system</li> </ul>	/www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf
Required Written Arrangements Disclosures <a href="#">Activity 1</a>	<p><a href="#">34 CFR 668.43(a)(12)</a></p> <p>All Participating Title IV Schools that have Written Arrangements are required disclosures to prospective &amp; 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</p>	N/A
School and Program Accreditation, Approval, or Licensure <a href="#">Activity 1</a>	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> <li>Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> <li>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</li> </ul>	<p>On website under Emergency Medical Programs</p> <p><a href="https://www.caahep.org/students/find-an-accredited-program">https://www.caahep.org/students/find-an-accredited-program</a></p> <p><a href="https://www.auburncc.org/EmergencyMedicalServicesClasses.aspx">https://www.auburncc.org/EmergencyMedicalServicesClasses.aspx</a></p> <p>In Auburn Adult Workforce Student Handbook</p>
Vaccinations Policy <a href="#">Activity 1</a>	<p>HEOA Section 488(a)(1)(E); amended <a href="#">HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1))</a>; added HEA Section 485(a)(1)(V)</p> <p>Institution must make available to current and prospective students’ information about institutional policies regarding vaccinations.</p>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpajpccplefindmckaj/https://www.auburncc.org/Downloads/Adult%20Workforce</p>

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		%20Handbook%202023-24%2053023.pdf
Consumer Information on College Navigator Website <a href="#">Activity 1</a>	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (<a href="#">20 U.S.C. 1015a(i)(1)(V)</a>)            Link to the College Navigator web site: <a href="#">College Navigator - National Center for Education Statistics</a></p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school’s website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> <li>• Student activities offered by the school</li> <li>• Services offered by the school for individuals with disabilities</li> <li>• Career and placement services offered to students during and after enrollment</li> <li>• Policies of the school related to transfer of credit from other schools</li> </ul> <p>Note: NCES conducts IPEDS: Complete information about the IPEDS surveys and the College Navigator website is available at: <a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a></p>	<a href="#">College Navigator - Auburn Career Center (ed.gov)</a>
Student Body Diversity <a href="#">Activity 1</a>	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (<a href="#">20 U.S.C. 1092 (a)(1)</a>): added <a href="#">HEA Section 485(a)(1)(Q)</a></p> <p>Schools 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:</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Self-identified members of a major racial or ethnic group</li> <li>• Federal Pell Grant recipients</li> </ul>	<a href="#">College Navigator - Auburn Career Center (ed.gov)</a>
Net Price Calculator <a href="#">Activity 1</a>	<p><a href="#">20 U.S.C. 1015a(a)</a>; <a href="#">20 U.S.C. 1015a(h)</a>; <a href="#">Net Price Calculator Information Center</a></p> <p>Schools must make available on their websites a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department’s version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change.</p> <p>Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds.</p> <p>A direct link to the Department’s <a href="#">FAFSA</a> website must also be included and can be found at <a href="https://studentaid.gov">https://studentaid.gov</a></p>	<a href="https://www.auburncc.org/FinancialAid1.aspx">https://www.auburncc.org/FinancialAid1.aspx</a>
Textbook Information	<p>(<a href="#">20 U.S.C. 1015b</a>), <a href="#">DCL-GEN-10-09</a></p>	<a href="https://www.auburncc.org/Programs.aspx">https://www.auburncc.org/Programs.aspx</a>



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<p><a href="#">Activity 1</a></p> <p>Information for Students <a href="#">Activity 1</a></p>	<p>Schools Receiving Any Federal Funds to the maximum extent practicable, and in a manner of the school’s choosing, each school must disclose on the school’s internet:</p> <ul style="list-style-type: none"> <li>• course schedule used for preregistration and registration purposes,</li> <li>• the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and</li> <li>• supplemental materials for each course listed.</li> </ul> <p>To the maximum extent practicable, a school must post verified textbook pricing information for both required and recommended materials for all classes (i.e., not just the school’s online classes) on the schedule that the school has posted online.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material.</li> <li>• 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.”</li> <li>• If applicable, the school must include on the school’s written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</li> <li>• The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</li> </ul>	
<p>Information For College Bookstores <a href="#">Activity 1</a></p>	<p>In the event that 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:</p> <ul style="list-style-type: none"> <li>• The school’s course schedule for the subsequent academic period</li> <li>• The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class</li> <li>• The number of students enrolled in each course or class and</li> <li>• the maximum student enrollment for each course or class</li> </ul>	N/A
<p>Disbursement For Books and Supplies <a href="#">Activity 1</a></p>	<p><a href="#">668.164(m)</a>; <a href="#">668.16(h)</a>; <a href="#">668.42</a>; <a href="#">668.165(a)(1)</a></p> <p>Disbursement of books and supplies policy for title IV eligible students must be provided to students in their consumer information</p>	Information provided to students during registration
<p>Accountability For Programs that Prepare Teachers <a href="#">Activity 1</a></p>	<p><a href="#">20 U.S.C. 1022d-1022g</a></p> <p>Schools that Prepare Teachers for Initial State Certification or Licensure must provide a report annually to the state and to the general public. The states must submit to the U.S. Department of Education, and make available to the</p>	N/A

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	<p>public, an annual report containing school and state-level information. The Department makes the state reports available to the public.</p> <p>The school reports include:</p> <ul style="list-style-type: none"> <li>• Goals- information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals</li> <li>• Assurances – description of activities the school has implemented to meet assurances</li> <li>• Pass rates and scaled scores for the most recent year for which information is available on assessments used by state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years</li> <li>• Program information – admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure</li> <li>• Statement of approval or accreditation of program (if required by the state)</li> <li>• Whether the state has designated the program as low-performing</li> <li>• Description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data</li> <li>• Description of activities that prepare teachers to effectively teach students with disabilities and students who have limited English proficiency</li> </ul>	
<p>Voter registration Forms <a href="#">Activity 1</a></p>	<p>HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (<a href="#">20 U.S.C. 1094(a)(23)</a>): added <a href="#">HEA Section 487(a)(23)(D)</a>, 34 CFR 75.500(d) and 76.500(d); <a href="#">DCL-GEN-22-05</a></p> <p>The school must make a good-faith effort to distribute voter registration forms to 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. This requirement was included in the National Voter Registration Act of 1993 (also known as the “MVRA” or “motor voter law”).</p> <ul style="list-style-type: none"> <li>• Make the voter registration form widely available to students at the school</li> <li>• If applicable schools must request voter registration forms from the state 120 days prior to the state’s deadline for registering to vote.</li> </ul> <p>This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The school must make the voter registration forms widely available to its students and must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students.</p>	<p>Voter registration forms made available to students in admissions office.</p>

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	The school can mail paper copies, or it may send an electronic message to each student with a voter registration form or with an Internet address where the form can be downloaded. The message must be devoted exclusively to voter registration	
<p>Constitution Day <a href="#">Activity 1</a></p>	<p><a href="#">Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004;</a> <a href="https://www.constitutionday.com/">https://www.constitutionday.com/</a></p> <p>Students attending schools receiving Federal funds.</p> <p>Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution.</p> <p>However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Some informational resources pertaining to the Constitution are listed in Consumer Information Activity 1 (see link in the left column).</p>	<p>Educational Program held each year on September 17 for students served by the school</p>
<p>Drug and Alcohol Abuse Prevention Program <a href="#">Activity 2</a></p>	<p><a href="#">34 CFR 86.100</a></p> <p>Schools Receiving Any Federal Funds must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school’s property or as part of any of the school’s activities</li> <li>• Descriptions of applicable legal sanctions under state, local, and federal law</li> <li>• Description of health risks</li> <li>• Description of available counseling, treatment, rehabilitation, or re-entry programs</li> <li>• Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions.</li> </ul> <p>Note: Students who enroll or employees who are hired after the annual distribution must receive the information.</p> <p>Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a “biennial review” of the school’s program that:</p> <ul style="list-style-type: none"> <li>• Determines the effectiveness of the program and implements needed changes</li> <li>• Determines the number of drug and alcohol-related violations and fatalities that occur on the school’s campus or as part of the school’s activities, and are presorted to campus officials</li> <li>• Determines the number and type of sanctions that are imposed</li> <li>• Ensures that sanctions are consistently enforced</li> </ul>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%2023-24%2053023.pdf</p>
<p>Completion/</p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(f)</a>; <a href="#">34 CFR 668.45</a>; <a href="#">34 CFR 668.48</a></p>	<p>N/A</p>

**CONSUMER INFORMATION DISCLOSURES  
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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<p>Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid</p> <p>(Including Disaggregated Completion/ Graduation Rates)</p> <p>(Student Right-to-Know Act)</p> <p><a href="#">Activity 3</a></p>	<p>All Schools Participating in the Title IV, HEA Federal Student Aid Programs That Enroll Students who Receive Athletically Related Student Aid.</p> <p>Each school must produce by July 1 each year a report that is provided to a prospective student athlete and the student’s parents, high school guidance counselor, and coach at the time the school offers athletically related student aid.</p> <p>If the NCAA provides the information for the school to high school coaches and counselors, the school is deemed to be in compliance with that requirement. The report must also be sent to the U.S. Department of Education.</p> <p>Note: The provisions in 34 CFR 668.45 regarding transfer-out disclosures; determining cohorts; defining completion, graduation, and transfer-out; exclusions; and disaggregation of completion/graduation rates apply also to the requirements for disclosing completion/graduation and transfer-out information for students receiving athletically related student aid.</p> <p>The report must contain:</p> <ul style="list-style-type: none"> <li>• The number of students, by race and gender, who attended the school in the prior year</li> <li>• The number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross-country and track combined, and all other sports combined).</li> <li>• The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates, categorized by race and gender for the most recently completing class.</li> <li>• The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates who received athletically related student aid, categorized by race and gender within each sport. (These data need not be disclosed for a category in which the number of students is five or fewer).</li> <li>• Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender.</li> <li>• Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport.</li> </ul>	
<p>Intercollegiate Athletic Program Participation</p>	<p><a href="#">34 CFR 668.41(g)</a>; <a href="#">34 CFR 668.47</a></p>	<p>N/A</p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<p>Rates and Financial Support (Equity in Athletics Disclosure Act)</p> <p><a href="#">Activity 3</a></p>	<p>All Co-Educational Schools Participating in Title IV, HEA Programs that have an Inter-collegiate Athletic Program.</p> <p>The Equity in Athletics Disclosure Act (EADA) is intended to make prospective students aware of a school’s commitment to providing equitable athletic opportunities for its men and women students. Any coeducational school of higher education that participates in an FSA program and has an intercollegiate athletic program must prepare an annual EADA report. The report contains participation rates, financial support, and other information on men’s and women’s intercollegiate athletic programs. Officially, it is The Report on Athletic Program Participation Rates and Financial Support Data. It is commonly referred to as the EADA Report.</p> <p>By October 15 each year, a co-educational school participate in Title IV, HEA programs that has an intercollegiate athletic program must make information about the program available to current and prospective students and to the public. The school must make the report easily accessible to students, prospective students, and the public and must provide the report promptly to anyone who requests it. The school must provide notice to all enrolled students and prospective students of their right to request the report. If the school chooses to make this report available by posting the disclosure on an Internet website or an Intranet website, it must provide in the notice the exact electronic address at which the report is posted, a brief description of the report, and a statement that the school will provide a paper copy of the report upon request. For prospective students, the school may not use an Intranet website for this purpose.</p> <p>Schools must submit their Equity in Athletics reports to the Department via the Athletic Disclosure Web site annually within 15 days of making them available to students, prospective students, and the public. It must be submitted online at: <a href="http://surveys.ope.ed.gov/athletics">http://surveys.ope.ed.gov/athletics</a>.</p> <p>The school must designate its reporting year. A reporting year may be any consecutive 12 month period of time. For its designated reporting year, a school must report the information contained in <a href="#">34 CFR 668.47</a>.</p> <p>All Co-Educational institutions participating in Title IV, HEA Programs that have an Inter-collegiate Athletic Program must include as part of their consumer information for the preceding year:</p> <ul style="list-style-type: none"> <li>• The number of male and the number of female full-time undergraduates enrolled</li> <li>• Unduplicated head count of participants on at least one varsity team, by gender</li> <li>• List of the varsity teams that competed in intercollegiate athletic competition, and for each team:             <ul style="list-style-type: none"> <li>○ Total number of participants, the number of participants who also participated on another varsity team, and the number of other varsity teams on which they participated</li> <li>○ Total operating expenses</li> </ul> </li> </ul>	

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
	<ul style="list-style-type: none"> <li>○ Whether the head coach was male or female and whether the head coach was assigned to the team on a full-time or part-time basis, and for part-time head coaches whether the coach was a full or part-time employee of the school</li> <li>○ Number of male and the number of female assistant coaches, and the number of male and the number of female assistant coaches who were assigned to the team on a full-time or part-time basis</li> <li>○ The number of part-time assistant coaches who were full-time and part-time employees of the school</li> <li>● Total revenues attributable to intercollegiate athletic activities, and the revenues from football, men’s basketball, women’s basketball, all other men’s sports combined, and all other women’s sports combined</li> <li>● Total revenues generated across all men’s teams and across all women’s teams</li> <li>● Total amount of money spent on athletically related student aid, separately for men’s and women’s teams overall</li> <li>● Ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes</li> <li>● Total amount of expenditures on recruiting, separately for men’s teams and of women’s overall</li> <li>● Average annual school salary of head coaches of men’s teams and of women’s teams, across all offered sports</li> <li>● Average annual school salary of the assistant coaches of men’s teams and of women’s team, across all offered sports</li> <li>● Total expenses attributable to intercollegiate athletic activities, and the expenses attributable to football, men’s basketball, women’s basketball, all other men’s sports combined, and all other women’s sports combined</li> </ul>	
<p>Completion/ Graduation and Transfer-out Rates  (Including Disaggregated Completion/ Graduation Rates)  (Student Right-to- Know Act)  <a href="#">Activity 4</a></p>	<p><a href="#">34 CFR 668.41(a) - (d)</a>; <a href="#">34 CFR 668.45</a>; <a href="#">34 CFR 668.8(b)(1)(ii)</a></p> <p>All Participating Title IV Schools that enroll first-time, full-time undergraduate students must annually make available to prospective and enrolled students 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>Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).</p>	<p>COE Annual Report is posted to the website</p>

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	<p>A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort.</p> <p>A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student’s program.</p> <p>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a></p> <p>Disaggregated Completion/Graduation Rates:</p> <p>The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Major racial and ethnic subgroup (as defined in IPEDS)</li> <li>• Recipients of a Federal Pell Grant</li> <li>• Recipients of a subsidized Stafford Loan who did not receive a Pell Grant</li> <li>• Students who did not receive either a Pell Grant or subsidized Stafford Loan</li> </ul> <p>Students are to be considered to have received a grant or loan if they received it for the period used for determining the cohort – fall term or full year.</p> <p>The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student.</p> <p>Exclusions:</p> <p>Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.</p> <p>The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school. Those schools may include the students who leave for such service in their completion/graduation rate calculation but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.</p>	

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Placement in Employment <a href="#">Activity 4</a>	<p><a href="#">34 CFR 668.41(d)</a></p> <p>Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school’s degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>	Made available in the COE annual report and on the methods used in the Placement plan found on the website.
Job Placement Rates <a href="#">Activity 4</a>	<p><a href="#">34 CFR 668.14(b)(10)</a></p> <p>All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:</p> <ul style="list-style-type: none"> <li>• The most recent available data concerning employment statistics and graduation statistics</li> <li>• Any other information necessary to substantiate the truthfulness of the advertisements</li> <li>• Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students.</li> </ul>	Made available in the COE annual report and on the methods used in the Placement plan found on the website.
Types of Graduate and Professional Education in Which the School’s Graduates Enroll <a href="#">Activity 4</a>	<p><a href="#">34 CFR 668.41(d)(6)</a></p> <p>All participating Title Iv schools that have a 4-year Degree Program 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. Schools must identify the source of the information, and any timeframes and methodology associated with it.</p>	N/A
Retention Rate <a href="#">Activity 4</a>	<p><a href="#">34 CFR 668.41</a></p> <p>Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS.</p> <p>This information is collected in the IPEDS Fall Enrollments Survey.</p> <p>For more information: <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a></p>	<a href="#">College Navigator - Auburn Career Center (ed.gov)</a>



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	If the retention rate information is requested by a prospective student, the information must be made available prior to the student’s enrolling or entering into any financial obligation with the school.	
<p>Security Report (Including Crime Statistics and Fire Safety Reports)</p> <p><u>Activity 5</u></p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a>; <a href="#">Handbook for Campus Crime Reporting</a></p> <p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school’s website, the school must provide a notice by October 1 that includes a statement of the report’s availability, the exact electronic address, a brief description of the report’s contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report’s availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p>	<p>Report or notice of report emailed to each enrolled student and employee.</p> <p>Found on Website</p> <p><a href="https://www.auburncc.org/CleryAct.aspx">https://www.auburncc.org/CleryAct.aspx</a></p>
<p>Crime Reporting, Crime Statistics and Policy Statements</p> <p><u>Activity 5</u></p> <ul style="list-style-type: none"> <li>• Victims’ Rights</li> <li>• Record Retention and Reporting</li> <li>• availability of Counseling</li> </ul>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a></p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> <li>• The crime statistics required in <a href="#">34 CFR 668.46(c)</a></li> <li>• A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school’s policies concerning its response to these reports, including: <ul style="list-style-type: none"> <li>○ Policies for making timely warning reports to members of the campus community, as required by <a href="#">34 CFR 668.46(e)</a>, regarding the occurrence of crimes described in <a href="#">34 CFR 668.46(c)(1)</a></li> <li>○ Policies for preparing the annual disclosure of crime statistics</li> <li>○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in <a href="#">34 CFR 668.46(c)(1)</a> for the purposes of making timely warning reports and the annual statistical disclosure; and</li> <li>○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics</li> </ul> </li> </ul>	<p>Report or notice of report emailed each enrolled student and employee.</p> <p><a href="https://www.auburncc.org/CleryAct.aspx">https://www.auburncc.org/CleryAct.aspx</a></p> <p><a href="https://www.auburncc.org/SafetySecurity.aspx">https://www.auburncc.org/SafetySecurity.aspx</a></p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<ul style="list-style-type: none"> <li>• and Assistance</li> <li>• VAWA statements</li> <li>• Disciplinary actions and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• A statement of policies concerning campus law enforcement that:               <ul style="list-style-type: none"> <li>○ Addresses the enforcement authority and jurisdiction of security personnel</li> <li>○ Addresses the working relationship of campus security personnel with State and local police agencies, including:                   <ul style="list-style-type: none"> <li>▪ Whether those security personnel have the authority to make arrests; and</li> <li>▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses</li> </ul> </li> <li>○ Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and</li> <li>○ Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics</li> </ul> </li> <li>• A description of the type and frequency of programs designed to inform students 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</li> <li>• A description of programs designed to inform students and employees about the prevention of crimes</li> <li>• A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities.</li> <li>• A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws</li> <li>• A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws</li> <li>• 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, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA</li> <li>• A statement of policy regarding the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in <a href="#">34 CFR 668.46(a)</a>, and of procedures that the school will follow when one of these crimes is reported. The statement must include:               <ul style="list-style-type: none"> <li>○ A description of the school’s educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by <a href="#">34 CFR 668.46(j)</a></li> <li>○ Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:</li> </ul> </li> </ul>	

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
	<ul style="list-style-type: none"> <li>▪ The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order</li> <li>▪ How and to whom the alleged offense should be reported</li> <li>▪ Options about the involvement of law enforcement and campus authorities, including notification of the victim’s option to:               <ul style="list-style-type: none"> <li>• Notify proper law enforcement authorities, including on-campus and local police</li> <li>• Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses</li> <li>• Decline to notify such authorities</li> </ul> </li> <li>• Where applicable, the rights of victims and the school’s responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school</li> <li>• Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:               <ul style="list-style-type: none"> <li>▪ Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))</li> <li>▪ Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures</li> </ul> </li> <li>• A statement that the school 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 school and in the community</li> <li>• A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.               <ul style="list-style-type: none"> <li>▪ The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement</li> </ul> </li> <li>• An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by <a href="#">34 CFR 668.46(k)</a></li> <li>• A statement that, when a student or employee reports to the school 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 school will provide the student or employee a written explanation of the student’s or employee’s rights and options as described in <a href="#">34 CFR 668.46 (b)(11)(ii) through (vi)</a></li> </ul>	

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	<ul style="list-style-type: none"> <li>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 school, a local law enforcement agency with jurisdiction for the campus, or a computer network address</li> </ul>	
<p>Clery Act, Hate Crimes and Violence Against Womens Act [VAWA] Requirements</p> <p><a href="#">Activity 5</a></p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a></p> <p>Note: On Jan. 19, 2021, we replaced the “Clery Act Appendix for FSA Handbook” attachment to this announcement. Link: <a href="#">Clery Act Appendix for FSA Handbook in PDF Format, 13 Pages, 245KB</a></p> <p>Crime Reporting Notification:</p> <p>VAWA</p> <ul style="list-style-type: none"> <li>Your school must in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the VAWA of 1994 (U.S.C.13925(a)(20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes.</li> </ul> <p>Crime statistics — The following provides a list of the crimes that must be reported and resources for where definitions for each Clery Crime can be found:</p> <p>(1) Crimes that must be reported and disclosed. An institution must report to the Department and disclose in its annual security report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority:</p> <p>(2) Primary crimes, including—</p> <p>Criminal homicide:</p> <p>(1) Murder and nonnegligent manslaughter; and</p> <p>(2) Negligent manslaughter.</p> <p>Sex offenses:</p> <p>(1) Rape</p> <p>(2) Fondling</p> <p>(3) Incest; and</p> <p>(4) Statutory rape.</p> <p>Robbery.</p> <p>Aggravated assault.</p> <p>Burglary.</p> <p>Motor vehicle theft.</p> <p>Arson.</p>	<p>Report provided to students and employees</p> <p><a href="https://www.auburncc.org/CleryAct.aspx">https://www.auburncc.org/CleryAct.aspx</a></p> <p><a href="https://www.auburncc.org/SafetySecurity.aspx">https://www.auburncc.org/SafetySecurity.aspx</a></p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
	<p>Hate crimes, including—</p> <p>(A) The number of each type of crime in <a href="#">paragraph (c)(1)(i)</a> of this section that are determined to be hate crimes; and</p> <p>(B) The number of the following crimes that are determined to be hate crimes:</p> <ol style="list-style-type: none"> <li>(1) Larceny-theft.</li> <li>(2) Simple assault.</li> <li>(3) Intimidation.</li> <li>(4) Destruction/damage/vandalism of property.</li> </ol> <p>Dating violence, domestic violence, and stalking as defined in <a href="#">paragraph (a)</a> of this section.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Arrests and referrals for disciplinary actions, including— <ul style="list-style-type: none"> <li>▪ Arrests for liquor law violations, drug law violations, and illegal weapons possession.</li> <li>▪ Persons not included in <a href="#">paragraph (c)(1)(ii)(A)</a> of this section who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.</li> </ul> </li> </ol>	
Crime Log	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a></p> <p>If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of Clery geography in paragraph (a) of <a href="#">34 CFR 668.46</a>, and that is reported to the campus police or the campus security department.</p> <p>This log must include:</p> <ul style="list-style-type: none"> <li>• The nature, date, time, and general location of each crime</li> <li>• The disposition of the complaint, if known</li> <li>• The school must make an entry or an addition to an entry to the log within two business days, as defined in <a href="#">34 CFR 668.46(a)</a>, of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim</li> <li>• The school may withhold information required under <a href="#">34 CFR 668.46(f)(1) and (2)</a> if there is clear and convincing evidence that the release of the information would: <ul style="list-style-type: none"> <li>○ Jeopardize an ongoing criminal investigation or the safety of an individual</li> <li>○ Cause a suspect to flee or evade detection</li> <li>○ Result in the destruction of evidence</li> </ul> </li> </ul>	<p>Open For Public Inspection</p> <p><a href="https://www.auburncc.org/CleryAct.aspx">https://www.auburncc.org/CleryAct.aspx</a></p> <p><a href="https://www.auburncc.org/SafetySecurity.aspx">https://www.auburncc.org/SafetySecurity.aspx</a></p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
	<ul style="list-style-type: none"> <li>The school must disclose any information withheld under <a href="#">34 CFR 668.46(f)(3)</a> once the adverse effect described in that paragraph is no longer likely to occur</li> <li>The school may withhold under <a href="#">34 CFR 668.46(f)(2) and (3)</a> only that information that would cause the adverse effects described in that section</li> <li>The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection</li> </ul>	
<p>Emergency Notification, Emergency response and Evacuation Procedures</p> <p><a href="#">Activity 5</a></p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a>; <a href="#">Handbook for Campus Crime Reporting</a></p> <p><b>Timely Warning and Emergency Notification</b></p> <ul style="list-style-type: none"> <li>Hate crimes, including:               <ul style="list-style-type: none"> <li>The number of each type of crime in <a href="#">34 CFR 668.46(c)(1)(i)</a> that are determined to be hate crimes</li> <li>The number of the following crimes that are determined to be hate crimes:                   <ul style="list-style-type: none"> <li>Larceny-theft</li> <li>Simple assault</li> <li>Intimidation</li> <li>Destruction/damage/vandalism of property</li> </ul> </li> </ul> </li> <li>Dating violence, domestic violence, and stalking as defined in <a href="#">34 CFR 668.46(a)</a></li> <li>Crimes that are reported to campus security authorities as defined under the school’s statement of current campus policies pursuant to <a href="#">34 CFR 668.46(b)(2)</a> or local police agencies</li> <li>Crimes that are considered by the school to represent a threat to students and employees</li> <li>The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.</li> <li>If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in <a href="#">34 CFR 668.46(g)(1)</a>, the school must follow its emergency notification procedures.</li> <li>A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed.</li> </ul> <p><b>Emergency Response and Evacuation Procedures:</b></p> <p>The school must include a statement of policy regarding emergency and response evacuation in the annual security report.</p>	<p>School Crisis Plan given to all instructors and staff and Clery Act Information available on the Auburn Career Center Website.</p> <p><a href="https://www.auburncc.org/CleryAct.aspx">https://www.auburncc.org/CleryAct.aspx</a></p> <p><a href="https://www.auburncc.org/SafetySecurity.aspx">https://www.auburncc.org/SafetySecurity.aspx</a></p>

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	<p>This statement must include:</p> <ul style="list-style-type: none"> <li>• A statement of policy regarding emergency response and evacuation procedures, as required by <a href="#">34 CFR 668.46(g)</a></li> <li>• The procedures the school will use to immediately notify campus community upon 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.</li> <li>• A description of the process the school will use to:               <ul style="list-style-type: none"> <li>○ Confirm that there is a significant emergency or dangerous situation as described in <a href="#">34 CFR 668.46(g)(1)</a></li> <li>○ Determine appropriate segment(s) of campus community to receive a notification</li> <li>○ Determine the content of the notification.</li> <li>○ Initiate the notification system.</li> </ul> </li> </ul>	
<p>Security Report-Missing Person Notification Policy</p> <p><a href="#">Activity 5</a></p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.46(b)(14)</a>; <a href="#">34 CFR 668.46(h)</a></p> <p>Schools that participate in Title IV, HEA Programs and provide an on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report.</p> <p>The statement must:</p> <ul style="list-style-type: none"> <li>• Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours.</li> <li>• Require that any missing student report must be referred immediately to the school’s police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area.</li> <li>• Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency.</li> <li>• Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.</li> </ul>	N/A

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	<ul style="list-style-type: none"> <li>Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.</li> <li>Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.</li> <li>A statement of policies and procedures regarding missing student notification procedures, as required by <a href="#">34 CFR 668.46(h)</a></li> <li>An institution that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities in its annual security report.</li> </ul>	
<p>Security Report- Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy</p> <p><a href="#">Activity 5</a></p>	<p><a href="#">34 CFR 668.46(b)(11)</a>; <a href="#">34 CFR 668.46(j)</a></p> <p>As required by <a href="#">34 CFR 668.46(b)(11)</a>, a school must include in its annual security report a statement of policy that addresses the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p> <ul style="list-style-type: none"> <li>A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> <li>A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <a href="#">34 CFR 668.46(a)</a></li> <li>The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction</li> <li>The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction</li> <li>A description of safe and positive options for bystander intervention</li> <li>Information on risk reduction</li> <li>The information described in <a href="#">34 CFR 668.46(b)(11)</a> and <a href="#">(k)(2)</a></li> </ul> </li> <li>A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in <a href="#">34 CFR 668.46(j)(1)(i)(A) through F</a></li> </ul> <p>Other required information:</p> <ul style="list-style-type: none"> <li>The school must ensure that the proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction is done according to the definitions outlined in <a href="#">34 CFR 668.46(j)(2)(i)-(v)</a></li> </ul>	<p><a href="https://www.auburncc.org/SafetySecurity.aspx">https://www.auburncc.org/SafetySecurity.aspx</a></p>



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	<ul style="list-style-type: none"> <li>The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <a href="#">34 CFR 668.46(j)(1)</a></li> </ul>	
<p>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</p> <p>Information for Crime Victims about Disciplinary Proceedings <a href="#">Activity 5</a></p>	<p><a href="#">34 CFR 668.46(k)</a></p> <p>As required in <a href="#">34 CFR 668.46 (b)(11)(vi)</a>, the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in <a href="#">34 CFR 668.46(a)</a> that:</p> <ul style="list-style-type: none"> <li>Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking.</li> <li>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</li> <li>Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking.</li> <li>Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking</li> </ul> <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> <li>Include a prompt, fair, and impartial process from the initial investigation to the final result</li> <li>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</li> <li>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. <ul style="list-style-type: none"> <li>Note: Instructions are reminded that if the accuser is not the victim you must also include them with the same opportunities.</li> </ul> </li> <li>Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties.</li> </ul> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p>	<p><a href="https://www.auburncc.org/SafetySecurity.aspx">https://www.auburncc.org/SafetySecurity.aspx</a></p>

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	<ul style="list-style-type: none"> <li>The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>The school’s procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available</li> <li>Any change to the result</li> <li>When such results become final</li> </ul> <p>Note: in cases where the accuser is not the victim the institution must also remember to notify the victim.</p>	
Privacy of Student Records – family Educational Rights and Privacy Act (FERPA)  <a href="#">Activity 6</a>	<a href="#">34 CFR 668.41(c)</a> ; <a href="#">34 CFR Part 99</a>  Schools Receiving Funds for any U.S. Department of Education Program (including Federal Student Aid) must annually provide a notice to all enrolled students about: <ul style="list-style-type: none"> <li>The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education</li> <li>Procedures for reviewing educational records and requesting amendment of records</li> <li>If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records.</li> </ul> <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> <li>The types of information the school has designated as directory information</li> <li>The student’s right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing</li> </ul>	Auburn Career Center Adult Workforce Student Handbook  Also found on Auburn Website: <a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf</a>
Fire Safety report  [Schools that maintain On-Campus student housing facilities]  <a href="#">Activity 8</a>	<a href="#">34 CFR 668.41(a)</a> ; <a href="#">34 CFR 668.41(c)</a> ; <a href="#">34 CFR 668.49</a> ; <a href="#">Handbook for Campus Crime Reporting</a>  Schools that participate in Title IV, HEA programs and maintain On-Campus student housing facilities, by October 1 of each year must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees.  If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report’s availability, the exact electronic address at which the report is posted, a brief description of the report’s contents, and a statement that the school will provide a paper copy upon request.  Schools that participate in Title IV, HEA programs and maintain On-Campus student housing facilities, must provide a notice to prospective students and prospective employees that includes a statement of the report’s availability, a description of its contents, and an opportunity to request a copy.	N/A

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	<ul style="list-style-type: none"> <li>If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request.</li> </ul> <p>A school may combine the publication of the first safety report and the security report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The fire safety report must include, for each on-campus student housing facility:</p> <ul style="list-style-type: none"> <li>Statistics for the three most recent calendar years for which data are available for:               <ul style="list-style-type: none"> <li>The number of fires and the cause of each fire</li> <li>The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.</li> <li>The number of deaths related to a fire, and</li> <li>The value of property damage caused by a fire.</li> </ul> </li> <li>The fire statistics described in <a href="#">668.49(c)</a></li> <li>A description of each on-campus student housing facility fire safety system</li> <li>The number of fire drills held during the previous calendar year</li> <li>Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility</li> <li>Procedures for student housing evacuation in case of fire</li> <li>Policies regarding fire safety education and training programs provided to students and employees. In these policies, the school must describe the procedures that students and employees should follow in case of a fire</li> <li>For the purposes of including a fire in the statistics, in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.</li> <li>Plans for future improvements in fire safety, if determined necessary by the school.</li> </ul>	
<p>Fire Log</p> <p>[Schools That maintain On-Campus student housing facilities]</p> <p><a href="#">Activity 8</a></p>	<p><a href="#">34 CFR 668.49(d)</a></p> <ul style="list-style-type: none"> <li>A school that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire</li> <li>The school must make an entry or an addition to an entry to the log within two business days, as defined under <a href="#">668.46(a)</a>, of the receipt of the information</li> <li>The school must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection</li> </ul>	N/A

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	<ul style="list-style-type: none"> <li>The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in <a href="#">668.49(b)</a></li> </ul>	

**Loan Related Disclosure Requirements**

Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
Student Loan Information Published by the U.S. Department of Education <a href="#">Activity 10</a>	HEOA Section 488 (c) amended HEA Section 485(d) <a href="#">(20 U.S.C. 1092(d))</a>  All schools participating in Title IV, HEA programs 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. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.	Information provided to prospective student borrowers
National Student Loan Data System (NSLDS) <a href="#">Activity 10</a>	HEOA Section 489 amended HEA Section 485B(d)(4) <a href="#">(20 U.S.C. 1092(b))</a> and <a href="https://nslsdfap.ed.gov/help/faq">https://nslsdfap.ed.gov/help/faq</a>  All Schools that are participating in Title IV, HEA Loan programs and who 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 (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.  Note: Institutions must provide a link to <b>the student</b> NSLDS hyper link on their website as part of their required consumer information.	Information provided to borrowers
Entrance Counseling for Student Loan Borrowers <a href="#">Activity 10</a>	<a href="#">34 CFR 685.304(a)</a> ; <a href="#">34 CFR 685.304(a)(7)</a> ; <a href="https://studentaid.gov/entrance-counseling/">https://studentaid.gov/entrance-counseling/</a> ; <a href="https://studentaid.gov/teach-grant-program">https://studentaid.gov/teach-grant-program</a>  Schools Participating in the Title IV, HEA Direct Loan Programs prior to the <b>first disbursement</b> , each school must provide to a <b>first-time borrower</b> of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. Refer to <a href="#">34 CFR 685.304(a)</a> for specific information and requirements. Entrance counseling for graduate or professional student Direct PLUS Loan borrowers must include the information outlined in <a href="#">34 CFR 685.304(a)(7)</a> .  <b>Note: Institutions must provide a link to the FSA Entrance Counseling on their institution's website.</b>	Information provided to each borrower

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Exit Counseling for Student Loan Borrowers <a href="#">Activity 10</a>	<p><a href="#">34 CFR 685.304(b)</a></p> <p>Schools Receiving any <b>Federal Funds</b> must provide information to prospective borrowers about <b>Private Educational Loans</b> must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school. Refer to <a href="#">34 CFR 685.304(b)</a> for specific information and requirements.</p> <p><b>Note: Institutions must provide a link to the FSA Exit Counseling on their institution’s website.</b></p>	Information provided to each borrower
Private Education Loan Disclosures (Including Self-Certification Form)  <a href="#">Activity 10</a>	<p><a href="#">34 CFR 601.2</a>; <a href="#">34 CFR 601.11</a>; <a href="#">34 CFR 601.30</a>; <a href="#">34 CFR 668.14(b)(29)</a></p> <p>Schools Receiving any Federal Funds must provide information to prospective borrowers about Private Educational Loans or school-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including:</p> <ul style="list-style-type: none"> <li>• Information required under Section 128(e) of the Truth in Lending Act (<a href="#">15 U.S.C. 1638(e)</a>)</li> <li>• That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs</li> <li>• That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.</li> </ul> <p>The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program Loans.</p>	Information provided to prospective borrowers
Self-Certification Form  <a href="#">Activity 10</a>	<p><a href="#">34 CFR 601.2</a>; <a href="#">34 CFR 601.11</a>; <a href="#">34 CFR 601.30</a>; <a href="#">34 CFR 668.14(b)(29)</a></p> <p>Schools Receiving any Federal Funds must provide information to prospective borrowers about Private Education Loans must upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act (<a href="#">15 U.S.C. 1638(e)(3)</a>), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education is required to develop the form. The self-certification form for private education loans is published in <a href="#">DCL-GEN-10-01</a></p>	Form and information provided upon request to loan applicant
Code of Conduct for Education Loans	<p><a href="#">34 CFR 601.2</a>; <a href="#">34 CFR 601.21</a>; <a href="#">34 CFR 668.14(b)(27)</a></p>	

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<p><a href="#">Activity 10</a></p>	<p>Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement must prominently publish on the school’s website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit:</p> <ul style="list-style-type: none"> <li>• Revenue-sharing arrangements with any lender</li> <li>• Receiving gifts from a lender, a guarantor, or a loan services</li> <li>• Contracting arrangement providing financial benefit from any lender or affiliate of a lender</li> <li>• Directing borrowers to particular lenders, or refusing or delaying loan certifications</li> <li>• Offers of funds for private loans</li> <li>• Call center or financial aid office staffing assistance</li> <li>• Advisory board compensation</li> </ul>	<p>Auburn Career Center Adult Workforce Student Handbook</p> <p>Also found on Auburn Website: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.auburncc.org/Downloads/Adult%20Workforce%20Handbook%202023-24%2053023.pdf</p>
<p>Preferred Lender Lists</p> <p><a href="#">Activity 10</a></p>	<p><a href="#">34 CFR 601.2</a>; <a href="#">34 CFR 601.10</a>; <a href="#">34 CFR 668.14(b)(28)</a></p> <p>Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement must annually make available in print or other medium to students attending the school and their families a list of the specific lenders for private education loans or for Title IV, HEA loans that the school recommends, promotes, or endorses in accordance with a preferred lender arrangement. The list must prominently disclose the method and criteria used by the school in selecting lenders for preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrower. The list must also clearly and fully disclose:</p> <ul style="list-style-type: none"> <li>• The minimum information determined by the U.S. Department of Education (HEA Section 153(a)) (<a href="#">20 U.S.C.1019b</a>)</li> <li>• Why the school participates in a preferred lender arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower</li> <li>• That the students or their families do not have to borrow from a lender on the list</li> <li>• The list must have at least three FFELP lenders that are not affiliates or each other. If the list includes lenders of private education loans, there must be at least two lenders who are not affiliates. The list must indicate for each lender whether it is or is not an affiliate of the other lenders on the list. The details of each affiliation are to be disclosed. The U.S. Department of Education is required to provide to schools a list of the lender affiliates of all eligible lenders</li> <li>• Prominently disclose the method and criteria used by the institution in selecting lenders with which to participate in preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrowers, including: <ul style="list-style-type: none"> <li>• Payment of origination or other fees on behalf of the borrower;</li> </ul> </li> </ul>	<p>N/A</p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
	<ul style="list-style-type: none"> <li>• Highly competitive interest rates, or other terms and conditions or provisions of Title IV, HEA program loans or private education loans;</li> <li>• High-quality servicing for such loans; or</li> <li>• Additional benefits beyond the standard terms and conditions or provisions for such loans;</li> </ul> <p>• Exercise a duty of care and a duty of loyalty to compile the preferred lender list under paragraph (d) of this section without prejudice and for the sole benefit of the students attending the institution, or the families of such students; and</p> <p>Not deny or otherwise impede the borrower's choice of a lender or cause unnecessary delay in loan certification under title IV of the HEA for those borrowers who choose a lender that is not included on the preferred lender list.</p>	
<p>Preferred Lender Arrangements</p> <p><u><a href="#">Activity 10</a></u></p>	<p><u><a href="#">34 CFR 601.2</a></u>; <u><a href="#">34 CFR 601.10</a></u>; <u><a href="#">34 CFR 601.12</a></u>; <u><a href="#">34 CFR 601.20</a></u>; <u><a href="#">34 CFR 601.21</a></u></p> <p>A school or school-affiliated organization (e.g. alumni organizations, foundations) that participates in a preferred lender arrangement must comply with the code of conduct provisions in <u><a href="#">HEA Section 487(a)(25)</a></u> and <u><a href="#">HEA Section 487(h)</a></u>. School-affiliated organizations are required to prominently publish the code of conduct on their websites (if any) and annually inform agents with responsibility for education loans of the provisions of the code.</p> <p>Note: The Secretary, together with the Federal Reserve has developed a model disclosure form. The Federal Register published August 14, 2009 by the Federal Reserve System covering Truth in Lending contains a model disclosure form: <u><a href="https://www.govinfo.gov/content/pkg/FR-2009-08-14/pdf/E9-18548.pdf">https://www.govinfo.gov/content/pkg/FR-2009-08-14/pdf/E9-18548.pdf</a></u>. (If the pdf link does not open, copy and paste the link into a browser other than Explorer)</p> <p>In addition to the information required for the Preferred Lender Lists, each school or school-affiliated organization in a preferred lender arrangement must disclose information on its website and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss education loans.</p> <p>The information must include:</p> <ul style="list-style-type: none"> <li>• The maximum amount of Title IV, HEA grant and loan aid available to students</li> <li>• The information on the model disclosure form provided by the U.S. Department of Education (described above) for each type of loan offered pursuant to a preferred lender arrangement</li> <li>• A statement that the school is required to process documents for a FFELP loan from any eligible lender the student selects</li> </ul>	<p>N/A</p>

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Topic/Related Activity	Required Information/Regulatory, Law Resource Links	Method of Disclosure
<p>Private Education Loans</p> <p><a href="#">Activity 10</a></p>	<p><a href="#">34 CFR 601.2</a>; <a href="#">34 CFR 601.10</a>; <a href="#">34 CFR 601.12</a>; <a href="#">34 CFR 601.20</a>; <a href="#">34 CFR 601.21</a></p> <p>Each school must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss private education loans, the information required to be disclosed under Section 128(e)(11) of the Truth in Lending Act (<a href="#">15 U.S.C. 1638(e)(11)</a>) for each type of private loan offered pursuant to a preferred lender arrangement.</p> <p>Each school-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans and the information required to be disclosed under Section 128(e)(1) of the Truth in Lending Act (<a href="#">15 U.S.C. 1638(e)(1)</a>) for each type of private loan offered pursuant to a preferred lender arrangement.</p> <p>The name of the lender must be displayed in all information and documentation related to private education loans.</p> <p>The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.</p>	<p>N/A</p>
<p>Annual report on Preferred Lender Arrangements</p> <p><a href="#">Activity 10</a></p>	<p><a href="#">34 CFR 601.2</a>; <a href="#">34 CFR 601.10</a>; <a href="#">34 CFR 601.12</a>; <a href="#">34 CFR 601.20</a>; <a href="#">34 CFR 601.21</a></p> <p>Each school and school-affiliated organization must make an annual report to the U.S. Department of Education that includes for each lender in a preferred lender arrangement with the school or school-affiliated organization</p> <ul style="list-style-type: none"> <li>• The minimum information the Department determines must be disclosed</li> <li>• Information required for private loans under the Truth in Lending Act</li> <li>• Detailed explanation of the reasons a school or school-affiliated organization participates in a preferred lender arrangement with the lender, including why the terms, conditions, and provisions of each type of loan are beneficial to the school’s students or their families.</li> </ul> <p>The information in the report must be made available to the public and provided to current students and students planning to attend the school and their families.</p>	<p>N/A</p>