

ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION

What to Disclose, When, and to Whom	Description of Information to be Disclosed*	Where to Find Information*
<p>When, and to Whom What: Institutional Information (§668.43) When: Upon Request To: Enrolled Students; Prospective Students</p>	<p>Cost of attending school, e.g., Tuition and Fees, Uniforms, Supplies, etc. Institutional Refund Policy Requirements for officially withdrawing from school Requirements for Return of Title IV, HEA Federal Pell Grant funds Information regarding the career programs institutional facilities and faculty Entities that accredit, license, or approve the school and its career programs and procedures for reviewing school's accreditation, licensing, or approval documentation Description of any special services and facilities for disabled students Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</p>	<p style="text-align: center;">Student Catalog See Table of contents</p> <p style="text-align: center;">http://www.living-arts-college.edu/catalog http://www.living-arts-college.edu/sci/</p>
<p>What: Financial Assistance Information (§668.42) When: Upon Request To: Enrolled Students; Prospective Students</p>	<p>Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application and procedures; (2) student eligibility requirements; (3) verification selection criteria; and (5) criteria for determining the amount of a student's award Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; and (4) method and frequency of financial aid disbursements</p>	<p style="text-align: center;">Student Catalog See Table of contents</p> <p style="text-align: center;">http://www.living-arts-college.edu/catalog http://www.living-arts-college.edu/sci/fainfo.html</p>

<p>What: Family Education Rights and Privacy Act (FERPA) (§99.7) When: Upon Request To: Enrolled Students; Prospective Students; Parents of Enrolled Students under 18</p>	<p>Right to and procedures for inspecting and reviewing student's education records Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights Right to consent to disclosure of personally identifiable information contained in student's education records Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent</p>	<p>Student Catalog See Table of contents http://www.living-arts-college.edu/catalog http://www.living-arts-college.edu/sci/ferpa.html</p>
<p>What: Student Right to Know Completion/Graduation Rate and Transfer-Out Rate Retention (§668.41) (§668.45) When: Annually by July 1; Upon Request To: Enrolled Students; Prospective Students</p>	<p>The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career program within 150% of the normal time (scheduled length of career program) for graduation or completion</p> <p>Transfer-out rate is not applicable since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution (N/A) Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</p> <p>Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</p>	<p>http://www.living-arts-college.edu/sci/about.html</p> <p>https://nces.ed.gov/collegenavigator/?q=living+arts+college&s=all&id=421832#retgrad</p> <p>http://www.living-arts-college.edu/sci/CAR2017.pdf</p>

<p>What: Campus Security Report (§669.46) When: Annually by Oct. 1 To: Enrolled Students; Current Employees When: Upon Request To: Prospective Students; Prospective Employees</p>	<p>Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action such violations Policies concerning the security of & access to campus facilities & procedures to report campus crimes Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</p>	<p>http://www.living-arts-college.edu/sci/security.html</p> <p>Posted in the student breakroom</p>
<p>Misrepresentation Regulations (§668.72) (§668.73) (§668.74) To: Enrolled Students</p>	<p>The school has procedures to ensure that it does not misrepresent the nature of its educational program. The procedures should include, but are not limited to, assurances that the school does not provide false, erroneous or misleading statements.</p>	<p>Student Catalog See Table of Contents</p> <p>http://www.living-arts-college.edu/catalog</p> <p>http://www.living-arts-college.edu/sci/LAC TitleIVCodeofConduct.pdf</p>

<p>Loan Disclosures (§668.14) (§685.304) (§668.42) (§674.42) (§601)</p> <p>To: Enrolled Students</p>	<p>The Direct Loan Program offers both entrance and exit counseling on the Web for students. Information can also be accessed via the LAI consumer information tab.</p> <p>Title IV Code of Conduct is adhered to.</p>	<p>http://www.living-arts-college.edu/sci/fainfo.html</p> <p>https://studentloans.gov/myDirectLoan/index.action</p> <p>http://www.living-arts-college.edu/sci/LAC_TitleIVCodeofConduct.pdf</p>
<p>Voter Registration Materials National Voter Registration Act of 1993</p> <p>To: Enrolled Students</p>	<p>Materials made available to students to access so they will be eligible to vote.</p>	<p>https://www.ncsbe.gov/Voters/Registering-to-Vote</p> <p>See Professional Services</p>
<p>Drug and Alcohol Prevention Information Pursuant to Penalties for Drug Law Violations (§668.14)</p> <p>To: Enrolled Students Prospective Students</p>	<p>The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol is prohibited on campus. It is the intent of the School to provide a drug-free, safe and secure work and learning environment for its employees and its students. No student will be allowed to report for class or an employee for work evidencing any effects of illegal drug or alcohol use. Any violation of the above policy by a student may lead to the imposition of sanctions, up to and including suspension or expulsion.</p>	<p>Student Catalog See Table of Contents</p> <p>http://www.living-arts-college.edu/catalog</p> <p>http://www.living-arts-college.edu/sci/security.html</p>
<p>Emergency and Evacuation Procedures (§668.46)</p> <p>To: Enrolled Students</p>	<p>The safety and security of students, faculty and staff at the Living Arts College is a top priority. The purpose of this plan is to provide our students and personnel with a quick reference guide to use in the event of an emergency.</p>	<p>http://www.living-arts-college.edu/sci/security.html</p>
<p>Student Body Diversity (§668.43)</p> <p>To: Prospective Students</p>	<p>A 12-month unduplicated count by race/ethnicity and gender for an academic school year.</p>	<p>http://www.living-arts-college.edu/sci/Diversity.pdf</p> <p>https://nces.ed.gov/collegenavigator/?q=living+arts+college&s=all&id=421832</p>
<p>Vaccination Information HEA Sec. 485</p> <p>To: Enrolled Students Prospective Students</p>	<p>While it is the policy of the institute the proof of immunization is not required prior to starting classes it is a requirement that all required immunization are complete prior to starting the externship component of their program if one is required.</p>	<p>http://www.living-arts-college.edu/sci/lac_0311-IMM.pdf</p>
<p>Textbook Information HEA Sec. 133</p> <p>To: Enrolled Students</p>	<p>To the maximum extent practicable, and in a manner of the school's choosing, the school must disclose on the school's internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information or required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include the Internet course schedule, the author, title, publisher, and copyright date for the textbook or supplemental material.</p>	<p>http://www.living-arts-college.edu/sci/lac_TBL-0315.pdf</p>

<p>Copyright Infringement (\$668.43) To: Enrolled Students Prospective Students</p>	<p>Manuals and software are copyrighted and cannot be copied without the written permission of the Campus Director. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities.</p>	<p>Student Catalog See Table of Contents http://www.living-arts-college.edu/catalog</p>
<p>Transfer of Credit (Advanced Standing) (\$668.72) To: Enrolled Students Prospective Students</p>	<p>The granting of credit is an institutional prerogative and each institution's policies differ. Therefore, the School cannot and does not guarantee the policies of other schools relative to accepting our credit. The Director of Education or Campus Director will assist in providing course descriptions and/or other necessary information which may be useful to graduates wishing to have School credits evaluated for transfer consideration by other institutions.</p>	<p>Student Catalog See Table of Contents http://www.living-arts-college.edu/catalog</p>
<p>National Student Loan Data System (NSLDS) (\$668.14) (\$685.304) (\$668.42) (\$674.42) (\$601) To: Enrolled Students Prospective Students</p>	<p>The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.</p>	<p>https://www.nslsds.ed.gov/nslsds/nslsds_SA/</p>
<p>Net Price Calculator (based on 16-17 information) HEA Sec. 132 To: Enrolled Students Prospective Students</p>	<p>All Title IV schools that enroll full-time, first-time degree- or certificate seeking undergraduate students must have on their website a net price calculator. The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. The calculator provides estimated net price information to current and prospective students and should be based, as much as possible, on their individual circumstances.</p>	<p>http://www.living-arts-college.edu/sci/netpricepage.html</p>
<p>College Navigator Web Site (\$668.41) (\$668.45) To: Enrolled Students Prospective Students</p>	<p>The school is required to report information to NCES in IPEDS for posting to the College Navigator Website. In return the U.S. Department of Education is required to post 26 items on the College Navigator Website for the school, including a link to the school's website that provides in an easily accessible manner: Student activities offered by the school; Services offered by the school for individuals with disabilities; Career and placement services offered to students during and after enrollment; Policies of the school related to transfer of credit from other schools DCL GEN 08-12</p>	<p>https://nces.ed.gov/collegenavigator/?q=living+arts+college&s=all&id=421832</p>

Additional Student Consumer Information

<p>Grievance/Complaint Policy & Procedures</p> <p>To: Enrolled Students Prospective Students</p>	<p>The School has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the School or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within ten calendar days of the event which gave rise to the grievance in order to assure that a settlement is made in a timely fashion.</p>	<p align="center">Student Catalog See Table of Contents</p> <p align="center">http://www.living-arts-college.edu/catalog</p>
<p>Student Behavior & Discipline Policy</p> <p>To: Enrolled Students Prospective Students</p>	<p>Students may remain part of the School as long as they fulfill academic and behavioral expectations as outlined in the catalog, as announced by School authorities, and as posted on bulletin boards. When students are closely associated in an academic community, externally imposed restraints on behavior are necessary to maintain order and fairness and to protect the majority from possible inconsistent behavior of those who infringe on the rights of others.</p>	<p align="center">Student Catalog See Table of Contents</p> <p align="center">http://www.living-arts-college.edu/catalog</p>
<p>Internet Use Policy</p> <p>To: Enrolled Students Prospective Students</p>	<p>Living Arts College has established rules of us to abide by when accessing or using the internet</p>	<p align="center">Student Handbook – Hard copy available. See admissions.</p>
<p>Absence & Make-Up Work Policy</p> <p>To: Enrolled Students Prospective Students</p>	<p>Students should make up all missed course work or complete an approved substitution assignment due to an absence, tardy or early departure, to ensure the best grade and educational experience possible in each class.</p>	<p align="center">Student Catalog See Table of Contents</p> <p align="center">http://www.living-arts-college.edu/catalog</p>

<p>Satisfactory Academic Progress Policy</p> <p>To: Enrolled Students Prospective Students</p>	<p>Students must be progressing toward program completion with a GPA that tracks toward the minimum GPA required for graduation (2.0 or “C”). The School has established certain benchmarks to be achieved along the way. Progress Reports are made available to students throughout their program. At a minimum, a student’s progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (see “Tutoring”) and/or the student may be required to attend an additional section of the class if available.</p>	<p>Student Catalog See Table of Contents</p> <p>http://www.living-arts-college.edu/catalog</p>
<p>Leave of Absence Policy</p> <p>To: Enrolled Students Prospective Students</p>	<p>The School allows for leaves of absences for medical or unusual circumstances only. The request must be in writing, be accompanied with evidence/documentation of the reason for the request and submitted to the School Director. The request will be reviewed to consider the attendance record and pattern of conduct in addition to the evidence submitted with the request. The student must return to the first available academic term following the last day of the granted leave. Failure to do so will result in the student being dropped from School.</p>	<p>Student Catalog See Table of Contents</p> <p>http://www.living-arts-college.edu/catalog</p>

***The majority of consumer information can be found at**
<http://www.living-arts-college.edu/sci/welcome.html>
If you have any questions, please see staff during the hours of 8:00 am and 8:00 pm.
Paper copies are available upon request.