CONSUMER INFORMATION GUIDE
DISCLOSURES UNDER
THE HIGHER EDUCATION ACT OF 1965,
(AS AMENDED BY THE
HIGHER EDUCATION OPPORTUNITY ACT OF 2008)

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CONSUMER INFORMATION DISCLOSURES
UNDER
THE HIGHER EDUCATION ACT OF 1965,
AS AMENDED BY
THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Ameritech College is committed to providing access to information that will allow consumers such as students, parents, counselors, researchers, and legislators to make informed decisions about postsecondary education. The Ameritech.edu website includes a link to the Consumer Information Guide, which provides a single access point to all federally-mandated reports and disclosures.

INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

Disclosure Requirement: Notice is distributed to each enrolled student

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(a)-(d), 34 CFR 668.42, 34 CFR 668.43

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. Financial aid information is posted on Ameritech College’s website under the Financial Aid section and a link to the Consumer Information Guide. Paper copies are available upon request from the office of Financial Aid.

Ameritech College's Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact the College’s Financial Aid Department.

Federal, private, and institutional financial assistance programs offered by Ameritech College

- PELL Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Direct PLUS Loan (for parents)
- Mountain America Credit Union
- Ameritech High School Scholarship
- Ameritech Dental Lab Referral Scholarship
- Ameritech OTA Inaugural Scholarship
Federal Title IV Student Financial Assistance Programs and Alternative Aid Descriptions and Award Amounts

Federal Pell Grant Program
A Federal Pell Grant is a need based award that does not have to be repaid as long as eligibility is maintained. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree or professional degree. Awards are determined using Estimated Family Contribution (EFC), Cost of Attendance (COA) and enrollment status. The department provides formulas for calculating the amount of a Pell Grant award. Ameritech reports Pell disbursements to FSA using the Common Origination and Disbursement (COD) system.

Initial awards may be based upon the full-year projection of the highest enrollment status anticipated. If you enroll for more or fewer credits in any semester, the award may be adjusted for that semester. Therefore, please contact the Financial Aid Office before making any enrollment changes. Federal Student Aid Funds (FSA) are typically disbursed to student accounts by the end of the payment period. As a result, credit balances are released to students for the purchase of books and supplies if funds allow. The amount Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. For more information, please click on Pell Lifetime Eligibility. (LEU)

Federal Direct Student Loan Program
The Department of Education provides Federal Student Loans and they are guaranteed against default by the federal government.

Subsidized Direct Loans
Subsidized Loans are available to undergraduate students only, and are awarded on the basis of financial need. You must be enrolled at least half-time in order to be eligible for the loan. You will not be charged interest while you are enrolled in school at least half-time or during authorized periods of deferment; the federal government "subsidizes" the interest during these times. After you cease to be enrolled at least half-time, you will receive a six-month grace period on the loan and interest will begin to accrue at that time. At the end of the six-month grace period, you will enter repayment and must begin repaying the loan. You may choose to pay the interest during the grace period or have it capitalized. If you choose to have the interest capitalized, it will be added to the principal amount of your loan and additional interest will be based on the higher amount. This will increase the amount that you must repay. If you choose to pay the interest as it accumulates, you will repay less overall.

Unsubsidized Direct Loans
Unsubsidized loans are available to all undergraduate students and are not awarded on the basis of financial need. You must be enrolled at least half-time in order to be eligible for the loan. You will be charged interest from the time the loan is disbursed until it is repaid in full, including in-school, six-month grace, and deferment periods. You may choose to pay the interest while in school or during the six-month grace period, or have it capitalized. If you choose to have the interest capitalized, it will be added to the principal amount of your loan and additional interest will be based on the higher amount. This will increase the amount that you must repay. If you choose to pay the interest as it accumulates, you will repay less overall.
The Department of Education allows eligible dependent undergraduate students to borrow Subsidized Direct Loans up to $3,500 their freshman year, $4,500 their sophomore year and $5,500 for each remaining year. Independent students and dependent students whose parents have been denied a PLUS Loan can borrow an Unsubsidized Direct Loan up to $6,000 the first two years and $7,000 the remaining years. The aggregate loan limits for undergraduate students are $31,000 for dependent students and $57,500 for independent students (of which only $23,000 can be subsidized).

Most students at Ameritech borrow from both the Subsidized and Unsubsidized Direct Loan programs to cover the cost of their education.

**PLUS Direct Loan**
A parent of a dependent student can take out a loan to supplement their child’s aid package. The Federal Direct PLUS Loan for Undergraduate Students allows parents to borrow money to cover any costs not already covered by the student’s financial aid package, up to the full cost of attendance. PLUS loans are the financial responsibility of the parents, not the student.

Repayment on a PLUS Loan begins 60 days after the final loan disbursement for the academic year. However, payments may be deferred while the student is enrolled at least half-time. You may choose to pay the interest while in school or have it capitalized. If you choose to have the interest capitalized, it will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount that you must repay. If you choose to pay the interest as it accumulates, you will repay less overall.

**All Federal Direct Loans**
If you receive the first disbursement of the loan before October 1, 2016, you will be required to pay an origination fee of 1.068% of the loan. If you receive the first disbursement of the loan on or after October 1, 2016, you will be required to pay an origination fee of 1.069% of the loan. If you receive the first disbursement of the loan before October 1, 2016 and a subsequent disbursement after that date, the 1.068% origination fee will still apply. This fee is deducted proportionately from each disbursement of your loan.

Delivery of the first disbursement of Direct Loan funds is dependent on timely completion of your financial aid file. Submission of all required financial aid documents must be complete prior to the first day of classes.

Each year, the terms, interest rates, and fees assessed for Direct Loans may change. If you have previously borrowed loans, please contact the lender or servicer of each loan you have borrowed to determine the terms and conditions of the loan(s). For more information on current rates, please visit https://studentaid.ed.gov/sa/types/loans/interest-rates.

The following table provides the fixed interest rates for new Direct Loans first disbursed on or after July 1, 2017 and prior to July 1, 2018. These rates will apply to new Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans made during this time.

<table>
<thead>
<tr>
<th>Loan</th>
<th>Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loans (Undergraduates)</td>
<td>4.45%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans (Undergraduates)</td>
<td>4.45%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans (Graduate or Professional Students)</td>
<td>6.00%</td>
</tr>
<tr>
<td>Direct PLUS Loans (Parents)</td>
<td>7.00%</td>
</tr>
</tbody>
</table>
Some Alternatives to Federal Title IV Aid

If federal programs do not meet students borrowing needs, lenders offer a variety of supplemental borrowing programs known as Private/Alternative Loans or Ameritech Institutional Scholarships. Below is a description of the alternative loan options and institutional scholarships that are available.

Mountain America Loan
The Mountain America Loan is for undergraduate students who are:
- Enrolled in a degree or certificate program
- Enrolled full-time, half-time or less than half-time
- U.S. citizens or permanent residents

Students can apply at, www.macu.com, at their local branch, or by calling the Service Center at 1-800-748-4302. After a student has applied they will receive an Application and Solicitation Disclosure that will go over all the terms and conditions of a generic loan.

Ameritech Scholarships
Student can apply for an Ameritech Scholarship by completing and submitting a scholarship application. A scholarship application can be obtained by contacting the Admissions Office.

Ameritech High School Scholarship
Program: MA, DLT, RN, OTA
Scholarship Amounts: $1,500 (MA), $3,000 (DLT), $5,000 (RN)
Eligibility Requirements: High School Seniors; >2.5 (MA & DLT); GPA >3.0 (RN Only)
The Ameritech High School Scholarship is offered to high school seniors that enroll at Ameritech during their senior year and start classes no later than September after the student’s graduation. A maximum award of $1,500 for MA, $3,000 for DLT and $5,000 for RN is available. A minimum GPA of 3.0 for RN applicants is required for eligibility (transcripts required). Ameritech will also match any scholarship awards given by the state of Utah or district for early high school graduation. Eligible students must submit a completed application.

Ameritech Dental Lab Referral Scholarship
Program: DLT
Scholarship Amounts: $1,000
Eligibility Requirements: Referred by Dental Lab or Professional
The Ameritech Dental Lab Referral Scholarship is offered to any students that were referred to the Ameritech DLT program by specific dental labs or professionals. A maximum award of $1,000.00 is available. Referral card must be submitted with the completed application.

Ameritech OTA Inaugural Scholarship
Program: OTA
Scholarship Amounts: 50% of Tuition for First Semester
Eligibility Requirements: Student Begins the OTA Program in September 2017
The Ameritech OTA Inaugural Scholarship is offered to students that have been accepted into the OTA program and begin classes no later than September of 2017. Award amounts are equal to 50% of tuition billed in the first semester or payment period. Eligible students must submit a completed application.

Ameritech Alumni Scholarship
Program: All
Scholarship Amounts: 20% of Tuition
Eligibility Requirements: Ameritech Graduate; GPA > 2.5
The Ameritech Alumni Scholarship is offered to students that have graduated from any Ameritech program and enroll into another Ameritech program. Award amounts are equal to 20% of tuition billed for each payment period. A minimum GPA of 2.5 from the previous program is required for eligibility. Transcripts must be submitted with the completed application.

Ameritech Partnership Hospital Scholarship
Program: BSN
Scholarship Amounts: 20% of Tuition
Eligibility Requirements: Employed at Partnership Hospital
The Ameritech Partnership Hospital Scholarship is offered to students that enroll into the BSN program and are actively employed as an RN at a hospital group that has an active partnership agreement with Ameritech. Award amounts are equal to 20% of tuition billed. Proof of employment, official transcripts and RN license must be submitted with completed application.

Ameritech BSN Referral Scholarship
Program: BSN
Scholarship Amounts: 20% of Tuition
Eligibility Requirements: Referred by Approved Sources
The Ameritech BSN Referral Scholarship is offered to students that enroll into the BSN program and were exclusively referred to Ameritech from previously approved sources. Award amounts are equal to 20% of tuition billed. Proof of employment, official transcripts and RN license must be submitted with completed application.

Cash Payments
Students, who have a remaining balance after Title IV funding has been calculated, have the option to make cash payments to the school. Cash payments are set up on a semester basis. The amount of the cash payment per semester is determined by:

Semester Cost – Title IV Aid – Other Funding = Cash Payment. Cash payments are due the first week of every semester. Students who have cash payments must have a zero balance by the end of the program.

TERMS AND CONDITIONS OF TITLE IV, HEA LOANS

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media.

[34 C.F.R. § 668.42(a)(4) and (b)], including information published by the Department [HEOA Sec. 488(c) amended HEA Sec. 485(d)]

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.
If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.
The goal of entrance counseling is to help you understand what it means to take out a federal student loan. During entrance counseling, you will learn about the following:

- What a Direct Loan is and how the loan process works
- Managing your education expenses
- Other financial resources to consider to help pay for your education
- Your rights and responsibilities as a borrower
Entrance Counseling: To complete Entrance Counseling as an undergraduate student, you will need:
- Approximately 20-30 minutes to complete.
- Entrance Counseling must be completed in a single session.
- Your FSA ID (If you are a new user or have forgotten your FSA ID, click here)
Entrance Counseling can be completed at https://studentloans.gov/myDirectLoan/index.action

Students must log in using their own FSA ID to complete Entrance Counseling. Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information.

Parents borrowing a Direct PLUS Loan to pay for their child's education are not required to complete entrance counseling.

For more information on Terms and Condition, please visit:
https://studentaid.ed.gov/sa/fafsa/next-steps/accept-aid/mpn

Application Procedures for Federal Title IV Student Financial Assistance Programs
Prospective students interested in applying for Federal Title IV Student Financial Assistance Programs must complete the Free Application for Federal Student Aid (FAFSA).

A student who wishes to apply for Student Financial Assistance funds, through Ameritech, can complete a Free Application for Federal Student Aid (FSA) by choosing any of the three methods:

- **Login** to apply online (Recommended) https://fafsa.ed.gov/
- Complete a *PDF FAFSA (Note: PDF FAFSAs must be mailed for processing)
- Request a paper FAFSA by calling us at 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691. If you are hearing impaired, contact the TTY line at 1-800-730-8913.

*Complete a PDF FAFSA*: The PDF FAFSA is available for you to print and fill out manually or is screen-fillable. Screen-fillable means you can enter your data on the screen before printing. If you choose this option you will not be able to save your data to your PC.

The 2017 - 2018 School Year (July 1, 2017 - June 30, 2018)

All financial aid paperwork must be completed prior to the beginning of any given start date. All students must meet with a Financial Aid Counselor (FAC) to determine their eligibility for Title IV funds, complete loan application, receive entrance counseling, and receive an award letter.

Federal Student Aid (FSA) Eligibility Requirements
To attend an Ameritech campus, all students must meet some basic eligibility requirements; be enrolled as a regular student, have preclusion from elementary/secondary enrollment, have a high school diploma or equivalent, must be making satisfactory progress, must meet enrollment status requirements, and must resolve any drug conviction issues.

Basic Requirements
- Academic Qualifications - The student must have a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or completing a high school education in a homeschool setting approved under state law
- The student must be a U.S. citizen or an eligible noncitizen
- The student must be registered with Selective Service if they are male (they must register between the ages of 18 and 25)
- The student must maintain satisfactory academic progress standards set by Ameritech
• The student must be enrolled at least half-time (6 credits for undergraduate students) to be eligible for Direct Loan Program funds
• The student must not be in default on a federal student loan and does not have any grant overpayments
• The student does not have any drug convictions that occurred during a period of enrollment for which the student was receiving Title IV aid
• The student must only use federal funds for educational purposes
• The student must demonstrate financial need for Pell Grants and Subsidized Loans

**Academic Qualifications**

*HEA Section 484(d), 34 CFR 668.32(e)*

A person must be enrolled as a regular student in an eligible program in order to receive Federal Student Aid (FSA) funds. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:
- Has a high school diploma;
- Has the recognized equivalent of a high school diploma, typically a general education development or GED certificate; (34 CFR 600.2)
- Has completed home schooling; or (HEA Section 484(d)(3), 34 CFR 668.32(e)(4))

**U.S. Citizen or an Eligible noncitizen**

Section 484(a) (5) of the Higher Education Amendments (HEA) of 1992 required the certification of U.S. citizenship. The methods devised to capture this information are: FAFSA information is matched with the Social Security Administration (SSA) database and U.S. permanent residents are matched with United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (USCIS). If the match with either of these departments fails, an automated secondary confirmation is done. If this fails, the school must collect documentation and conduct a manual secondary confirmation.

All students who receive ISIR’s that fail the SSA or USCIS match must provide documentation to clear the failed match, this information must be presented to the school within 30 days of the receipt of the rejected ISIR. If the documentation provided by the student has conflicting information the Financial Aid Administrator must conduct a paper confirmation using a G-845.

**Eligible citizenship statuses are:**
- A U.S. citizen or national;
- A U.S. permanent resident;
- Citizens of the Freely Associated States: The Federated States of Micronesia and the republics of Palau and the Marshall Islands; and/or
- Other eligible non-citizens.

**Selective Service**

Men ages 18-25 are required to register with the Selective Service System. This requirement covers US Citizens and most other men residing in the US. Parents who want to borrow a PLUS loan do not have to meet the registration requirement.
Satisfactory Academic Progress (SAP)  
HEA Section 484(c), 34 CFR 668.16(e), 668.32(f), 668.34

All students are expected to maintain Satisfactory Academic Progress (SAP). In addition, SAP must be maintained in order to remain eligible to continue receiving federal financial assistance. SAP is measured using maximum time frame, successful course completion rate (quantitative measure), and Cumulative Grade Point Average (CGPA) standards (qualitative measure). When a student fails to meet these measures, they may lose title IV eligibility and be withdrawn from the college. Students may reestablish Title IV eligibility once again by bringing the CGPA and rate of progress to the minimum levels of 2.0 and 67% respectively. These standards are outlined in Ameritech’s student catalog and later in this document. Please consult the SAP policy and procedure on pages 11-15 of this document.

Enrollment Status  
34 CFR 668.2 (Full-time student definition) – HEA Section 428 (b)(1)(A), 34 CFR 668.32 (a)(2), 682.200 (Halt-time)  
A student must be enrolled at least halftime to receive assistance from the Direct Loan programs. The Pell programs do not require half-time enrollment, but the student’s enrollment status does affect the amount of Pell they will be eligible to receive.

Defaulted Student Loans  
Students who are determined to be in default, have a judgment lien for a debt owed to the U.S. Government, owe a repayment on an FSA grant or loan, and have not made payment arrangements for the default or overpayment are not eligible for FSA funds. In addition, a parent must not be in default or owe an overpayment in order for the parent to receive a PLUS loan. (If a parent is in default it does not make the student ineligible however, it does make the parent ineligible to borrow).

Students Convicted of Possession or Sale of Drugs  
HEA Section 484(r) (1) 34 CFR 668.40  
A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you’re not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make them ineligible again.

Calculating Student Title IV Financial Need and Loan Eligibility  
The basic calculations used to determine a student’s federal financial aid eligibility (financial need) depends upon:

- COA: Cost of Attendance  
COA is the estimated costs to attend Ameritech during the 8-month academic year. These costs reflect a modest, adequate living allowance.
• **EFC: Expected Family Contribution**
  Expected Family Contribution (EFC) is a calculation of how much you and your family are expected to contribute throughout the academic year to help pay for your educational expenses.

• **Other *Estimated Financial Assistance (EFA) you may receive, such as private scholarships.**

*Estimated Financial Assistance includes aid from the FSA programs, as well as grants, scholarships, and loans that you can reasonably anticipate at the time you award aid to the student, whether the assistance is being awarded by the school, an individual or an organization outside of Ameritech.

**Criteria for Determining Amount of Student Award**

<table>
<thead>
<tr>
<th>Awarding by Title IV Program</th>
<th>Awarding Equation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarding Direct Subsidized Loans</td>
<td>COA – EFC – EFA = Need</td>
</tr>
<tr>
<td>Awarding Direct Unsubsidized Loans</td>
<td>COA – EFA = Unsubsidized Loan Eligibility</td>
</tr>
<tr>
<td>Awarding Direct PLUS Loans</td>
<td>COA – EFA = Parent PLUS Loan Eligibility</td>
</tr>
</tbody>
</table>

A student must:
- Successfully complete a FAFSA, successfully complete the verification process if applicable, and have no conflicting information
- Meet all the eligibility requirements, AND
- Be enrolled at least half time to receive Direct Loans and at least less-than-half-time to receive a Pell Grant

To determine the amount of Title IV Aid the Financial Aid Representative will:
- Determine if the student is eligible for a Federal Pell Grant before awarding any Direct Loan,
- Determine if a student is eligible for Subsidized Direct Loans before awarding Unsubsidized Direct Loans,
- Award each eligible student to their maximum need and eligibility using the applicable awarding equation and the Maximum Loan Eligibility chart below,
- Ensure that the amount of the loan will not exceed the students annual or aggregate loans limit; AND
- Prorate the annual loan limit for a student who is enrolled in a remaining period that is shorter than an academic year.

**Maximum Loan Eligibility**

<table>
<thead>
<tr>
<th>Dependent Students</th>
<th>Annual Base Amount maybe be all Subsidized, all Unsubsidized, or a combination</th>
<th>Annual Unsubsidized Amount, above Base Amount</th>
<th>Annual Loan Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year Undergraduate</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>Second-year Undergraduate</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$6,500</td>
</tr>
<tr>
<td>Third-year and beyond Undergraduate</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Students</th>
<th>Annual Base Amount maybe be all Subsidized, all Unsubsidized, or a combination</th>
<th>Annual Unsubsidized Amount, above Base Amount</th>
<th>Annual Loan Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year Undergraduate</td>
<td>$3,500</td>
<td>$6,000</td>
<td>$9,500</td>
</tr>
<tr>
<td>Second-year Undergraduate</td>
<td>$4,500</td>
<td>$6,000</td>
<td>$10,500</td>
</tr>
</tbody>
</table>
Students have the right to decline any or all of their financial aid award

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL ASSISTANCE

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R. § 668.42(c) except where indicated]

Student Rights as a Financial Aid Recipient
The offer and acceptance of financial aid is a contract between the College and the student. The contract is based on certain conditions and expectations that you should understand clearly before you can apply for or accept financial aid. For information on the terms and conditions under which students receiving education loan deferments, forbearances and study abroad see the Student Guide on-line located at: https://studentaid.ed.gov/sa/prepare-for-college

Continued Student Eligibility Requirements for Financial Aid
Continued student eligibility is based on the student continuing initial eligibility requirements, a students applicable enrollment status for the current payment period, and is awarded according to federal guidelines. Students who are not able to meet the cost of their education may apply for financial aid if they have been accepted for admission or are presently enrolled and meet the eligibility requirements described on page 7 of this document. Funds are awarded according to need, making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. Need is defined as the difference between the student’s cost of education and the amount that the student and student's family, if applicable, can afford to pay (known as the Expected Family Contribution or EFC). Non-need based loans are also available.

SATISFACTORY ACADEMIC PROGRESS POLICY
Individual college programs may enforce stricter policies than those outlined below. Students are advised to consult with their program director and student handbook on programmatic policies. All students are expected to maintain Satisfactory Academic Progress (SAP). In addition, SAP must be maintained in order to remain eligible to continue receiving federal financial assistance. SAP is measured using maximum time frame, successful course completion rate (quantitative measure), and Cumulative Grade Point Average (CGPA) standards (qualitative measure). These standards are outlined below and are considered minimum requirements.

MAXIMUM TIME FRAME
Students must successfully complete the educational objectives of the program, including the clinical or externship (if applicable), within a maximum time frame not to exceed 150% of the normal program length. Maximum time frame will be measured by limiting students to attempt 1.5 times, or 150% of the number of credits in their program of study (see table below for a listing of programs together with the 150% calculation). If a SAP review shows that a student cannot complete the program within 150% of the normal program credits, all Title IV aid must stop, even if the student has not yet attempted the maximum 150% of the total program credits.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Program Semester Credits</th>
<th>150% of Program Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Laboratory Technician</td>
<td>60</td>
<td>90</td>
</tr>
</tbody>
</table>

Third-year and beyond Undergraduate $5,500 $6,000 $12,500
SUCCESSFUL COURSE COMPLETION RATE
A student must complete at least 67% of the credits attempted to be considered to be making Satisfactory Academic Progress. A course is successfully completed if a score of 74% (76% for Associate of Science (AS) Nursing, Occupational Therapy Assistant (OTA), and RN to BSN programs) or above has been earned. The successful course completion rate is calculated as the cumulative number of credit hours of courses successfully completed divided by the cumulative number of credit hours attempted for all courses. If a student has transfer credits earned at other institutions, those credits are counted in the calculation as both credits attempted and as credits completed. A student must earn a minimum of 67% of the credits attempted each payment period in order to complete the program within the maximum time frame and to avoid being placed on Financial Aid Warning. A payment period covers fifteen weeks of instruction regardless of whether the program is scheduled as one fifteen week semester, or as two, seven and one half-week terms within each semester. Courses with a grade of Incomplete, Withdraw, Withdraw Fail, and courses withdrawn from before completion are counted as credits attempted but not completed for purposes of calculation of the successful course completion rate. Both failed courses and repeated courses are counted in the calculation as credits attempted but not completed. Ameritech College of Healthcare has no provisions for remedial course work, non-credit courses, or pass/fail grades and these activities have no effect on SAP. The successful course completion rate requirements are detailed in the Satisfactory Academic Progress Standards table below.

CUMULATIVE GRADE POINT AVERAGE REQUIREMENTS
Students must meet specific Cumulative Grade Point Average (CGPA) requirements at specific points during their enrollment in order to be considered to be making Satisfactory Academic Progress. These requirements are detailed in the table below. Students are required to achieve a cumulative grade point average of at least 2.0 (74%, a minimum of 76% is required to achieve a passing status in the AS Nursing and OTA, and RN to BSN programs) to graduate from a program. In order to avoid being placed on Financial Aid Warning, a student must achieve a cumulative grade point average of at least 2.0 as measured at the end of each payment period. At the time a student begins a program of study, the Satisfactory Academic Progress policy goes into effect.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

<table>
<thead>
<tr>
<th>Minimum CGPA requirement:</th>
<th>Minimum course completion rate:</th>
<th>Financial Aid Warning if CGPA and/or course completion rate is below minimum:</th>
<th>Suspension if CGPA and/or course completion rate is below minimum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>67%</td>
<td>End of any payment period</td>
<td>End of one Financial Aid Warning payment period</td>
</tr>
</tbody>
</table>

SATISFACTORY ACADEMIC PROGRESS WARNING, SUSPENSION, AND WITHDRAWAL AND ITS IMPACT ON FINANCIAL AID
At the end of each payment period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine if the student is meeting (SAP) as defined above. Students will be placed on Financial Aid Warning when the CGPA and/or the rate of progress falls below the values specified in the table above. During the period of Financial Aid Warning, students are considered to be
making satisfactory progress for both academic and financial aid eligibility. Students will remain on Financial Aid Warning for one payment period and should work with their Instructors / Student Services Advisor through the Financial Aid warning period. The Student Services Advisor will work with the student’s Program Director if tutoring is needed. If at the end of the Financial Aid Warning payment period the CGPA and/or rate of progress are still below the minimum 2.0 and 67% respectively, the student will be placed on Financial Aid Suspension and withdrawn from the College and will be required to complete an exit interview with the Financial Aid Office.

At the end of any payment period if a student is not meeting SAP and it is mathematically impossible for the student to meet the minimum SAP standards by the end of the next payment period, or if it is highly improbable for the student to meet those SAP standards, the student will not be placed on Financial Aid Warning, but will be suspended and withdrawn from college and will be required to complete an exit interview with the Financial Aid Office.

REPEATING COURSES
Students may repeat a failed course (including general education, core, and other required courses). Should students need to repeat a course, they are responsible for the associated costs; however, Federal Financial Aid may be available. Students are reminded that failed courses will jeopardize their ability to meet the College’s SAP policy. Failure to meet the SAP policy, will, in effect, limit the number of courses students may repeat. Individual programs may enforce stricter policies regarding repeating courses. Students in AS Nursing, OTA, and RN to BSN who incur a third failure at any time during the program will be permanently dismissed from the program without possibility of re-entry. Students are advised to consult the student handbook for more details.

RE-ENTRY FOLLOWING SATISFACTORY ACADEMIC PROGRESS SUSPENSION AND WITHDRAWAL
Students placed on Financial Aid Suspension are withdrawn. Students may appeal the Financial Aid Suspension withdrawal.

Students who have been suspended and withdrawn for failure to meet Satisfactory Academic Progress (SAP) requirements are ineligible for Title IV aid; however, they may apply for re-entry without financial aid following the payment period in which they were suspended. Students who are allowed to re-enter at this point, must pay for educational expenses by other means, and are still subject to the SAP policy. Students may reestablish Title IV eligibility once again by bringing the CGPA and rate of progress to the minimum levels of 2.0 and 67% respectively.

Re-entry is subject to space availability, the approval of the reapplication process, and/or the appeals committee.

APPEALS POLICY
If extenuating circumstances exist, students may appeal an action resulting from a college policy (i.e. dismissal due to poor academic performance, withdrawal from a course due to attendance, or the loss of Title IV funding due to not meeting SAP). In order to proceed with an appeal, students must submit the official appeal form to the Office of the Registrar or Student Services within five calendar days of the official date of the specific action or determination they wish to appeal. The written appeal form will include the specific action the student is asking exemption from and justification, including documentation as applicable, for this request. The appeal must also include information detailing how the student’s circumstances have changed as well as an action plan specifying how compliance with the policy under appeal will be achieved and maintained. The administration will in turn respond to a student appeal within five calendar days of an appeal filing. In the event that extenuating circumstances prevent a student from meeting these deadlines, special arrangements may be made with College officials. Ameritech Appeals Committee will handle appeals on an individual basis. (See extenuating circumstances policy.)
Students who are granted an appeal for dismissal due to course failures may continue in their program uninterrupted. Once an appeal has been granted, the student must sign the appeal agreement that will outline any provisions that must be met, before the student may receive their schedule for the upcoming semester/term and before they can begin classes. The student will be on Academic Probation for the remainder of the program.

Students granted an appeal for SAP dismissal may continue the program uninterrupted. The student will be placed on Financial Aid Probation and may continue to receive federal financial aid for one more payment period. If at the end of the Financial Aid Probation payment period the CGPA and/or rate of progress are still below the minimum 2.0 and 67% respectively, the student will be placed on academic suspension and withdrawn from the College.

Disabilities are not covered by the appeals process, but by the Americans with Disabilities Act (ADA). There are procedures governing ADA and the institution's obligations in this area. The only way in which a disability would come within the scope of an appeal would be if there was a serious, unpredictable, and unpreventable increase in the disability, which might be expected to have a serious impact on performance. In this case, full independent evidential support for the increase would need to be provided, not just evidence of the disability. Please consult your Student Services Representative for further clarification.

EXTENUATING CIRCUMSTANCES

I

1. Extenuating Circumstances are extraordinary events which:
   1. impair a student's performance,
   2. prevent a student’s attendance, and/or
   3. prevent a student from submitting work by the required deadline.

II

1. Such circumstances rarely occur and would normally be:
   1. Unforeseeable - the student could have no prior knowledge of the event concerned, AND
   2. Unpreventable - the student could do nothing reasonably in their power to prevent such an event, AND there is
   3. A correlation that can be made with the student’s performance or attendance.

III

Students are expected to make reasonable plans to take into account commonly occurring circumstances (such as transportation or computer problems), even those which, on occasion, may have been unforeseeable and unpreventable.

1. Ongoing extended circumstances are not covered by extenuation procedures.
2. Ongoing medical conditions may be covered by disability procedures.

These are examples of circumstances, which might normally be regarded as extenuating circumstances? The following items should be considered illustrative, and not comprehensive.

- Serious personal illness (outside of disability covered by ADA) or that of an immediate family member: for example, an illness requiring hospitalization over the period in question
- The death of an immediate family member immediately prior to the date of assessment

These will often impact student performance but would not be expected to have a serious impact and so would not be applicable as extenuating circumstances.

1. Poor night’s sleep
2. Minor illness (such as a cough or cold even with healthcare providers note)
3. Minor injury
4. Financial worries
5. Transportation (severe traffic or weather delay, mechanical problems or lack of transportation, issues with public transportation)
6. Moving Household (this is predictable)
7. Holidays (this is predictable)
8. Inadequate planning, organization or time management
9. Misreading of syllabus or assignment directions
10. Lack of adequate instruction (this would be handled under complaint procedures)
11. Work, family or general problems (work schedule conflict, dependent care. Students are expected to make contingency plans)
12. Computer or technology failure. (Students are expected to take proper precautions and make backup copies of data)
13. Failure of College equipment, copy or storage media. (Network, copier, and other technology failures do happen and students should plan to finish work prior to the deadline)

Disabilities are not covered by the appeals process, but by the Americans with Disabilities Act (ADA). There are procedures governing ADA and the institution’s obligations in this area. The only way in which a disability would come within the scope of an appeal would be if there was a serious, unpredictable, and unpreventable increase in the disability, which might be expected to have a serious impact on performance. In this case, full independent evidential support for the increase would need to be provided, not just evidence of the disability. Please consult your Student Services Representative for further clarification.

Method and Timing of Federal Student Aid Disbursements
Your financial aid award is disbursed to your student account electronically and will be applied to allowable charges first. These electronic disbursements are made to the college and credited to your account every 15 weeks of eligibility. The remaining credit after allowable charges have been paid is released as a refund in the form of a paper check and sent via US mail. Students may opt for Direct Deposit to speed the process.

Terms of Any Direct Loans a Student Receives
Each student is required to sign a Master Promissory Note (MPN) after they have accepted their financial aid award and before any disbursement is made. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions.

It’s important to understand that when you sign an MPN you’re promising to repay all loans that are made under that MPN. As stated on the MPN, you must repay your loan even if

- you don’t complete your education,
- you can’t get a job after you leave school, and/or
- you didn’t like the education you received.

Before the first disbursement of your loan(s), you’ll receive an award letter that gives you information about any loan that Ameritech plans to disburse under your MPN, including the loan amount, fees, and
the expected disbursement dates and amounts. More information about your MPN is available at: https://studentaid.ed.gov/sa/fafsa/next-steps/accept-aid/mpn

Sample Subsidized and Unsubsidized Loan Repayment Estimate:

<table>
<thead>
<tr>
<th>Loan Data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Amount</td>
<td>$25,250.00</td>
</tr>
<tr>
<td>Annual Interest Rate</td>
<td>4.45%</td>
</tr>
<tr>
<td>Loan Period in Years</td>
<td>10</td>
</tr>
<tr>
<td>Number of Payments Per Year</td>
<td>12</td>
</tr>
<tr>
<td>Approximate Repayment Start Date</td>
<td>13-Feb-2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Payment (per period)</td>
<td>261.08 USD</td>
</tr>
<tr>
<td>Number of Payments</td>
<td>120</td>
</tr>
<tr>
<td>Total Interest Paid</td>
<td>6,079.46 USD</td>
</tr>
<tr>
<td>Total Extra Payments</td>
<td>- USD</td>
</tr>
<tr>
<td>Total Payment</td>
<td>31,329.47 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment No.</th>
<th>Payment Date</th>
<th>Payment</th>
<th>Interest Rate</th>
<th>Principal</th>
<th>Interest</th>
<th>Extra Payments</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13-Mar-2019</td>
<td>261.08 USD</td>
<td>167.44 USD</td>
<td>93.64 USD</td>
<td>- USD</td>
<td>25,082.56 USD</td>
<td></td>
</tr>
</tbody>
</table>

Exit Counseling
Prior to graduating, leaving the college, or when you drop to an enrollment status below half-time, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower, and help you with repayment information and options. You can complete exit counseling electronically at: https://www.studentloans.gov/myDirectLoan/index.action

Financial Aid Tools
Feel free to visit these other sites for additional information regarding your education plans. These applications will launch in a new browser. You may return to this page at any time.

Calculator https://www.studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action


INFORMATION DISCLOSED TO STUDENTS REGARDING THE NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media.
Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.
The NSLDS Privacy Impact Assessment may be accessed at: https://www.nslds.ed.gov/nslds/nslds_SA/public/SaFaq.do

Additional information regarding the National Student Loan Data System may be accessed at: https://www.nslds.ed.gov/nslds/nslds_SA/

2017-18 STANDARD COST OF ATTENDANCE

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a) (d), 34 CFR 668.43
Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest [C.F.R. § 668.43(a)(1)]

Information regarding the cost of attendance at Ameritech College, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or has expressed an interest may be accessed in the Financial Aid section on the College’s website and in the Consumer Information Guide located on the College website: http://Ameritech.edu/financial-aid/

Note: Amounts below are for full-time enrollment. Less than full-time enrollment may change your award.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Books and Equipment</th>
<th>Supplies and Fees</th>
<th>Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>$45,300</td>
<td>$1,962</td>
<td>$3,325</td>
<td>$50</td>
</tr>
<tr>
<td>RN to BSN Degree Completion</td>
<td>$20,160</td>
<td>$0</td>
<td>$840</td>
<td>$50</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$12,255</td>
<td>$531</td>
<td>$1,560</td>
<td>$50</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$41,970</td>
<td>$1,653</td>
<td>$2,031</td>
<td>$50</td>
</tr>
<tr>
<td>Dental Lab Technician</td>
<td>$20,460</td>
<td>$207</td>
<td>$2,205</td>
<td>$50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Living with parents</th>
<th>Living off campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Room and Board</td>
<td>$2,966</td>
<td>$11,865</td>
</tr>
<tr>
<td>*Transportation (on-ground programs)</td>
<td>$2,384</td>
<td>$2,384</td>
</tr>
<tr>
<td>*Miscellaneous, personal</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Total academic year</td>
<td>$5,750</td>
<td>$14,649</td>
</tr>
</tbody>
</table>

*Costs are subject to change without notice

If you need additional assistance, you may contact the following offices directly for assistance: Financial Aid Office 801-816-1444, Admission Office: 801-816-1444

INSTITUTIONAL REFUND POLICY

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution [C.F.R. § 668.43(a)(2)]

Institutional Refund for Cancelation of Enrollment
A student in any ground or online program who provides written or verbal notice of cancellation within three business days (excluding federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Fees paid to third-party agencies for registration items such as entrance exams, immunizations, drug screenings, background checks, etc., will not be refunded by the College. All books issued to a student will be billed to the student unless returned unopened and in new condition. A student canceling enrollment in a ground or online program after the three-day cancellation period but before the first day of the class start will not be charged tuition and will receive a refund of all monies paid. Subsequent to notice of cancellation, online students that cancel or are cancelled during the first term of enrollment through the end of the second week will not incur financial responsibility for the materials and cost of the program. To ensure proper cancellation, students should notify the Campus Administration Office verbally or in writing of the intent to cancel their enrollment.

Institutional Refund Policy for Withdrawal from Enrollment
Withdrawal after the student’s first day of class will result in a proration of tuition billed equal to the percentage of the semester completed. This is calculated by dividing the number of calendar days from the semester start date to the student’s last date of attendance by the total number of calendar days in the semester. For example, if a student completed 25 days out of a 100-day semester, the student will be charged 25% (twenty five percent) of total tuition billed for the semester. Once a student completes 60% (sixty percent) or more of the semester the student is responsible for 100% (one hundred percent) of tuition billed for the semester. If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student’s tuition, excess funds will be refunded to the proper agency. For recipients of Federal Financial Aid, the Federal Return of Title IV Funds hierarchy is adhered to.

WITHDRAWAL POLICY

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6
Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]

Official Withdrawal:
Occurs when the student requests to be withdrawn from the program. This must be made either in person (student then signs withdrawal form) or in writing. The “date of determination” of withdrawal is the date of the initial withdrawal request. When an official withdrawal request is received within the first week of student’s first semester, an enrollment cancellation may be granted in lieu of a withdrawal on a case-by-case basis. The Last Date of Attendance is determined by the last day a student participated in an academically related activity including classroom attendance, projects, clinical experience, posting to a discussion board, submitting an assignment, or completing a quiz or exam. For a student who officially withdraws (i.e., notified the Campus Administration Office in writing, of his/her intent to withdraw) the “date of determination” of withdrawal is the date of notification.

Unofficial Withdrawal:
Occurs when the student fails to meet required program attendance, fails to attend for fourteen consecutive calendar days, fails to meet Satisfactory Academic Progress (SAP) minimums, does not return from Leave of Absence, violates the Academic Integrity or Student Code of Conduct policy, or fails to meet financial obligations. If the student is unavailable for signature, Ameritech will consider the student to have unofficially withdrawn.

1. 14 Days of Non-Attendance: Student fails to attend classes for 14 consecutive calendar days. The date of determination of withdrawal shall be following the 14th consecutive day of absence. For RN to BSN students, the Last Date of Attendance is determined by the last day a student participated in an
academically related activity including projects, clinical experience, posting to a discussion board, submitting an assignment, or completing a quiz or exam.

2. Failure to Make Satisfactory Academic Progress: Student either fails to meet SAP minimums after one payment period on FA Warning status, (please consult Financial Aid Warning, Suspension, and Withdrawal on page 31 of the Student Catalog), cannot meet Satisfactory Academic Progress (SAP) minimums within one payment period, or has a second course failure (Associate of Science Nursing and Occupational Therapy Assistant programs, as well as the RN - BSN Completion Program.). The date of determination of withdrawal shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.

3. Did Not Return from Leave of Absence: If a student fails to return from an approved Leave of Absence by the stated date the student shall be withdrawn. The date of determination of withdrawal shall be the expected date of return while the last date of attendance shall be the date prior to the Leave. If a student fails to return to the College after a Leave of Absence, the effective date and the refund calculations will be based on the last date of attendance.

4. Academic Integrity/ Code of Conduct Violation: If a student is found by a committee to be in violation of the College’s Academic Integrity or Code of Conduct policies, the date of determination of withdrawal shall be the date the committee notifies the Registrar of the offense.

5. Failure to Meet Financial Obligations: If a student does not meet all financial obligations, please consult Financial Aid Information on page 20 of the Student Catalog, the student shall be withdrawn. The date of determination shall be the date the Bursar’s Office notifies the Office of the Registrar.

RETURN OF FEDERAL FINANCIAL AID FUNDS

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1) -(2) (20 U.S.C. 1092(a)(1) -(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6

Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]

The College is required to calculate the amount of federal financial aid a withdrawn student earns for a semester no later than 30 days after the date the school determined the student withdrew from the program. Students can officially withdraw from the College (please consult the Withdrawal Policy on page 13) Students are unofficially withdrawn by the College for failing to attend for fourteen calendar days, failing to meet the minimum satisfactory progress standards, and other policy violations.

Financial aid is awarded for an entire semester and when the student withdraws, a portion may need to be returned. This calculation is separate from the Institutional Refund Policy which only determines the student’s tuition and fee obligation. The College is required to return unearned financial aid, and the student may owe the College a remaining balance originally paid by financial aid funds after the return of such financial aid. The student may also be required to return financial aid funds previously released to them for living expenses. The College will return unearned Title IV funds that the student received during the payment period, no later than 45 days after the date the school determined the student withdrew from the program. Funds must be returned up to the total net amount from each source, in the following order:

a. Unsubsidized Direct Loans
b. Subsidized Direct Loans
c. Direct Plus Loans
d. Federal Pell Grant
The College will determine the amount of financial aid the student has earned for the semester by determining the percentage of the semester the student completed from the first day of the semester to the last day of attendance. The days completed is divided by the total days in the semester to arrive at the percentage. Weekends and non-class days are included in the determination of the percentage. Scheduled breaks of 5 or more days are not included in the determination of the percentage. Regardless of the reason for the student’s official or unofficial withdrawal, the last day of attendance will be used to determine the amount of financial aid earned.

Once calculated, the percentage is applied to the amount of financial aid disbursed for the semester to determine the amount of financial aid earned. The unearned portion must be returned to the appropriate financial aid program. For example, if a student completed 25 days out of a 100-day semester, the student would have earned 25% (twenty five percent) of his/her eligible financial aid for the semester. The unearned portion or 75% of the financial aid for the semester must be returned to the financial aid programs by the College. A student who remains enrolled more than 60% (sixty percent) of the semester is considered to have earned 100% (one hundred percent) of the financial aid received for the semester.

If at the time of withdrawal, not all awarded financial aid has been disbursed, the student may be eligible for a “post-withdrawal” disbursement. Certain funds may not be eligible for disbursement due to other eligibility reasons. If the student is eligible for a Pell Grant post-withdrawal disbursement, it will be disbursed and credited to the student’s account. If the student is eligible for a Direct Loan and/or Direct PLUS Loans post-withdrawal disbursement, the borrower will be notified within 30 days and must approve the disbursement within 14 days. If a response is not received within 14 days of the notification, the post-withdrawal Direct Loan disbursements will not be credited to the student’s account.

If the student received financial aid in excess of authorized charges for living expenses, the College is only required to return the unearned portion of financial aid that was used to pay authorized charges. Any unearned financial aid that is part of the funds the student received will be returned by the student to the appropriate financial aid program. This is called an overpayment and the student will be notified if this type of return of funds is required. Loan overpayments are generally paid in the normal course of loan repayment. Pell Grant overpayments are rare, but can occur. These types of overpayments can be paid within the first 30 days to the College. However, if no payment is received within the 30-day period, the College will refer the overpayment to the U.S. Department of Education Student Credit Management Collections. Once the overpayment is reported, the student will be ineligible for additional financial aid until the overpayment is repaid.

**REFUND TIMELINE AND REFUND ALLOCATION**

The Bursar’s Office will perform the calculation of earned financial aid and the tuition proration, using the last day of attendance, once notified that a student has withdrawn. If the student has unearned financial aid funds, they will be returned no later than 45 days after the College determines the student withdrew. The unearned financial aid will be returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant

If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student’s tuition, excess funds will be refunded to the proper agency.
NET PRICE CALCULATOR

Disclosure Requirement: Made publicly available on the institution's website

HEOA Sec. 111 amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))

Ameritech College’s net price calculator allows prospective students to calculate an estimated net price of attendance utilizing the following basic formula: price of attendance minus grant aid. The estimates generated by the net price calculator do not represent a final determination, or actual award, of financial assistance or a final net price. The estimates are based only on price of attendance and financial aid provided to students in a given year; the estimates are not binding. Ameritech College’s net price calculator may be accessed at: https://www.ameritech.edu/wp-content/uploads/2017/03/npcalc.htm Students also have access to the net price calculator on the website and can be accessed at: http://Ameritech.edu/financial-aid/

If you are unable to locate the information you need from the link set forth above, you may contact the Financial Aid Office directly for assistance: Financial Aid Office: 801-816-1444.

VERIFICATION

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

To students selected for verification, a written statement explaining: documents required for verification student’s responsibilities (correction procedures, deadlines, consequences of missing deadlines) notification (how school will notify student of award changes based on verification and the timeframe for the notification) [34 C.F.R. § 668.53]

Students who are selected for verification will receive communication via email requesting required verification documents, responsibilities, and an updated award letter if applicable. Below is a sample of an email a student who is selected for verification will receive.

Dear Student,
We have received your 2016/2017 FAFSA information. I have awarded your Financial Aid and attached the necessary documentation needed to complete the Financial Aid Process.

Your FAFSA was selected for a process called verification. Before we can request your Financial Aid, we need a little more information from you.

Please submit the following documents to the Financial Aid office as soon as possible:
• 2017/2018 Independent Verification Worksheet (attached)
• *Your 2016 Federal Tax Return Transcript (instructions below)
• Signed Award Letter (attached)
• Loan Entrance Counseling and Master Promissory Note (complete on-line, instructions below)
• Clear legible copy of your state issued ID or Driver's License

*2016 IRS Tax Return Transcripts may be obtained through the:
• Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
• IRS2Go App – Apple Online Store at https://itunes.apple.com/us/app/irs2go/id414113282?mt=8
The last step in the Financial Aid process is to finalize your federal student loans by completing Loan Entrance Counseling and a Master Promissory Note. It is imperative that both the entrance counseling and promissory note are completed ASAP.

Without entrance counseling and the promissory note, your federal loans cannot be disbursed to the school.

Both of these items can be completed online at www.studentloans.gov. You will log into the site using your personal information and Department of Education FSA ID. Once you enter the site you will see options to “Complete Entrance Counseling” and “Complete Master Promissory Note”. You must complete both of these items. Make sure that you provide Ameritech College as your school so the results will be sent to the school electronically.

Your verification document, 2015 tax return transcripts, award letter, entrance counseling, master promissory note, and copy of your ID are due no later than: (date here)

If the requested documents are not received by the above due date, this may result in being ineligible for title IV funds. If the information received initiates an update to your FAFSA, this may cause an award change and you will be notified by your financial aid representative of any changes.

Please submit these documents by fax to 1-800-711-7764, or by email to this address. We appreciate your prompt attention to this matter. Please do not hesitate to contact me if you have any questions or concerns.

CONTACT INFORMATION FOR DISSEMINATION PURPOSES AND ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). 34 CFR 668.43, 34 CFR 668.44
Financial aid information required to be disclosed under HEA Sec. 485(a).

The college’s Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact the College’s Financial Aid Department during operational hours.

Corporate Director of Financial Aid 801-816-8609
Nursing Financial Aid Consultant: 801-816-8617, 801-816-8656, 801816-8641
Medical Assistant and Dental Lab Technician Financial Aid Consultant: 801-816-5826
RN to BSN Degree Completion Financial Aid Consultant: 801-816-5826
Financial Aid Processor: 801-816-8673

Other resources available to students include but are not limited to: admissions consultants, student and career services representatives, the office of academics, and the campus security officer.

Vice President of Student Services: 801-816-8611
Vice President of Academic Affairs: 801-816-8603
Campus Security Officer: 801-816-8603
Director of Career Services: 801-816-8623
Admissions Consultants: 801-816-1444
GENERAL INSTITUTIONAL INFORMATION PRIVACY OF STUDENT RECORDS - FAMILY RIGHTS AND PRIVACY ACT

FERPA

Disclosure Requirement: Any means reasonably likely to inform students of their rights


Each institution must annually provide a notice to all enrolled students concerning:

• the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education
• procedures for reviewing education records and requesting amendment of the records
• information about Ameritech’s policy regarding disclosures to school officials with a legitimate educational interest in the education records

Ameritech College has designated the following information as Directory Information and will release this information unless the student has submitted a request for non-disclosure:

• student name
• local address and telephone
• permanent address and telephone
• e-mail address
• place of birth
• major field of study
• dates of attendance
• full or part time enrollment status
• year in school (class)
• degree(s) received
• other educational institutions attended
• visual image

A student may request that directory information not be released by completing the “FERPA Opt-out” Form and submitting it to the Registrar’s Office. The form is distributed at orientation and available in the Registrar’s Office.

Information regarding student privacy and FERPA may be accessed in the Ameritech student catalog at: http://Ameritech.edu/Student_Catalog  p.38

FERPA:

HEALTH AND SAFETY EXEMPTION REQUIREMENT

Disclosure Requirement: Any means reasonably likely to inform students of their rights

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under CFR 99.31(a)(10) and § 99.36 of the FERPA regulations. In particular, CFR 99.36 (a) and (c) provide that educational institutions may disclose information from an education record “to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals” and that the exception will be “strictly construed.” Congress’ intent that
the applicability of this exception be limited is reflected in the Joint Statement in Explanation of Buckley/Pell Amendment, 120 Cong. Rec. S21489 (Dec. 13, 1974). This exception is temporally limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student’s education records.

**Patriot Act Changes to FERPA:** In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. Public Law 107-56; DCL April 12, 2002 Information regarding student privacy and FERPA may be accessed in the Ameritech student catalog at: http://Ameritech.edu/Student_Catalog p.38

For additional information from the Department of Education regarding FERPA: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: Office of the Registrar: 801-816-1444

**ESTABLISHING AND MAINTAINING AN INFORMATION SECURITY PLAN**

Disclosure requirement: Any means reasonably likely to inform students of their rights

Postsecondary educational institutions participating in the FSA programs are subject to the information security requirements established by the Federal Trade Commission for financial institutions. FTC regulations 16 CFR 313.3(n) and 16 CFR 314.1-5, Gramm-Leach Billey Act: Sections 501 and 505(b)(2), U.S. Code 15 USC 6801(b), 6805(b)(2).

Ameritech College of Healthcare uses precautions to safeguard all non-public personally identifiable financial information that is obtained about a consumer in conjunction with providing a financial product or service. This includes information provided during any financial transaction (e.g. institutional short-term loans), whether the transaction be on paper or if it is transmitted or stored electronically. These precautions pertain to our students, their parents, family members, or other individuals with whom Ameritech has a relationship or if it pertains to the customers of other financial institutions that have provided such information to the school.

Customer information is safeguarded through the domain security for users. In order to electronically access information, users are required to have a physical connection to the network and domain account credentials with the appropriate permissions. A logical connection can work as well, however this is also safeguarded with domain credentials. External electronic access is safeguarded through the firewall.

The School Establishes and Maintains A Comprehensive Information Security Program.

The Ameritech College of Healthcare’s Information Security Plan is in compliance with the GLB Act and ensures that employees of Ameritech are trained upon being hired by their direct supervisor to insures the security, integrity, and confidentiality of non-public customer information by protecting it against any anticipated threats, unauthorized access to confidential information that could result in substantial harm or inconvenience to any customer, or hazards to the security or integrity of such information. Covered under the plan are administrative, technical, and physical safeguards used in the collection, distribution,
processing, protection, storage, use, transmission, handling, or disposal of non-public customer information. The plan covers actions by both employees of the College and outside service providers.

**Administrative** information is any data related to the business of the College including, but not limited to, financial, personnel, student, and alumni. Employees are charged with safeguarding the security, confidentiality, integrity, and accuracy of this information as part of the condition of employment. Access to the administrative systems is granted based on the employee’s need to know specific data, as defined by job duties, and subject to appropriate approval. Employees should not share, transfer, or give out any information that has been granted to them. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination.

**Technical Safeguards**
The College relies on a dedicated internal team of technology specialists to provide network and system security access according to industry standards in order to protect non-public customer information that is accessed electronically but stored outside of a department.

Departmental desktop computers and other electronic devices storing non-public customer information are protected by systems-based as well as physical safeguards.

**Physical Safeguards**
Ameritech College’s non-public personally identifiable financial information, that is stored in either paper form or electronically is collected, processed, transmitted, distributed, maintained, stored, and otherwise handled under the direct supervision of an employee of the College. Conversations concerning non-public personally identifiable financial information are held in private. Papers with non-public personally identifiable financial information is mailed via official campus mail, US mail, or private mail carrier. Non-public information that is no longer needed, but may contain any confidential and/or sensitive data, is shredded or stored securely until it can be shredded.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time. Key and key card access is limited to authorized employees only.

**The School Includes All Required Elements of An Information Security Program:**

**Designated Coordinators** All College employees, including part-time, temporary employees, and volunteers are given training by their departmental supervisors about issues of security, sensitive, and confidential material used in their respective offices. Employees are held accountable to know that although they have access to non-public personally identifiable financial information in order to perform their duties for the College, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. Employees are trained to detect and not respond to “pretext calling” or e-mail “phishing” which occurs when someone attempts to obtain confidential information via unauthorized calls or electronic means in order to commit identity theft.

Risk assessment safeguards are in place and maintained through the firewall, domain user security, and backup systems to protect the internal servers, networks, firewall, and VPN connections. These systems provide the security of the networks, storage of electronic data, and the transmission security of electronic data. The firewalls show the detection and prevention of attempted breaches or attempts to gather information for vulnerabilities. The support tools used provide monitoring of the computer systems to help predict computer hardware system failures.

- **Employee Training and Management**
• Customer information is limited to only those employees who have a business reason for handling the information and to only such an extent that they need it to do their jobs.
• Employees are trained to identify and properly collect and maintain customer information.
• Basic steps include:
  ▪ using password protected screensavers;
  ▪ changing passwords frequently;
  ▪ not posting passwords at or near computers;
  ▪ locking rooms and file cabinets where paper records are maintained; and
  ▪ referring requests for customer information to designated employees.

- Information systems, including network and software design, as well as information processing, storage, transmission, and disposal.
  • To avoid risks in operations concerning information systems (including network and software design, as well as information processing, storage, transmission and disposal), the FTC suggests, in part, that Colleges:
    ▪ Store records in a secure area. For example: Store paper records in a locked room when such records are unattended;
    ▪ Keep archived data secure by keeping them in a physically secure area or storing them off-line;
    ▪ Ensure that storage areas are protected against physical hazards such as floods and fire;
    ▪ Don’t store customer information on a computer with an internet connection. If you are connected the internet, encrypt and password protect the file.
    ▪ When collecting or transmitting customer information, provide for easy to understand and secure data transmission
    ▪ Use a Secure Sockets Layer (SSL) or other secure connection for transmitting and collecting sensitive financial information (such as credit card information);
    ▪ If an employee must use e-mail to transmit sensitive financial information, ensure that the content is encrypted and password protected;
    ▪ Caution customers against transmitting sensitive financial information via electronic mail.
    ▪ Dispose of customer information appropriately and securely.
    ▪ For example: Shred customer information and store it in a secure area until it is disposed of;
    ▪ Erase all customer information from computers, diskettes, hard drives or other electronic media when disposing of these items;
    ▪ Destroy all hardware that is to be disposed of.

- Detecting, Preventing, and Responding to Attacks, Intrusions, or Other Systems Failures.
  • Maintain up-to-date and appropriate programs and controls through:
    ▪ Computer security incident response plans;
    ▪ Installing security patches on computer systems;
    ▪ Using anti-virus software that updates automatically;
    ▪ Using firewalls where appropriate;
    ▪ Centrally managed intrusion detection systems;
    ▪ Back up all customer and financial data regularly.

Safeguards Testing/Monitoring

Electronic data on the servers is managed by backup tools that are tested annually to ensure they are working correctly. The server hardware and the operating system are monitored through the support tools. The operating system security logging monitors the access attempts.

Evaluation & Adjustment
The College will evaluate and adjust its information security program based on the results of the required testing and monitoring, as well as for any material changes to its operations or business arrangements or any other circumstances that it has reason to know may have a material impact on the school’s information security program. Responsibility for evaluation and recommendations for adjustment rests with the Division of Information Technology.

http://Ameritech.edu/privacy/

**CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE**

Disclosure Requirement: Made available on the institution's website

The URL for the institution’s website is reported to the National Center for Education Statistics (NCES) in the Integrated Postsecondary Education Data System (IPEDS) for posting on College Navigator website. HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)); DCL GEN 08-12, pages 31 through 34

The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution of higher education, including a link to each institution's website that provides the following information:

- student activities offered by the institution
- services offered by the institution for individuals with disabilities
- career and placement services offered to students during and after enrollment
- policies of the institution related to transfer of credit from other institutions

Ameritech College's student activities calendar can be accessed at:

Ameritech College's services for students with disabilities may be accessed at:
http://Ameritech.edu/Student_Catalog p.41

The Department of Education's posting for Ameritech College may be accessed at:
http://nces.ed.gov/collegenavigator/?id=447263

For additional information from the Department of Education, please see:

Ameritech College’s Student Catalog may be accessed at:
http://Ameritech.edu/Student_Catalog

Ameritech College's transfer of credit policies may be accessed at:

If you are unable to locate the information you need from the links set forth above, you may contact the Office of the Vice President of Academic Affairs: 801-816-1444.

**FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media
Information about facilities and services available to students with disabilities, including students with intellectual disabilities (as defined in 34 CFR 668.231), is available in the Ameritech College Student Catalog accessed online at: [http://Ameritech.edu/Student_Catalog](http://Ameritech.edu/Student_Catalog) p. 41

If you are unable to locate the information you need from the links set forth above, you may contact the Vice President of Student Services: 801-816-1444.

### STUDENT BODY DIVERSITY

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media


Information about student body diversity at Ameritech College, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients, is collected annually and provided to the Department of Education which discloses this information on its College Navigator web site. This data may be accessed at: [http://nces.ed.gov/collegenavigator/?id=447263#enrolmt](http://nces.ed.gov/collegenavigator/?id=447263#enrolmt) [http://nces.ed.gov/collegenavigator/?id=447263#finaid](http://nces.ed.gov/collegenavigator/?id=447263#finaid)

The race/ethnicity and the gender data are also collected in the Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment Survey. Information about Pell Grant recipients is collected for the prior year in the IPEDS Student Financial Aid Survey. This information may be accessed at the IPEDS website: [http://nces.ed.gov/ipeds/datacenter/Default.aspx](http://nces.ed.gov/ipeds/datacenter/Default.aspx)

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: Office of the Vice President of Academic Affairs: 801-816-1444.

### ACADEMIC PROGRAMS (EDUCATIONAL PROGRAMS, INSTRUCTIONAL FACILITIES, AND FACULTY)

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media


Information regarding Ameritech’s academic programs, including

- Current degree programs and other educational and training programs
- Faculty and other instructional personnel for each program
- Plans for improving academic programs

Information about Ameritech College’s academic programs may be accessed at

[http://Ameritech.edu/Student_Catalog](http://Ameritech.edu/Student_Catalog) p.58-69
[http://Ameritech.edu/Student_Catalog](http://Ameritech.edu/Student_Catalog) pp.34, 54, Addendum p.5

Information regarding instructional, laboratory, and other physical plant facilities relating to academic programs may be obtained from the relevant department.

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: Office of the Vice President of Academic Affairs: 801-816-1444.
TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Disclosure Requirement: Publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(h)
HEA amendment effective August 14, 2008
October 29 2009 FR notice (revised CFR 668.43)

Information regarding Ameritech College’s established criteria for the transfer of credit earned at another institution can be located in the student catalog: http://Ameritech.edu/Student_Catalog p.26

The College has the following articulation agreements for the associate degree registered nurse graduates to complete their baccalaureate degree:
  o National American University
  o Western’s Governor’s University
  o Grand Canyon University
  o American Sentinel University

The College has the following articulation agreements for the baccalaureate registered nurse graduates to complete their master’s and doctoral degrees:
  o Chamberlain College of Nursing
  o Chatham University
  o Rocky Mountain University
  o

For more information regarding articulation agreements, you may contact the Office of the Vice President of Academic Affairs or the Office of the Registrar for assistance: 801-816-1444.

INSTITUTIONAL AND PROGRAM ACCREDITATION, APPROVAL, OR LICENSURE

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43

The names of associations, agencies, or governmental bodies that accredit, approve, or license Ameritech College and its programs may be found at: http://Ameritech.edu/Student_Catalog p.7

For information about the procedure for obtaining or reviewing documents describing accreditation, approval, or licensing for specific programs, and accreditation in general, you may contact the following office: Office of the Vice President of Academic Affairs: 801-816-1444.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (INCLUDING COMPUTER USE AND FILE SHARING)

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

October 29, 2009 FR notice (added 34 CFR 668.43(a)(10))
Institutions must annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including:

- a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities
- a summary of the penalties for violation of federal copyright laws*
- the institution'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 institution's information technology system


Information regarding Ameritech College’s policies and sanctions related to copyright infringement is below:

**What is Copyright?**

Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship", including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.

Section 106 of the 1976 Copyright Act gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

**The Law:**


1. There shall be no copying of or from copyrighted works without the express written permission of the author(s).

2. Copying of copyright works for classroom use must meet the guidelines set forth by The Copyright Act of October 19, 1976, which is the copyright law of the United States, effective January 1, 1978 (title 17 of the United States Code, Public Law 94-5533, 90 Stat. 2541).

These guidelines include:

A. Single Copying for Teachers: a single copy may be made by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class.

B. Multiple Copies for Classroom Use: Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

1) Each copy includes a notice of copyright;
2) Copying shall not be a substitute for the purchase of the book;
3) It shall not be directed by higher authority;
4) The copied material shall not be used more than one semester; and
5) Students can be charged only the costs of copying.

3. Of work created while employed at Ameritech College, the College is considered to be the author, and therefore, the holder of the copyright. This includes the following:
   A. A contribution to a collective work;
   B. A part of a motion picture or other audiovisual work;
   C. A translation;
   D. A supplementary work;
   E. A compilation;
   F. An instructional text;
   G. A test;
   H. Answer materials for a test; and
   I. An atlas.

4. Liability for infringement of the copyright laws includes actual and statutory damages, ranging from $500 to $100,000 per violation.

Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

In the case of works made for hire, the employer and not the employee is considered to be the author. Section 101 of the copyright law defines a “work made for hire” as:

1. A work prepared by an employee within the scope of his/her employment; or
2. A work specially ordered or commissioned for use as:
   a. A contribution to a collective work;
   b. A part of a motion picture or other audiovisual work;
   c. A translation;
   d. A supplementary work;
   e. A compilation;
   f. An instructional text;
   g. A test;
   h. Answer material for a test; or
   i. An atlas.

**Fair Use:**

The law allows for reproduction of copyright materials for some specific purposes, such as: criticism, comment, news reporting, teaching (including multiple copies of classroom use), scholarship, or research, and these purposes are not considered an infringement of the copyright. However, in determining whether the use of a copyrighted work is a fair use, the following factors need to be considered and these include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantially of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

**Guidelines:**

1. Single Copying for Teachers: a single copy may be made of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:
   A. A chapter from a book;
B. An article from a periodical or a newspaper;
C. A short story, short essay or short poem, whether or not from a collective work;
D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use: Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:
   A. The copying meets the tests of brevity and spontaneity as defined below; and
   B. Meets the cumulative effect test as defined below; and
   C. Each copy includes a notice of copyright.

3. Test of Spontaneity:
   A. The copying is at the instance and inspiration of the individual teacher, and
   B. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

4. Test of Brevity:
   A. Poetry: a complete poem if less than 250 words and if printed on no more than two pages, or from a longer poem, an excerpt of not more than 250 words.
   B. Prose: either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event, less than 500 words.
   C. Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

5. Cumulative Effect:
   A. The copying of the material is for only one course in the school in which the copies are made.
   B. Not more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.
   C. There shall be not more than nine instances of such multiple copying for one course during one class term.

Prohibitions:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.

2. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

3. Copying shall not:
   A. Substitute for the purchase of books, publishers’ reprints or periodicals;
   B. Be directed by higher authority;
   C. Be repeated with respect to the same item by the same teacher from term to term; and
   D. No charge shall be made to the student beyond the actual cost of the photocopying.

Liability for Infringement: Remedies for infringement- Damages and profits.

1. An infringer of a copyright is liable for either –
a. The copyright owner’s actual damages and any additional profits of the infringer, or
b. Statutory damages.

2. Actual Damages and Profits: The copyright owner is entitled to recover the actual damages suffered by
him/her as a result of the infringement, and any profits of the infringer that are attributable to the
infringement.

3. Statutory Damages: Instead of actual damages and profits, an award of statutory damages for all
infringements involved in an action, with respect for any one work, for which any one infringer is liable
individually, or for which any two or more infringers are liable jointly, in a sum of not less than $500 or
more than $20,000.

4. In a case where the copyright owner sustains the burden of proving, and the court finds, that
infringement was committed willfully, the court in its discretion may increase the award of statutory
damages to a sum of not more than $100,000.

Warnings of Copyright: An “Order Warning of Copyright”:

1. Must be displayed on all printers and copiers.
2. The contents and format of the order is below.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS
The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies
or other reproductions of copyrighted material.
Under certain conditions specified in the law, libraries and archives (and schools), are authorized to
furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or
reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If the
user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,”
that user may be liable for copyright infringement.
Ameritech College reserves the right to refuse to accept a copying order (if in its judgment), fulfillment of
the order would involve a violation of the copyright law.
3. Format and Manner of Use: The display of warning of copyright (above) shall be printed on heavy
paper or other durable material in type at least 18 points in size, and shall be displayed prominently to be
clearly visible, legible, and comprehensive to a casual observer within the immediate vicinity.
http://www.respectcopyrights.org/highered.html Summary of Civil and Criminal Penalties for Violation of

Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the
exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the
United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the
file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority
constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for
civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed
at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court
may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and
attorneys’ fees. For details, see Title 17, United States Code, Sections 504 and 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five
years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.
If you are unable to locate the information you need from the links set forth above, you may contact the
following offices directly for assistance: Office of the Vice President of Academic Affairs: 801-816-1444.
HEALTH AND SAFETY
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

Disclosure Requirement: Distributed in writing to each student and each employee

HEOA Sec. 107 amended HEA Sec. 120 (20 U.S.C. 1011i): new HEA Sec. 120(a)(2)(B)-(C).
HEOA amendment effective August 14, 2008
34 CFR 86

INTRODUCTION
Ameritech College of Healthcare has a longstanding commitment to provide a safe and productive environment. Alcohol and drug abuse pose a threat to the health and safety of employees and students and to the security of our equipment and facilities. For these reasons, the College is committed to the elimination of drug and/or alcohol use and abuse in the workplace. The College assists employees and students with prevention of drug and alcohol abuse by educating them, at new student orientation or new employee onboarding, on the negative health effects of these substances, the heavy legal penalties associated with the illegal abuse of drugs or alcohol, and the institutional regulations for enforcement. The random drug testing policy, as discussed further in this document, acts as a deterrent for illegal behavior for both students and employees. Additionally, the College hosts a Campus Safety Week each fall semester to educate students more thoroughly. This prevention program outlines the practice and procedure designed to reduce or eliminate instances of alcohol and/or drug use at the College. This program is directed to all employees and students of Ameritech College of Healthcare and is distributed to them on an annual basis on or before Oct 1 of each year.

STANDARDS OF CONDUCT
Ameritech College standards prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on campus, on public property around campus, at any campus activity regardless of location, or while representing Ameritech College at any location.

INSTITUTIONAL DISCIPLINARY ACTION
For students or employees found in violation or suspected violation of this policy regarding drug and alcohol use, possession, manufacture or distribution, disciplinary action will be taken up to and including termination or expulsion.

• Drug testing, either random or with cause, may occur.
• Students with a positive drug test result or students refusing to submit to a drug test when asked will face disciplinary action up to and including expulsion, but may be referred to rehabilitation and otherwise accommodated as required by law.
• Employees with a positive drug test will face disciplinary action up to and including termination, but may be referred to rehabilitation and otherwise accommodated as required by law.
• Employees who voluntarily seek help for alcohol or drug abuse before becoming subject to discipline and/or termination under this or other policies may be allowed to use accrued paid time off or placed on unpaid leave of absence.

Ameritech College is required to report for prosecution any infractions to the necessary authorities.

FEDERAL, STATE, AND LOCAL LEGAL PENALTIES
Possession or distribution of illegal drugs is considered a crime under federal and state laws which can result in criminal prosecution. The manufacturing of illegal drugs is considered a felony. The consequences of a conviction can include hefty fines and prison time. In addition, those who help to produce any kind of illegal drug may also be charged with the crime and are typically subject to consequences that are much more severe than possession of a drug for personal use.
BIENNIAL REVIEW OF THE DAAPP
Ameritech College has a DAAPP Biennial Review team that is responsible for the review of the requirements and goals of the Drug-free Schools and Communities Act and collect campus information to evaluate the program, review publications, and produce the Biennial Review, and make recommendations for future action.

The major task of the Biennial Review team is to oversee the Drug and Alcohol Abuse Prevention Program (DAAPP). Ameritech College of Healthcare must, at a minimum, review its Drug and Alcohol Abuse Prevention Program to determine effectiveness and implement any necessary changes once every two years. A secondary purpose is to ensure that any disciplinary sanctions imposed by the Institution on students and employees for violating the provisions of the Drug and Alcohol Abuse Prevention Program are consistently enforced.

For more information, please consult the entire Drug and Alcohol Abuse Prevention Program located on our website for consumer review: [https://www.ameritech.edu/wp-content/uploads/2017/07/DrugandAlcoholAbusePreventionProgram.pdf](https://www.ameritech.edu/wp-content/uploads/2017/07/DrugandAlcoholAbusePreventionProgram.pdf)

VACCINATION POLICY

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)); added HEA Sec. 485(a)(1)(V) HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96

Ameritech College makes available to current and prospective students information about institutional policies regarding vaccinations. A list of health requirements for nursing students is below:

- Current CPR Certification
- Two-Step TB skin test
- Hepatitis B series or positive antibody titer
- Measles, Mumps, and Rubella or positive antibody titer
- Varicella immunizations or positive antibody titer
- Tetanus, Diphtheria, and Pertussis (Tdap) – one Tdap after the age of 19
- A current flu shot annually (required by acute care facilities)

Health requirements are subject to change depending on the requirements of the healthcare facilities.

For detailed information on the required immunizations, you may contact the Admissions Department directly for assistance: 801-816-1444.

SECURITY POLICY (INCLUDING TIMELY WARNING AND EMERGENCY NOTIFICATION)

Disclosure Requirement: Report or notice of report mailed or delivered to each enrolled student and employee

HEOA Sec. 488(e)(1)(B)-(D) amended HEA Sec. 485(f) (20 U.S.C. 1092(f)): revised HEA Sec.485(f)(1)(C); revised HEA Sec. 485(f)(1)(F); added HEA Sec. 485(f)(1)(J) HEOA amendments effective August 14, 2008
34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A.
Ameritech College distributes (by email) to all current students and employees, notice of its Campus Safety Policy and Safety & Security Statistics on an annual basis on or before Oct 1 of each year. The notice includes a statement of the report’s availability, a brief description of the report’s contents, and a statement that the institution will provide a paper copy upon request.

The Annual Security Report (ASR) contains information about:

- Campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including policies regarding the institution's response to such reports
- Policies for making timely warning reports
- Policies for preparing the annual disclosure of crime statistics
- Policies concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities
- List of the titles of persons or organizations to whom students and employees should report criminal offenses for the purpose of making timely warning reports and statistics disclosures
- Statement of whether the institution has policies or procedures regarding confidential crime reporting (for inclusion in statistics), and if so, a description of those policies and procedures
- Statement of the law enforcement authority of campus security personnel and their relationship with state and local law enforcement agencies
- Policies that encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies
- Procedures, if any, that encourage pastoral counselors and professional counselors to inform persons they are counseling about procedures for confidential crime reporting (for inclusion in statistics)
- 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
- Programs designed to inform students and employees about the prevention of crimes
- Policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution
- Policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under-age drinking laws
- Policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws
- Description of drug or alcohol prevention programs as required under HEA Sec. 120 (20 U.S.C. 1011i) (see "Drug and Alcohol Abuse Prevention Program" for more information)
- A policy statement regarding programs to prevent dating violence, domestic violence, sexual assault, and stalking and about the procedures the institution will follow when these crimes are reported
- A description of programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking
- Statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained
- Policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, including
  - Educational programs
  - Options for and assistance in notifying law enforcement agencies
  - Available on- and off-campus services for victims
  - Options regarding changes to a victim's academic and living situation
  - Procedures for campus disciplinary action, including sanctions the institution may impose, and a statement that both the accuser and accused are entitled to the same
opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceeding (see "Information for Crime Victims about Disciplinary Proceedings" for related requirement)

- Missing student notification policies and procedures. (See "Security Report - Missing Person Policy" for more information)
- Policies regarding emergency response and evacuation procedures, including:
  - Procedures for immediate notification of the campus community
  - Description of the process the institution will use to confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency
  - Statement that the institution will take the actions described above without delay
  - List of the titles of person/s or organization/s responsible for carrying out the actions described above
  - The institution's procedures for disseminating emergency information to the larger community
  - The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
- Statistics for the most recent 3 calendar years:
  - Crimes reported to a campus security authority or local police agencies: murder and non-negligent manslaughter; negligent manslaughter; forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson
  - For the crimes listed above and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are to be reported according to category of prejudice
  - Arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession.

For more information, please consult the entire Annual Security Report located on our website for consumer review: https://www.ameritech.edu/annual-security-report/

**STUDENT OUTCOMES**

**STUDENT RIGHT-TO-KNOW ACT**

Disclosure Requirement: Notice is distributed to each enrolled student

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(a)-(d), 34 CFR 668.42, 34 CFR 668.43

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. Financial aid information is posted on Ameritech College’s website under the Financial Aid section: http://Ameritech.edu/about-Ameritech/
Additional information can be found on the College Navigator website:
http://nces.ed.gov/collegenavigator/?s=UT&zc=84020&zd=0&of=3&id=447263

RETENTION RATES

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

October 29, 2009 FR notice (revised 34 CFR 668.41(d))

Ameritech College collects annually the data regarding the retention rate of certificate- or degree-seeking, first-time, undergraduate students, and provides that data to the Department of Education. This data may be accessed at: https://www.ameritech.edu/wp-content/gedt/nur/

This information is also disclosed by the Department of Education on its College Navigator web site: http://nces.ed.gov/collegenavigator/?id=447263
(This information is collected in the IPEDS Fall Enrollment Survey.) If the retention rate information is requested by a prospective student, the information is made available prior to the student’s enrolling or entering into any financial obligation with the institution. If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: Office of the Vice President of Academic Affairs: 801-816-1444

COMPLETION/GRADUATION RATES

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(2) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): new HEA Sec. 485(a)(4) HEOA Sec. 488(a)(3) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): added HEA Sec. 485(a)(7) HEOA amendments effective August 14, 2008 (see exception below) 34 CFR 668.41(a)-(d), 34 CFR 668.45, 34 CFR 668.8(b)(1)(ii)
October 29, 2009 FR notice (revised 34 CFR 668.45)

Institutions must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, fulltime, undergraduate students. The data is 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. 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 institution.

An institution that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible institution must disclose a transfer-out rate for each cohort.

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. The HEOA (Sec. 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:

- gender
- major racial and ethnic subgroup (as defined in IPEDS)
- recipients of a Federal Pell Grant;
- recipients of a Subsidized Loan who did not receive a Pell Grant
• students who did not receive either a Pell Grant or a Subsidized Loan

Students are to be considered to have received a grant or loan if they received it during the period used for determining the cohort – fall term or full year.

Institutions 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.

The HEOA (Sec. 488(a)(2)) added a provision that applies to institutions 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 institution. Those institutions may include the students who leave for such service in their completion/graduation rate calculations 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.

Ameritech College collects the required data annually and provides it to the Department of Education. This data may be accessed at: http://Ameritech.edu/wp-content/gedts/NUR-Gedt/gedt.html

This information is also disclosed by the Department of Education on its College Navigator web site: http://nces.ed.gov/collegenavigator/?id=447263

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: Office of the Vice President of Academic Affairs: 801-816-1444.

**JOB PLACEMENT RATES**

Disclosure Requirement: Information made available to prospective students

HEA Sec. 487(a)(8) (20 U.S.C. 1094(a)(8)) (34 CFR 668.14(b)(10))

An institution 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:

• the most recent available data concerning employment statistics and graduation statistics
• any other information necessary to substantiate the truthfulness of the advertisements
• relevant state licensing requirements of the state in which the institution is located for any job for which the course of instruction is designed to prepare students

Ameritech College does not advertise job placement rates as a means of recruiting students to enroll. The College does, however, participate in a number of student, alumni, and faculty surveys. Please contact the College’s Director of Career Services for survey information regarding employment of College graduates: 801-816-1444.

**MISREPRESENTATION**

Disclosure requirement: Information made available to prospective students

34 CFR 668.72 (Nature of Education Program), 34 CFR 668.73 (Nature of Financial Charges), 34 CFR 668.74 (Employability of Graduates).

The College has procedures to ensure that it does not misrepresent the nature of its educational programs. The College does not provide false, erroneous or misleading statements concerning its accreditation status, transfer credit policy, licensure examination requirements, resources, faculty, counseling or tutoring services, course prerequisites, cost of attendance, or financial assistance.
Information about Ameritech College’s academic programs may be accessed at:
Ameritech College Catalog p.54-61
Ameritech College Catalog p.60

The College has procedures to ensure that it does not misrepresent the nature of its financial charges. The procedures include assurances that the College does not provide false, erroneous or misleading statements concerning offers of scholarships, the cost of the program and the institution’s refund policy, the availability of financial assistance offered to students, including the student’s responsibility to repay loans. Information regarding Ameritech College’s financial aid procedures can be found on the website and accessed at: http://Ameritech.edu/financial-aid/

The College has procedures to ensure that it does not misrepresent the employability of its graduates. The procedures include assurances that the school does not provide false, erroneous or misleading statements concerning job placement services, employment opportunities for graduates, government job market statistics, or other requirements that could be needed for a graduate to obtain successful employment.

Information about Ameritech College’s job placement rates can be accessed at: http://Ameritech.edu/wp-content/gedts/NUR-Gedt/gedt.html

Ameritech College does not advertise job placement rates as a means of recruiting students to enroll. The College does, however, participate in a number of student, alumni, and faculty surveys. Please contact the College’s Director of Career Services for survey information regarding employment of College graduates: 801-816-1444.

VOTER REGISTRATION FORMS

How Disclosed: Voter registration forms made widely available and provided to each enrolled student


Each institution must:
☐ make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the institution
☐ request the forms from the state 120 days prior to the deadline for registering to vote within the state
The HEOA (Sec. 493(a)(1)) added the provision that an institution will be considered to be in compliance with the distribution requirement if the institution electronically distributes the voter registration form or an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.

Ameritech College provides a copy of the voter registration form to all students during student orientation. In addition, the students have access to the Utah voter registration page at: https://secure.utah.gov/voterreg/index.html
CONSTITUTION AND CITIZENSHIP DAY

How disclosed: Educational Program held each year on September 17 for students served by the school.

This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The following are resources used to commemorate Constitution Day:

- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access: http://memory.loc.gov/ammem/amlaw/lawhome.html and http://thomas.loc.gov/teachers/constitution.html
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: http://edsitement.neh.gov/constitution
- The Office of Personnel Management (OPM) has put relevant materials on its Web site at http://opm.gov/constitution_initiative. Note: The information on the OPM website is archived.
- The U.S. Senate has posted material from the Legislative Branch: http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm

IRS FORM 1098-T INFORMATION:

A 1098-T form is used to report qualified tuition and related expenses, scholarships, and grants that were paid in each calendar year. Certain students that had their entire cost of tuition paid for by scholarships, financial aid or are a nonresident student may not receive a 1098-T.

See information below for eligible and non-eligible expenses for 1098-T reporting purposes:

<table>
<thead>
<tr>
<th>Qualified Tuition and Related Expenses</th>
<th>Non-Qualified Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Qualified Tuition</td>
<td>• Entrance exam fees</td>
</tr>
<tr>
<td>• Books (purchased thru the school)</td>
<td>• Transcript fees</td>
</tr>
<tr>
<td>• Special course fees attached to classes</td>
<td>• Non-credit course fees (not part of a degree)</td>
</tr>
<tr>
<td>• Registration fee</td>
<td></td>
</tr>
</tbody>
</table>

If you have questions regarding the amounts on your 1098-T please contact the Bursar Office at 801-816-1444 or email studentaccounts@ameritech.edu.

Please consult the IRS at www.irs.gov or a professional tax consultant if you have any questions regarding taxes or tax credits.