

High Plains Technology Center Annual Notice of Required Disclosures Student Consumer Information

What, When , & to Whom to Disclose	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
What: Institutional Information When: Upon Request To: Enrolled & Perspective Students	<ul style="list-style-type: none"> ▪ Cost of attending High Plains Technology Center i.e.: Tuition and Fees ▪ Institutional Refund Policy/Requirements for officially withdrawing from school ▪ Information regarding the school's programs & academic support ▪ Entities that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation ▪ Description of any special services & facilities for students with disabilities ▪ Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them ▪ Penalties & institutional policies on copyright Infringement, including unauthorized peer-to-peer file sharing ▪ Net Price Calculator ▪ Constitution Day/Voter Registration/Vaccination Polices ▪ Grievance Procedures 	Student Handbook Student Consumer Guide HPTC Website https://hptc.edu/
What: Financial Assistance Information When: Upon Request To: Enrolled & Perspective Students	<ul style="list-style-type: none"> • Description of all available federal, state, local, private & institutional financial assistance, & a description of: (1) application form & procedures; (2) student eligibility requirements;(3) selection criteria; & (4) criteria for determining the amount of a student's award • Rights & responsibilities of students receiving Title IV & other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy ▪ Procedures for the Return of Title IV Aid and Repayments by withdrawn students 	Student Handbook Student Consumer Guide Financial Aid Policy & Procedures HPTC Website https://hptc.edu/
What: Family Education Rights & Privacy Act (FERPA) When: Upon Request Annually Local Newspaper To: Enrolled & Perspective Students, Parents of Students under 18 yrs of age	<ul style="list-style-type: none"> ▪ Right to & procedures for inspecting & reviewing student's education records ▪ Right to & procedures for requesting amendment of student's education records believed to be inaccurate or misleading ▪ Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements ▪ Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31) ▪ Students right & procedures for directory information to not be disclosed 	Student Handbook Student Consumer Guide Board of Education Policy And Procedure Manual https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html https://hptc.edu/
What: Completion/Graduation Rate, Retention Rate, & Transfer Out Rate (Gainful Employment) When: Ongoing Upon Request To: Enrolled & Perspective Students	<ul style="list-style-type: none"> ▪ The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants • Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS)(Gainful Employment) 	U.S. Dept. of Ed's College Opportunities On-Line website: https://nces.ed.gov/collegenavigator/ High Plains ODCTE Paper copy on request in Financial Aid office https://hptc.edu/
What: Drug & Alcohol Abuse Prevention When: Annually & Upon Enrollment or Hire To: Enrolled Students Current Employees	<ul style="list-style-type: none"> • Information on preventing drug & alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol • A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees • A description of the health risks associated with the use of illicit drugs & alcohol • A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution 	Student Handbook Student Consumer Guide Board of Education Policy and Procedure Manual Drug Free School and Workplace handbook Drug Free Brochure Paper Copy https://hptc.edu/
What: Campus Security Report When: Annually by October 1 st To: Enrolled Students Current Employees When: Upon Request To: Perspective Students & Employees When: Annually by date specified To: U.S. Dept. of Education	<ul style="list-style-type: none"> • Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies • Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws • Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime. • Policies regarding sex offenses & where to obtain information concerning registered sex offenders. • Emergency response & evacuation policy, procedures & programs • Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures 	Student Handbook Student Consumer Guide Board of Education Policy and Procedure Manual Campus Security Annual Report Drug Free Brochure Paper Copy https://hptc.edu/

Paper copies of Disclosure Information available from Student Services. This notice is distributed annually to all current and prospective students. It is also located on High Plains' website, in the Student Consumer Guide and inserted into Student Handbook.

NON-DISCRIMINATION POLICY There will be no discrimination by the High Plains Technology Center School District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. Contact Title IX/Section 504 Compliance Coordinators at 3921 34th ST Woodward, OK (580) 256-6618. If you need this information in an alternative format or have special needs, please contact the Financial Aid Office.