

HIGH PLAINS TECHNOLOGY CENTER	ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION	2018-2019
What to Disclose, When & to Whom	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
What: Institutional Information When: Upon Request To: Enrolled Students Prospective 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 Policies • Grievance Procedures 	<ul style="list-style-type: none"> • High Plains Website www.hptc.edu • Student Handbook • Consumer Information Guide • High Plains Course Catalog • Program Description Handouts
What: Financial Assistance Information When: Upon Request To: Enrolled Students Prospective 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financial aid disbursements; (5) books & supplies policy • Procedures for the Return of Title IV Aid and Repayments by withdrawn students 	<ul style="list-style-type: none"> • High Plains Website www.hptc.edu • Student Handbook • Consumer Information Guide • FAFSA website: www.fafsa.gov • Financial Aid Policy & Procedures
What: Family Education Rights and Privacy Act (FERPA) When: Upon Request, Annually Local Newspaper To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	<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 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual • http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
What: Completion/Graduation Rate, Retention Rate, & Transfer Out Rate When: Ongoing Upon Request To: Enrolled Students Prospective 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) 	<ul style="list-style-type: none"> • U.S. Dept. of Ed's College Opportunities On-Line website: nces.ed.gov/collegenavigator • High Plains ODCTE Profile
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 	<ul style="list-style-type: none"> • High Plains Website www.hptc.edu • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual
What: Campus Security Report When: Annually by October 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective 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 	<ul style="list-style-type: none"> • High Plains Website www.hptc.edu • Student Handbook • Consumer Information Guide • Emergency Handout for Staff
What: Gainful Employment To: Prospective/Enrolled Students	<ul style="list-style-type: none"> • Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. 	<ul style="list-style-type: none"> • High Plains Website: www.hptc.edu/student-services/gainful-employment-disclosures

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's website, in the Student Handbook, and Consumer Information Guide.