



# NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

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In the Higher Education Act, as amended, Congress requires that colleges annually distribute to all enrolled students a notice of the availability of institutional and financial aid information. This notice must list and briefly describe the required information and include a statement of the procedures required to obtain the information. That list is shown below. If you need any further help after reviewing these sources or after contacting the individuals listed here, contact the Director of Financial Aid, Mr. Gregory Becher, at 805-421-5935 for additional assistance. This list is not a comprehensive list of *all* HEA disclosures, but only those for which an annual notice must be issued.

## **Family Education Rights and Privacy Act (FERPA)**

FERPA was designed to protect the privacy of an enrolled student's education records. The College's FERPA policy contains information pertaining to:

- An enrolled student's right to, and procedures for, inspecting, reviewing and requesting amendment of his educational records;
- An enrolled student's right to consent to disclosure of personally identifiable information contained in the student's education records, to file a complaint with the U.S. Department of Education, and to obtain a copy of the student records policy;
- Information about the College's policy regarding disclosures to school officials with a legitimate educational interest in the education records;
- A description of who, besides the student, has legitimate access to student education records without the student's consent; and
- A list of what is included in Directory Information.

*This information is available on the College's website at <http://www.thomasaquinas.edu/page/regulatory-information>. A paper copy is available upon request from the Registrar.\**

## **Available Financial Assistance**

- Description of all available federal, state, local, private and institutional financial need-based and non-need-based assistance programs, and for each program a description of:
  - Application form and procedures
  - Student eligibility requirements
  - Terms and conditions of Title IV, HEA loans
  - Selection criteria
  - Criteria for determining the amount of a student's award

- Rights and responsibilities of students receiving Title IV and other financial aid, including:
  - Criteria for continued eligibility
  - Satisfactory academic progress standards and criteria to reestablish eligibility if student fails to maintain satisfactory academic progress
  - Method and frequency of financial aid disbursements
  - Terms of any loans received, sample loan repayment schedules and the necessity for repaying loans
  - General conditions and terms applicable to any employment offered as part of student's financial aid award
  - Exit counseling information required to be provided and to be collected from student borrowers of the Direct Loan Program

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### **Institutional Information**

- Title and available employee(s) responsible for dissemination of institutional and financial disclosure information and how to contact them
- Description of any special services and facilities for disabled students
- Student diversity
- Cost of attending Thomas Aquinas College
- Refund policies
- Requirements for officially withdrawing from school
- Summary of requirements for the return of Title IV loan assistance by withdrawn students
- Information regarding Thomas Aquinas College's academic programs
- Transfer of credit policy
- Entities that accredit, license or approve Thomas Aquinas College and procedures for reviewing school's accreditation, licensing or approval documentation
- Copyright infringement policies and sanctions, including computer use and file sharing

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## **Student Outcomes**

- Retention rate
- Completion/graduation rates of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150% of the normal time for graduation or completion
- Placement in employment
- Types of graduate and professional education in which graduates of Thomas Aquinas College enroll

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## **Health and Safety**

- Vaccinations Policies
- Campus Security Report, including:
  - Statistics for the 3 most recent calendar years concerning occurrences of crime on campus and on public property immediately adjacent to and accessible from the campus
  - Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies and Thomas Aquinas College's response to such reports
  - Policies concerning the security of and access to campus facilities
  - Policies concerning campus law enforcement
  - Policies concerning alcohol and drug use
- Fire Safety Report, including:
  - Statistics and policies concerning fire safety on campus
  - Emergency response and evacuation procedures
  - Fire log

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\* *The California Registrar, Mr. Phillip Wodzinski, can be reached at 805-421-5982.  
The New England Registrar, Mr. Patrick Gardner, can be reached at 413-834-1155.*