



# CONSUMER RIGHTS



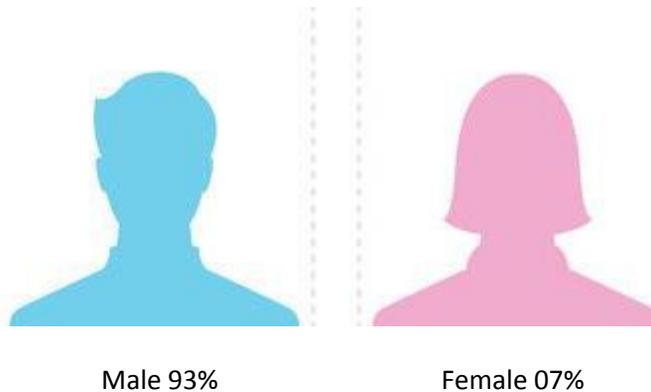
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## STUDENT DIVERSITY

Pursuant to the *HIGHER EDUCATION OPPORTUNITY ACT (HEOA) of 2008*. Colleges and Universities must make available to current and prospective students Information about the student body diversity, including the percentage of enrolled full-time students who are male, female, self-identified members of a major racial or ethnic group, and those who receive a federal Pell Grant.

The Information is as follows:



Black or African American 0%

Hispanic or Latino 100%

First Time Undergraduate Pell Recipients 0%

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

*FERPA* (sometimes referred to as the Buckley Amendment) was passed by Congress in 1974 and provides the following rights to students:

1. The right to inspect and review the student's education records within 45 days from when the institution receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate officials, written request that identify the record(s) they wish to inspect. An institution official will make arrangements for access and notify the student of the time and place where the records must be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall forward the student to the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's education records that the student believes is inaccurate or misleading.  
They should write to the institutions official responsible for the record clearly identifying the part of the record they want changed, and specifying why it is inaccurate or

misleading, if the institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision advise them of his or her right to a hearing regarding the request for an amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right of hearing.

3. The right to consent disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure to school officials with legitimate educational interest upon request, the institution discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

**NOTE:** FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the Institution States in its annual notification that it intends to forward records upon request.

A school may disclose *personally identifiable information* without student consent to the following parties:

- School officials with legitimate educational Interests
- U.S Comptroller General U.S Attorney General, U.S Department of Education
- State and local Officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of dependent student as defined by the IRIS
- Parent of a student under 21 regarding the violation of a law relating to alcohol or abuse.

In contrast to the exceptions of the notification and recordkeeping requirements grated for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena in advance of compliance so that the parent or eligible student may seek protective action. Additionally, Schools must comply with FERPA'S recordkeeping requirements when disclosing information pursuant to a standard court order or subpoena.

The school will make a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court issuing agency has prohibited such disclosure).

4. The right to file complaint with the U.S Department of Education concerning alleged failures by the State Institution to comply with the requirements of FERPA. The name and the address of FERPA is: Family Policy Compliance Office, U.S Department of education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

## WHAT ARE EDUCATION RECORDS?

Under *FERPA*, education records are defined as record that are directly related to a student and are maintained by an educational agency or institution or by a party acting behalf of a party or institution, Protected education records can be maintained in paper, computer media, video or audio tape, film, microfilm and microfiche. Examples include but are not limited to the following:

- Transcripts
- Class Schedules
- Academic History Reports
- Attendance Record
- Grades
- Advising Notes
- Financial Records
- Degree Audit Report

According to *FERPA*, a student can request that the institution not release any directory information that relates to them. Institutions must comply with this request, once received, if the student is still enrolled.

Any record that contains personally identifiable information that is directly related to the student is an education record under *FERPA*. This information can also include records kept by the school the form of student files, student system databases kept in storage devices such as serves, recordings or broadcasts which may include student projects. A student shall not be permitted to inspect records which personally identify other students even if he/she is personally identified. In such case, he/she shall simply be informed of the information contained on the record.

The following are not considered as education record as defined by *FERPA*:

- Private notes of individual staff or faculty (not kept in student advising records)
- Campus Police Records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed or to anyone else are not considered educational records and therefore fall outside the *FERPA* disclosure guidelines. However, the records may be protected under other State or Federal laws.

## DIRECTORY INFORMATION

Some information in the student education records are defined as directory information

Under *FERPA*. Under a strict reading of *FERPA*, the School may disclose this type of information without written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include but is not limited to:

- Name
- Address
- Phone Number
- E-mail Address
- Dates of Attendance
- Degrees Awarded
- Enrollment Status
- Major Field of Study

## NON – DIRECTORY INFORMATION

Non – directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic right to do so. Non-directory information may include but is not limited to:

- Social Security Number
- Student Identification Numbers
- Race, Ethnicity and/or Nationality
- Gender
- Transcripts, grade reports

## WRITTEN CONSENT INFORMATION

In general, a student must provide a signed dated written consent form before an education agency or school can legitimately disclose non-directory information from the student’s education records.

### **The written consent must:**

- Specify the records that may be disclosed.
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made.

**When disclosure is made:**

- If a parent or eligible student so request, the school must provide him or her with a copy of the records disclosed, and if the parent of a student who is not an eligible so requests, the school must prove the student with a copy of the records disclosed.

**Signed and dated written consent may include a record and signature in electronic form that:**

- Identifies and authenticates a particular person as the source of electronic consent.
- Indicates such person's approval of the information contained in the electronic consent.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or formation requested by regional accrediting organizations.

Institutions do not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where as a result of crime of violence, a disciplinary hearing was conducted by the school, a final decision as recorded, and the alleged victims seeks disclosure.

In order for institutions to be able to disseminate non-directory information in these instances, FERPA requires that institutions annually publish the policies and procedures that they will follow to meet FERPA guidelines.

## **STUDENTS RIGHT-TO KNOW ACT**

Futura Career Institute is pleased to provide the following information regarding our institution's graduation and completion rates. The information is provided in compliance with higher education act 1965, as amended, Students Right - to - Know Act is a Federal policy which mandates that all schools participating in the title IV programs provide the information to its students.

In accordance with the Higher Act (HEA) of 1965, as amended each post-secondary institution must make available information regarding retention rates to currently enrolled and prospective students.

For additional student consumer information:

<https://nces.ed.gov/collegenavigator/?q=futura+career+inst&s=all&id=476498#retgrad>

## **STUDENT FAIR CONSUMER RIGHT**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license Futura Career Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the document describing the schools licensing and accreditation.
2. The cost of attending the institution, including; Tuition and fees, books, and supplies; estimates for transportation.
3. The academic program of the institution; Educational and training program; the institution laboratory other facilities which relate to the academic program, the facility and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and types and amounts of assistance in the financial aid package.
7. The standards which the students must maintain in order to be considered to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.