

DATE: 2/3/22

TO: Commonwealth Technical Institute Student

FROM: *Tracy Saunders*
Tracy Saunders
Administrative Assistant I/Financial Aid Office

RE: Student Consumer Information Form

Attached is our annual notification of student consumer information. Please review this and if you have any questions, you can stop by the Financial Aid Office.

Thank you.

COMMONWEALTH TECHNICAL INSTITUTE
ANNUAL NOTIFICATION OF STUDENT CONSUMER INFORMATION
Under 34 CFR Part 668 – Student Assistance General Provisions

CTI is required to annually notify students of certain consumer information listed under 34 CFR (Code of Federal Regulations) Part 668 – Student Assistance General Provisions. CTI is sending this notification to you to comply with the notification requirements under these regulations. The following list describes the consumer information reports that are available from various CTI offices:

Financial Aid Information

The Commonwealth Technical Institute is approved to participate in federal and state financial aid grant programs. You must meet the following eligibility requirements for federal aid: possess a high school diploma or GED; be enrolled in an eligible program; be a U.S. citizen or eligible non-citizen; maintain satisfactory academic progress; not have a bachelor's degree; and be registered with Selective Services if you are a male and born after 1960.

Participation in the federal and state programs requires the student complete a Free Application for Federal Student Aid (FAFSA) application each year. This may be done online at <https://studentaid.gov> or you may request a paper application through our Financial Aid Office. Our Federal School Code is 017034.

The federal government establishes an Expected Family Contribution (EFC) for each student to determine grant eligibility. Factors involved in determining this EFC include taxed/untaxed income, assets of both student and parents, dependency or marital status, household size, and number of family members enrolled in college

If you are awarded a Federal Pell grant and/or state PHEAA grant, it will be credited toward your tuition costs. If you are receiving PA Office of Vocational Rehabilitation support, the grant(s) will be applied towards your tuition costs.

The Pennsylvania Higher Education Assistance Agency (PHEAA) grant is available to undergraduate students who are PA residents and are enrolled in an associate degree program. PHEAA has its own regulations and eligibility requirements for grant determination. PHEAA deadlines for submission differ from the FAFSA submission deadline. For further information, visit www.PHEAA.org.

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded directly to students with exceptional financial need, each term. Priority is given to students who qualify for the Pell Federal Grant. The amount of the FSEOG award varies based on annual grants received from the federal government and the number of eligible students during the term. All FSEOG grant disbursements will be applied to your tuition or towards OVR's support of your tuition costs.

The Federal Work Study Program provides on-campus employment during the academic year to eligible students. Students interested in working for the FWS Program should inquire through the Financial Aid Office and procedures will be explained. The number of eligible students who may participate in the program will depend upon federal funding provided to the school. Students are paid at the current federal minimum wage and paid on a biweekly basis with direct deposit into the student's bank account.

The U.S. Department of Education provides numerous publications on their website at: <https://studentaid.gov>. Students are expected to meet academic progress requirements for federal financial aid eligibility as outlined in the memo attached to their award letter. Copies of the actual policy are available in the Financial Aid Office.

An **academic year** consists of a minimum of 30 weeks during which a full-time student is expected to complete a minimum of 24 credit hours. An **award year** refers to the specific enrollment period and runs from July 1st to June 30th. A **cross-over payment period** is any period that includes both June 30th and July 1st. For the purposes of federal financial aid programs, this period must be assigned to a specific financial aid award year which begins each July 1st.

CTI at the Hiram G. Andrews Center Catalog

The school catalog contains information about the following:

- the names of associations, agencies and/or governmental bodies that accredit, approve, or license the school and its programs
- special facilities and services available to students
- the costs of attending the school (tuition and fees, books and supplies, room and board, and cost of support services)
- a statement of the requirements for the return of federal student aid program funds when a student withdraws from school and information about refund policy with which the school must comply
- the degree and non-degree programs, training, and other education offered
- a list of the faculty and other instructional personnel
- refund policy, requirements for withdrawal and return of Title IV, HEA financial aid

Catalogs are available from the Education Departments or at the main lobby desk. Information pertaining to student body diversity and transfer of credit policies and articulation agreement are also available from the Education Department.

Completion and Graduation Rates

The completion rate or graduation rates are calculated for the full-time, certificate, or degree first-time undergraduate students who completed their program within 150% of the normal completion rate. This report is available by July 1st, immediately following the point in time at which the 150% point for the cohort has elapsed (September 1st to

August 30th of the prior year). This report is available from the Education staff. The retention and placement rates are also available through the Education Department.

Campus Security Report

The HGAC Security Department operates 24 hours a day, 7 days a week. Students will receive information on crime and sexual assault prevention during new student orientation. Copies of policies regarding the following are on the school website and available from the Security Department, security and access to HGAC; authority of HGAC Security Department; timely warnings; confidential reporting procedures; and reporting of crime or suspicious activity and response to such reports.

Statistics for the past three years concerning crimes that occurred on campus, non-campus building or property and public property (streets, sidewalks, and parking facilities) are available from the Security Office and will be posted on the [school website](#).

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a federal law which provides students with the right to inspect their educational records maintained by CTI@HGAC, the right to a hearing to challenge the contents, and to make explanation for challenged information. The law also provides that CTI@HGAC will maintain confidentiality of student records except with respect to special cases as noted in the legislation. CTI@HGAC, at its own discretion, may provide information in accordance with the provisions of the Act. Students who request educational information after graduation must do so in writing.

Schools have the right to disclose certain non-personal information about their student population. This information is called “directory information”. Directory information refers to information contained in students’ education records, not general considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, student’s name, address, telephone number, field of study, dates of attendance, grade level, and enrollment status. Students may, if they desire, request that this “directory information” not be released. Copies of the actual policy are available in the Financial Aid Office.

Drug and Alcohol Prevention

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the school and all its auxiliary sites. In addition, there will be continued educational opportunities about the dangers of drugs and alcohol. The school will maintain a list of approved drug and alcohol counseling and rehabilitation programs in the area and make them available to all students and employees. Every student and employee will be presented with the complete drug-free policy. Information pertaining to the dangers of drug and alcohol abuse can be obtained from the Center’s Health Clinic. Information can also be obtained from the HGAC counselors and the Center’s Library.

A student that is convicted for any drug offense while receiving Title IV aid will result in a loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. You will receive notification separately of your eligibility loss and how it may be regained.

Unauthorized Distribution of Copyrighted Material

Institutions are required to take steps to combat the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property.

Copyrighted 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, at its discretion, also assess costs and attorney 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 <https://copyright.gov>.

Vaccination Policies

The Admissions Department will alert prospective students of all required vaccinations prior to their scheduled admission.

Constitution Day

Constitution Day is celebrated each September 17th. If September 17th falls on a weekend, it will be celebrated the following week with activities such as showing of a film, “*We the People...The U.S. Constitution and You*”; viewing of the movie, “*National Treasure*” in the recreation hall; and discussions in the Center for Occupational Readiness classroom regarding the Constitution.

Rev. 12/15
09/16
07/18
06/21